

<b>CHECKLIST</b> <b>OF DOCUMENTS TO BE INCLUDED IN THE GRANT APPLICATION FILE.</b>
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The following documents must be sent in duplicate (1 original and 1 copy). You must include them in this order in your application file. Please complete this checklist by ticking the boxes and then sign it. Include it in the application file as the first document.

- This checklist**
- Official cover letter of application** signed by the legal representative
- Application Form print out** completed and signed by the legal representative
- Detailed work programme-on paper and Word- with information on participants and detailed budget**
- Persons concerned, Occupational sectors concerned form**
- Legal entity form** completed and signed by the legal representative
- Financial identification form**, completed, stamped and signed by the legal representative and the bank
- A copy of the certificate of official registration** or other official document attesting the establishment of the entity (where this exists)
- A copy of the applicant's articles of association /statues or equivalent, proving the eligibility of the organisation**
- Document confirming the applicant's tax or VAT number, if available**
- ALL letters of commitment from all partners** signed. Where applicable
- Detailed CV of the project manager**
- Declaration on subcontracting** completed and signed by the legal representative
- The most recent balance sheet of the organisation**
- Declaration on honour** completed and signed by the legal representative
- the most recent **activity report** of the applicant's organisation (if available);
- applicant 's organisation **organisational chart** with all members of staff involved in the project, their positions and employment status;
- full description of work and tasks** carried out by each active partners involved in the project management;
- the declaration** (written and signed by the project manager ) certifying the professional competence of the team performing the tasks associated with the action, accompanied by their curriculum vitae.

<b>Signature</b>	<b>Date</b>