

Checklist for the ATT Voluntary Trust Fund Proposal Application

- ☐ Have you used the latest **Grant Application Form** and **Budget Form** downloaded from the VTF webpage?
- ☐ Are both forms **signed and dated** by a **government** representative?
- ☐ Have you checked the boxes for VTF reporting and audit on the last page of the Grant Application Form?
- ☐ Have you provided details of previous projects funded by the VTF or other funding mechanisms?
- ☐ Have you clearly explained that the previous projects do not duplicate the proposed project, and instead, it builds upon and complements past projects?
- ☐ Is the **primary point of contact** a government representative responsible for **day-to-day project operations**?
- ☐ Is the information in both forms consistent, especially in **Section 6.7 (Project Activity description) and the Budget Form**, regarding:
 - Number of people involved
 - Number of travelers
 - Number of nights spent
 - Other logistical details
- ☐ (For a project involving one State) Is the project total budget less than or equal to **USD 100,000**?
- ☐ (For a project involving two or more States) Has any evidence been provided that other State(s) consent to the project?
- ☐ Are the budgets in both forms **identical**?
- ☐ Have you attached the **Excel version** of the Budget Form in addition to the **signed PDF version**?
- ☐ If your country is **not yet a State Party to the ATT**, have you completed a **template** (downloadable from the website) demonstrating **clear and unambiguous political will** to join the treaty?
- ☐ If your application is written in a language **other than English**, have you attached an **English translation** for the VTF Selection Committee?
- ☐ Have you consulted with your project implementing partner (if you have one) their capacity to implement multiple projects in the same VTF cycle?
- ☐ If you are submitting more than one proposal, have you ranked them in order of preference?