Customization Intake Checklist (Foundation Inputs)

To tailor the cohort to your standards, we request:

1. Grant/subgrant agreement template (or key clauses)

2. Budget template + categories + rebudgeting rules (and FX rules if relevant)

3. Reporting templates + cadence + deadlines

4. Required KPIs/indicators + definitions (if available)

5. Procurement thresholds/requirements (quotes, approvals, exceptions)

6. Eligible vs ineligible cost guidance

7. Evidence requirements (MEL tools, photos, attendance lists, minutes, consent rules)

8. Document retention + audit access requirements

9. Data protection and safeguarding/PSEA policies (if applicable)

10. Your "top 10 recurring findings" (audit/monitoring notes)