

List of Documents Required for Submission to the Commission Secretariat

	Document	Submitted through paper form by post or in person
1.	Funding application form duly signed by the officer-in-charge of the project and authorised person of the applicant (in Section E) and authorised person(s) of co-organisier(s) (if any) (in Section B10) together with official chop(s) affixed	<input checked="" type="checkbox"/> original copy <input checked="" type="checkbox"/> soft copy (in Word format)*
2.	Registration document(s) of the applicant	<input checked="" type="checkbox"/> duplicate copy <input checked="" type="checkbox"/> soft copy*
3.	Project summary (Appendix I to Annex B of the Funding Guidelines)	<input checked="" type="checkbox"/> hard copy <input checked="" type="checkbox"/> soft copy (in Word format)*
4.	Budget Form (Appendix II to Annex B of the Funding Guidelines)	<input checked="" type="checkbox"/> hard copy <input checked="" type="checkbox"/> soft copy (in Excel format)*

* The soft copies should be stored in a USB flash drive or DVD disc and submitted to the Commission Secretariat by post or in person together with the duly completed paper funding application form and other required documents.