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| **Please ensure that this checklist is filled in and submitted with the application forms and  relevant documents.** |

This checklist helps applicants to check if they have provided all the necessary documents and information for fund application. Additional documents and information may be required on a case-by-case basis. Applications will only be evaluated for funding when all the required documents and information are submitted.

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| **S/N** | **Document(s) Required** | **Details Required** | **✓** |
| **1** | Detailed Application Form | Include all details pertaining to the proposal. |  |
| **2** | Detailed budget proposal (Annex I) | Include all possible costs that are required to complete project. |  |
| **3** | Audited financial statements  (For Organisation/ Institution application only) | New applicants to the Fund should include full financial statements the last three years.  Applicants who have previously applied to the Fund should submit the current year’s audited financial statement. A full set of audited financial statements is required. |  |
| **4** | Organisation Profile  (For Organisation/ Institution application only) | Include organisation/institution portfolio and ACRA business profile. |  |
| **5** | Team Profile | Include CV and relevant experience of key team members involved in the proposal, including but not limited to the language consultant, editor, author, illustrator, translator, producer, scriptwriter, etc.  If the applicant is an MOE officer, proof of MOE HR approval for fund application must be submitted with these documents.  If the project involves any MOE officer in any other capacity, proof of MOE HR approval for participation in the project must be submitted to the Fund after Grantee’s acceptance of Letter of Offer and before the signing of Project Agreement. MOE HR approval must be obtained before the officer can be involved in the project. |  |
| **6** | Sample of work | Include meaningful mockup, draft synopsis, script and/or illustration for the proposal. Past work may also be submitted for additional reference.  Samples may be submitted via a download link. Please contact the Fund if you wish to pass the samples to us in a CD or thumb drive. |  |
| **7** | Others | Any other supporting documents |  |

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| **Title of Project:** |  |
| **Name of Applicant (as per NRIC)/**  **Organisation (as per ACRA registration records):** |  |
| **Signature of Applicant/ Head of Organisation:** |  |
| **Official Stamp of Organisation**  **(Organisations/Institutions only)** |  |
| **Date of Submission (DD/MM/YYYY)** |  |