

Proposal Submission Form



EUROPEAN COMMISSION

TRANS-EUROPEAN ENERGY NETWORKS
Call for proposals 2010

Indicative check list

INDICATIVE CHECK LIST TO COMPLY WITH FORMAL REQUIREMENTS

Please make sure that the following fields of the proposal submission form have duly been filled in accordance with formal requirements of the TEN-E Call for proposals.

NOTA BENE: Please note that this **indicative check list** is based on the rules and conditions contained in the legal documents relating to TEN-E (in particular the "Guidelines for trans-European energy networks", the "Regulation laying down general rules for the granting of Community financial aid in the field of trans-European transport and energy networks", and the Work programme). It only provides guidelines to fulfil the formal requirements of the TEN-E Call for proposals. This list does not in itself have legal value, and thus does not supersede the above mentioned documents. Please refer to the TEN-E Call for proposals documents for all details on formal requirements.

Cover page

✓ **Project eligibility**

- Reference to the Annex III of the 2006 TEN-E guidelines

Part A – Administrative information

✓ **Applicant identification**

- A1 form** duly filled, dated, **signed and stamped** by the applicant

✓ **Legal entity**

- Legal entity form (see section A4.1) can be downloaded in your language and for your country from the internet address:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

It should be duly filled, dated, **signed and stamped** by the applicant

- Additional documents as requested in the legal entity form above

As regards "Legal Entities" three distinct categories of entities were defined: "Public law bodies", "Private law bodies (private companies)" and "Individuals". The "Legal Entity" form to fill out is distinct for each one of these three categories: according to your legal statute, you will thus have to complete and sign only one of the three versions of this form.

✓ **Financial identification**

- Financial entity form (see section A4.2) can be downloaded in your language and for your country from the internet address:

http://ec.europa.eu/budget/execution/ftiers_en.htm.

It should be duly filled, **dated, signed and stamped** by the account holder (and possibly the bank representative if no copy of recent bank statement is attached; see downloaded form)

- Additional documents as requested in the financial entity form above

To communicate your banking co-ordinates only one document is available which is valid whatever your legal statute is. In the case of a multi-beneficiary application, the possible beneficiaries have the possibility to communicate to the Commission one or several bank accounts. In the last case, you must provide separate forms (duly filled, dated and signed) for each bank account.

As regards bank accounts it is very important to make sure that the denomination (title) and the address of the account that you will mention on the form are exactly in conformity with what is recorded at your bank.

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If the applicant(s) is (are) a public/private undertaking(s)/body(-ies)

- ✓ **Member State approval**
- A2 form** duly filled, **dated, signed and stamped** by the responsible authority in the Member State
- ✓ **Additional formal requirements** (see section A4.3)
- Annual accounts for the last financial year for which the accounts have been closed
- Appropriate documents attesting the technical and operational capacity to complete the Action for which the grant is sought.
- Annex I** duly filled, **dated and signed**.

If the applicant(s) is (are) a Member State(s)

- ✓ **Public/private undertaking(s)/body(-ies) which will implement the Action**
- A3 form** duly filled

Part D – Compliance with Community Law

If applicable to your proposal:

- ✓ **Community Law on environmental protection**
- Annex II-A** duly filled, **dated, signed and stamped** by the authority responsible for monitoring the NATURA 2000 sites (see section D2.4)
- Annex II-B** duly filled, **dated, signed and stamped** by the authority responsible for monitoring the NATURA 2000 sites (see section D2.4)
- Annex II-C** duly filled, **dated, signed and stamped** by the authority responsible for water management (see section D2.7)

You are kindly requested to make sure that all other documents requested in accordance with the Community Law on environmental protection are attached to the proposal submission form, which includes:

- Documents to be provided in accordance with Council Directive 85/337/EEC on Environmental Impact Assessment (see section D2.3.2)
- Documents to be provided in accordance with the Strategic Environmental Assessment Directive 2001/42/EC (see section D2.3.3)

Formal requirements (such as dates and signatures in relevant documents) are also reminded in the application form by the following symbol .

Finally, please make sure that the proposal is timely delivered to the Commission, i.e. before the closure date of the TEN-E Call for proposals (please refer to the Call for proposals for the formal requirements related to the proposals delivery).