

Checklist for applicants to call VP/2010/002: documents to include in the application dossier

This checklist is for use by the applicant and does not need to be submitted with the application. It is purely for information purposes and does not replace the specifications in the text of the call for proposals.

Number	Document	Check <input type="checkbox"/> : completed document is included in the application dossier
0	Complete application dossier <ul style="list-style-type: none"> ➤ 1 original and 1 copy of all the documents below are submitted <input type="checkbox"/> ➤ Documents are printed double-sided, where possible <input type="checkbox"/> ➤ Only 2-hole folders are used. The dossier is not bound or glued (stapling is acceptable) <input type="checkbox"/> 	<input type="checkbox"/>
1	Official covering letter of the application <ul style="list-style-type: none"> ➤ With the original signature of the applicant's legal representative <input type="checkbox"/> ➤ Quoting the reference of the call for proposals <input type="checkbox"/> 	<input type="checkbox"/>
2	Print-out of the on-line application form NOTE: The on-line form must be electronically submitted before printing. <ul style="list-style-type: none"> ➤ Dated and with the original signature of the applicant's legal representative <input type="checkbox"/> 	<input type="checkbox"/>
3	Declaration on honour <ul style="list-style-type: none"> ➤ With the original signature of the applicant's legal representative <input type="checkbox"/> ➤ On the official letterhead paper of the applicant organisation <input type="checkbox"/> ➤ Includes the correct amount of the requested grant <input type="checkbox"/> 	<input type="checkbox"/>
4	"Financial identification" form of the applicant organisation <ul style="list-style-type: none"> ➤ With the original signature and stamp of the bank <input type="checkbox"/> ➤ With the original signature of the account holder <input type="checkbox"/> 	<input type="checkbox"/>

5	<p>"Legal entities" form</p> <ul style="list-style-type: none"> ➤ With the original signature of the applicant's legal representative <input type="checkbox"/> <p>Applicants must also provide:</p> <ul style="list-style-type: none"> ➤ A copy of the certificate of official registration or other official document attesting to the establishment of the entity (where this exists) <input type="checkbox"/> ➤ A copy of the articles of association/statutes or equivalent, proving the eligibility of the organisation <input type="checkbox"/> ➤ A copy of a document confirming the applicant's tax or VAT number, if available <input type="checkbox"/> ➤ A signed letter of the representative with the capacity to undertake legal obligations (only for social partner organisations without legal personality) <input type="checkbox"/> 	<input type="checkbox"/>
6	<p>A detailed work programme</p> <ul style="list-style-type: none"> ➤ Submitted both in paper and electronically <input type="checkbox"/> ➤ Provides a detailed description of the project, a timetable for the activities and the names, positions, and employment status of all staff involved in the project <input type="checkbox"/> 	<input type="checkbox"/>
7	<p>A budget explanation</p> <ul style="list-style-type: none"> ➤ Submitted both in paper and electronically <input type="checkbox"/> ➤ Provides additional information to explain and justify all items in the proposed budget (and particularly staff costs and subcontracting plans) <input type="checkbox"/> 	<input type="checkbox"/>
8	<p>Letters of support</p> <ul style="list-style-type: none"> ➤ from <u>each of the partners involved in project management</u>, explaining the nature of their involvement and specifying the cash amounts of any funding provided <input type="checkbox"/> 	<input type="checkbox"/>
9	<p>A Curriculum Vitae of the Person responsible for managing the action (section A.3 of the application form)</p> <ul style="list-style-type: none"> ➤ Indicates the current employer(s) with whom there exists either a permanent or temporary contract of employment <input type="checkbox"/> 	<input type="checkbox"/>
10	<p>Draft tender specifications in the case of subcontracting for external expertise over € 5 000 (not necessary for public bodies).</p>	<input type="checkbox"/>
11	<p>The most recent balance sheet of the applicant organisation</p> <ul style="list-style-type: none"> ➤ Includes assets and liabilities <input type="checkbox"/> 	<input type="checkbox"/>
12	<p>An external audit report produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available (only for grant requests over €500 000 and not necessary for public bodies)</p>	<input type="checkbox"/>