

# Checklist – Trade Unions

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Date: \_\_\_\_\_

- i. Proof of registration ( minimum 2 years old)
- ii. A transparent ownership structure;
- iii. Project oriented funding approach as opposed to administrative overhead costs;
- iv. Certified Identity documents of office bearers (Individual);
- v. B-BBEE certificate or Affidavit reflecting either level 1 or level 2 B-BBEE contribution;
- vi. Two years Audited Financial Statements ;
- vii. Transparent Annual Programme Reporting Processes
- viii. Evidence of prior impact given in field;
- ix. Past outcomes that reflect that the Applicant has shown impact from grants received;
- x. Clean audit track record;
- xi. Tax Clearance Certificate / Tax exemption
- xii. Subjection to due diligence process for directors and service providers
- xiii. Proof of last conference conducted
- xiv. Copy of constitution