

# Checklist for Projects (A, TA, B, TB, F, TF, G, and TG)

July 2024

This checklist is developed as a help for applicants to the CKU Fund and the FoRB-window to ensure that all administrative requirements are fulfilled regarding projects. The aim is to decrease the chances of applications being rejected due to mistakes or omissions.

Formalities	Question	OK?
Requirements	Do the applicants meet the formal requirements to be able to apply for the CKU Pool Fund or the FoRB Window (statutes, number of contributors, audited accounts, etc. – see chapter 2 in the guidelines for the CKU Fund and the FoRB Window).	
Grant Ceiling	Does the organization have space for the grant within their grant ceiling for the year in question?	
Page Count	Does the application text fall within the maximum page count? A and TA-projects max. 15 pages. B, TB, G, TG-projects max. 10 pages. F-projects max 3 pages.	
Text Font	Is the application written in Cambria 11 with spacing 1.0?	
Questions	Have all questions (relevant to the project type) been answered?	
Re-application	Has a cover-letter been attached?	
	Has a version of the application been attached written with "track-changes"?	
	Has a "clean" version of the application been attached?	

Budget	Question	OK?
Budget Format	Has the format in the project portal been used? (Only I-projects can use their own format)	
Exchange Rate	Has the correct exchange rate, taken from Oanda, been used and is this clearly indicated in the budget, including the date?	
Excel Formula	Do all the totals add up (are formulas correct?) and is there balance between the currencies used?	
Budget Maximum (CKU-cotrib.)	Is the amount applied for from CKU within the maximum amount for the given modality (excluding disability compensation)? Regarding F-projects, do the applied budget amount to max. 25% of the total grant from external donor?	
Local Administration	Does the budget include local audit? (Required for Modality A, B, F, G and TA, TB, TF, TG)	
Budget Margin	Is the budget margin included and is it between 6-10% of total costs?	
Audit in Denmark	Has audit in Denmark been included if the Danish organization is administering the project, and has audit in Denmark been omitted if CKU is administering the project?	
Administration in Denmark	Is administration in Denmark at a maximum of 7% of project costs if the Danish organization is administering the project, and has administration in Denmark been omitted if CKU is administering the project?	
Other Resources	Is it clear how large a portion of the budget is financed with other financial sources, who these other sources are and if the funding is secured?	
Spreadsheet 2 Budget Notes	Are budget notes filled in to clarify the budget?	
Spreadsheet 3 DK workhours	Are DK workhours filled in and justified in the application text as well?	

Annexes	Question	OK?
Budget and LFA	Are the budget format and Logical Framework Analysis completed and ready to upload? LFA is not required for F-projects, TG projects and for B-project below DKK 200.000.	
External donor	Draft application and guidelines of external donor is required for F/ TF -projects.	
Supplementary annexes	The maximum page count for non-mandatory annexes does not exceed 20 pages for A, TA, B, TB, G, TG projects.	