

**Application Content Checklist  
MINI GRANTS Program**

Version 10.0, February 22, 2021

<b><u>Mandatory at the time of Submission of the Application</u></b>	
<b>Application Documentation</b>	<b>To be submitted in</b>
Applicant Statement in Serbian (signed)	IF online application portal
Business Plan	IF online application portal
Project Budget	IF online application portal
Project Presentation	IF online application portal
<b>Environmental Management Documentation</b>	<b>To be submitted in</b>
Environmental Screening Questionnaire (ESQ) (signed)	IF online application portal
<b>CVs of Key Personnel Engaged on the Project</b>	<b>To be submitted in</b>
CVs of the key personnel engaged in the project - maximum 5 CVs (in English)	IF online application portal
<b>Financial Documentation</b>	<b>To be submitted in</b>
Financial statements of the Company for the previous business year, if applicable	IF online application portal

**REMINDER: Please do not forget to click the “SUBMIT” button on the IF Portal in order to officially submit your project before the expiration of the deadline for the public call as defined by the Innovation Fund.**

<b><u>At the Time of Project Evaluation (only when requested by IF)</u></b>	
<b>Additional Documentation</b>	<b>To be submitted in</b>
Environmental Management Plan (only when requested)	IF online application portal
Other (only when requested)	IF online application portal
<b><u>Prior to Signing of the Financing Agreement (if Financing is Approved)</u></b>	
<b>Additional Documentation</b>	<b>To be submitted in</b>
Agreements with third parties	IF online application portal
Employment contracts	IF online application portal
Latest bank statement with dedicated bank account number	IF online application portal
Proof of no conviction for criminal offenses (not required in cases where the Awardee is listed in the Register of Tenderers in the Serbian Business Registration Agency)	IF online application portal
Other (only when requested)	IF online application portal