

CHECKLIST OF REQUIREMENTS FOR THE AVAILMENT OF LIVELIHOOD FUNDS
(All in three (3) sets)



A. Application for Accreditation

DOCUMENTS
*Letter of Intent
*Application Form No. RO-01B (If already accredited, please attach a copy of the certificate of accreditation)
*Appropriate Council/Board Resolution approving the application, identifying the authorized person to transact business with DOLE and enter into MOA with DOLE ROV and provide at least 20% equity of the total project cost for the implementation of livelihood program.
*Authenticated copy of Approved Annual Development Plan (current year)
Certificate of registration (SEC, CDA or DOLE)
Authenticated copy of the latest Articles of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA
Audited Financial Reports for ACP w/ more than 3 yrs of existence
Accomplishment Report duly certified by the Secretary for NGO/PO w/ less than 3 yrs of existence + fin reports for the yrs it has been in operation + copy of existing bank account
Approved Work & Financial Plan, and sources and Details of Proponent's Equity Participation in the Project (2 copies)
History of the Organization and List &/or Photographs of similar projects previously implemented indicating the source of funds and status of project.
Disclosure of other Related Business, if any, and Extent of Ownership therein
Certification from Pres/Chairman that the ass. has no arrears/overdue loan amortization from any credit institution (duly notarized)
Sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the 4 th civil degree to the official of the agency authorized to process and/or approve proposed MOA, and release funds
Certificate of Good Standing from registering agency/from LGU concerned attesting to the credibility and capability of the applicant's officers and staff
Bio-data and Police Clearance of Key Officers

**Documentary requirements only for LGUs, NGAs and State University/ies/Colleges*

B. Fund Assistance Application

DOCUMENTS
Certificate of Good Track Record (if ACP was previously DOLE-assisted)
Letter of Intent
Project Proposal approved & signed by its officers
Summary of Profile of Target Beneficiaries indicating names, addresses, age, gender and occupation
Draft MOA
Training Design (Optional)
Profile of Resource Persons (Optional)
Proof of Payments for Social Protection (SSS, PhilHealth, etc.)
Canvass Sheet from at least 3 suppliers