



Things to check in proposals and chapeau before submitting the application to the CERF secretariat:

- Projects adhere to the overall strategy and agreements; the proposals and the chapeau match
- Beneficiary figures add up and are consistent throughout the project proposal
- Beneficiary figures between the chapeau and project proposals are consistent
- Geographic locations are consistent with agreed priorities and across projects
- Duration of activities are consistent with agreements
- Cluster/sector and/or project narratives complement each other; synergies are apparent
- Monitoring plan is included in proposals
- How the agency plans to implement is clear (implementing partners, timeline, etc.)
- Logframe matches budget
- Cost effectiveness of the intervention is clear
- Costs in budget are reasonable according to context
- Costs in budget are eligible as per CERF budget guidance
- Mainstreamed elements are apparent (protection, gender, age, AAP, etc)
- Do No Harm
- Documents are clean with no comments or tracked changes