

## Checklist for the Resident Coordinator / Humanitarian Coordinator's Office

This checklist should help the HC/RC Office to assess the adherence of an application with the CERF guidelines, in order to ensure that key elements have been included, and ultimately to allow a swifter review process by the CERF Secretariat and the ERC.

1. Prioritization of humanitarian needs and project allocation of this application has been discussed at a Humanitarian Country Team / IASC Country Team meeting	<input type="checkbox"/>
2. A Cover Letter / e-mail signed by the RC/HC endorsing this application has been attached to the CERF submission	<input type="checkbox"/>
3. Projects have been revised to fit the life-saving criteria as per the Guidelines of August 2007 (can be downloaded at <a href="http://cerf.un.org">http://cerf.un.org</a> )	<input type="checkbox"/>
4. Proposal mentions complementary funding to the CERF / CERF is not funding 100% of total project requirements / UN CT has confirmed that no other immediately available funding source is available to fund this proposal	<input type="checkbox"/>
5. Proposal been submitted by an eligible organization (Operational funds, programmes or specialized agencies of the United Nations, or IOM)	<input type="checkbox"/>
6. If other eligible UN agencies are mentioned as implementing partners, separate budgets will be submitted to the CERF in order to avoid pass-through arrangements between directly eligible UN agencies, including IOM.	<input type="checkbox"/>
7. Projects are based on demonstrable needs assessments	<input type="checkbox"/>
8. Programme Support Costs are within the 7% ceiling	<input type="checkbox"/>
9. Projects from CAPs / Flash Appeals include CAP/FA projects codes	<input type="checkbox"/>
10. For Rapid Response: Projects are in line with the 3 months implementation timeframe, i.e. funds can be committed within 3 months	<input type="checkbox"/>