



# FOUNDATION FOR HUMAN RIGHTS

## ADMIN COMPLIANCE CHECKLIST

<b>For Posted Applications</b>	
Is your application placed in a sealed envelope?	
Did you write the specific reference on the outside of the envelope?	
Did you write the applicant's name on the outside of the envelope?	
Did you write the address on the outside of the envelope?	
<b>For All Applications</b>	
Did you complete your application on our application form? If not your application may be rejected	
Did you provide proof of your organisation's legal and non-profit status?	
Is the applicant an NGO, a CBO or a Section 21?	
Is the application typed (Handwritten applications will not be considered)	
Is the application completed in English (Applications in other languages will not be considered)	
Did the applicant complete each and every section of the application form?	
Has the applicant provided an implementation plan?	
Has the applicant provided a budget?	
Is the amount less than the maximum allowed?	