

GGP Application Form: List of Supplementary Documents

Section I: Applicant Organisation - Basic Information			
#	Type of Document	Requirement	Check
1.A	Valid Registration certificate	Required	
1.B	PIN certificate	Required	
1.C	Tax Compliance Certificate (TCC)	Required	
1.D	<p>Audited financial reports of previous two financial years</p> <ul style="list-style-type: none"> ➤ Public institutions: The annual financial reports submitted to Public Sector Accounting Standards Board (PSASB) ➤ Public Benefit Organisations (PBOs): Audited reports submitted to PBO Board 	Required	
1.E	<p>Letter of explanation for a deficit</p> <ul style="list-style-type: none"> ➤ The letter must be produced and certified by auditing firm that audited the relevant financial year. 	Required if there was a deficit reported in 1.D	
Section II: Proposed Project - Summary of Key Information			
2.A	Registration certificate(s) of final beneficiary institution(s)	Required if the project plan to benefit another institution(s) different from an applicant organisation	
2.B	<p>Letter of confirmation issued by final beneficiary institution(s)</p> <ul style="list-style-type: none"> ➤ This letter is to ensure that the final beneficiary institution(s) has been adequately involved in, consulted on and/or approved the plans of the proposed project. ➤ The letter must be signed by the representative(s) of the institution and must bear its (their) official stamps. 		
2.C	License	Required if specialized equipment(s) that requires a license to operate is included	
2.D	Land title deeds of owner institutions of facilities constructed or renovated	Required if the plan is to construct and/or renovate a facility.	
2.E	<p>Bills of Quantity (BoQ) and architectural drawing(s)</p> <ul style="list-style-type: none"> ➤ Facilities of public institution and infrastructure for communal use must have BoQ and architectural drawing(s) directly produced by Public Works. 		
2.F	County government approval certificate for architectural plans		
2.G	County government approval certificate for structural plans		
2.H	NEMA approval certificate		
2.I	Letter of confirmation issued by Director of line ministry/department	Required	

	<ul style="list-style-type: none"> ➤ To confirm that the department approval for the proposed plans of the project. ➤ If construction/renovation is planned, this letter must confirm that the architectural plans comply with standard and regulations of the department. 		
Section III: Key Details of Project			
3.A	Table A (Under preparation)– Project Activity and Budget	Required	
3.B	Table B (Under preparation)– Equipment list with details such as manufacturer’s name and specifications.	Required if you plan to purchase equipment	
Section IV: Implementation Capacity of Applicant Organisation			
4.A	<p>List of members/staff</p> <ul style="list-style-type: none"> ➤ For Board of Management (BoM) of educational or health institutions, provide a list of BoM members clarifying name, title (in BoM) and ID number of each. ➤ For Public Benefit Organisation, provide the following: <ul style="list-style-type: none"> ① List of Board members (Name, title at Board, email address, mobile phone no. and ID number) ② List of staffer(s) overseeing finance and procurement 	Required	
4.B	Organogram	Optional	
Additional Supplementary Document			
5.A	<p>Photographs</p> <ul style="list-style-type: none"> ➤ Collate a couple of photographs, which best depict the current problems and issues this proposed project aims to address, in one-page A4 size paper. ➤ Please add a brief caption to each of the photographs. 	Required	