ANNEX II: REQUIRED DOCUMENTS CHECKLIST

The list below includes all the required documents to be submitted with the application to be considered for the grant. Additional documents might be asked for during the committee review phase.

Documents Needed for Pre-Screening

Document	Description
1. Official Registration	Valid registration certificate from the Directorate General of Cooperatives
2. Financial Documentation	Latest available financial statement, balance sheet, or budget for the year 2023
3. Governance Record	Minutes of the latest board member elections (preferably held or renewed in 2023)
4. Photos of Facilities and Assets	Images showing the cooperative's production area, cultivated crops or fields, and any storage or processing infrastructure, including visible damages (if applicable)
5. Product Output Images	Pictures of the final product (wheat-based or other) produced by the cooperative, clearly showing labeling and packaging
6. Previous Assistance Proof if any	List of previous assistance received by any donor, mentioning the donor/s, the year of reception of each assistance, price of each item, in addition to the trainings received

Documents Needed for Grading

Category	Document	Description	Required
Production Capacity	Proof of Production and Production Area	Documents showing active engagement in agricultural/agri-food production (e.g., cropping plan, production log, harvest records)	Yes
	Photos of Facilities	Images of the cooperative's center, warehouses, equipment, and any visible damage or degradation	Yes
	Photos of Final Products	Pictures clearly showing products produced and labeled/packaged by the cooperative	Yes

	Videos of Facilities (Optional)	Short videos showing cooperative premises, assets, or production activities (if available)	Optional
Organizational Structure	List of Members	List of current cooperative members (with roles and gender)	Yes
	List of Board Members	Names and positions of current board members with gender	Yes
	Name of Cooperative Head	Name and title of the cooperative's legal representative or director	Yes
Financial Capacity	Financial Statements / Sales Report (2023)	Documentation of financial performance in 2023 (e.g., income statement, revenue report)	Yes
	Ministry of Finance Declaration	MoF tax declaration or fiscal registration (if available)	If Available

Documents Needed for the Selected Activities

Category	Document	Requirement	Required
1. Equipment and Machinery	Detailed description of equipment or machinery to be purchased	Include purpose and intended use	Required only if applicable
	Quotation or proforma invoice	From vendors for selected equipment	Required only if applicable
2. Structural Repairs or Improvements	Detailed description of planned repairs or upgrades	Must include technical standards (e.g., GMP/GHP compliance if relevant)	Required only if applicable
	Quotation or proforma invoice	For works and materials	Required only if applicable
3. Energy-Efficient Systems	Quotation or proforma invoice	From suppliers of energy-efficient equipment	Required only if applicable
	Technical specifications or product description	For proposed energy-efficient equipment	Required only if applicable
	Documentation of existing energy system	Evidence of current systems if requesting upgrades	Required only if applicable
4. Raw Materials	Detailed list of materials	Include type, quantity, supplier, and intended use	Required only if applicable
	Quotation or proforma invoice	For raw materials	Required only if applicable
5. E-Commerce and Digital Solutions	Cost estimates and quotations	For platform use, setup, or listing fees	Required only if applicable
6. Access to Local Markets / Branding	Proposals or quotations from vendors	For design, branding, packaging, or listing services	Required only if applicable
7. Additional Supporting Documents	Any additional document that supports the application	Photos, business plans, prior donor letters, etc.	Optional