**Checklist for the Submission of Interim and Final Narrative and Financial Reports and Supporting Materials**

Instructions: Please check "✔" for each document or requirement listed below. Submit this checklist along with the required narrative and financial reporting documents.

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| **No.** | **Document/Request** |  |
| 1 | Narrative report (printed and signed after approval) |  |
| 2 | Financial report (printed and signed after approval) |  |
| 3 | Annex on main achievements (printed and signed after approval) |  |
| 4 | Verification materials as specified in the logical framework (printed where applicable) |  |
| 5 | Contracts of individuals involved in grant implementation, including external collaborators |  |
| 6 | Proof of salary payments (bank transfers) monthly basis |  |
| 7 | Vehicle logbook/record when other means of transport have been used |  |
| 8 | Regular invoices and bank transfer records for all payments |  |
| 9 | Bank statements for the reporting period |  |
| 10 | Proof of payment for personal income tax |  |
| 11 | Proof of payment for pension contributions |  |
| 12 | Evidence of payment for any other contributions required under Kosovo laws in effect during the grant implementation period |  |
| 13 | Proof of rental tax payment |  |
| 14 | Financial file prepared in accordance with budget lines |  |

Signature and Submission Date:

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