**OPCAT Special Fund - Checklist for 2022 Call for Applications**

**All applicants**

* **01 Application form** (signed and stamped)
* **02 Budget form**
* **03 Certification form** (to be signed by the official with the delegated authority to sign agreements, it should be the same person who will sign the agreement)
* **04 F.249 PUB from** (banking details)
* **05 Bank statement or official letter from a bank** confirming the bank/account information (mandatory for certain countries from Latin America : Argentina (22 digit CBU), Brazil (IBAN), Colombia, Chile, Paraguay, Peru and Venezuela – Mexico : CLABE number)

**New applicants** (in addition to above)

* **Certification of registration** for grantees who do not already have a BP number (first time they receive a grant)

**NGO applicants** (in addition to above)

* **Registration at UN Partner Portal** (Non-governmental organizations, academia, foundations)

**BUDGET INSTRUCTIONS**

1. Requested fund should not exceed 65 % of the project amount.

2. Procurement costs should not exceed 14% of the project amount.

3. Costs for human resources should not exceed 30% of the project amount.