

## Covering Letter for Application

Grant Assistance for Cultural Grassroots Projects (GCGP)

GCGP Unit  
Public Affairs Section  
Embassy of Japan  
Diplomatic Enclave 1  
Islamabad, Pakistan

Title of the Project: \_\_\_\_\_

I have completed the application form according to the instructions given in the guidelines. I have also enclosed all documents required by Embassy of Japan in Pakistan for evaluation of the application as per following check list:

S.No.	Documents	Cross the box
1.	Covering letter with check list	
2.	Application form duly filled (Please type or use block letters)	
3.	Costing Breakdown with three quotations from different suppliers	
4.	Organizational chart	
5.	Annual budget (annual sources of income and expenditures)	
6.	Audit report of previous years	
7.	Floor plan of the project	
8.	Site map of the project	
9.	Pictures of project site view from outside the building location for installation of requested equipment.	
10.	Other relevant documents	
11.	Previous and current years' activities/projects	
12.	Calendar of activities/projects for next year	
13.	Any other supporting documents	

Please mark (X) in front of each document attached.

Signature:

Name:

Designation:

Name of the Organization:

Date: