

Annex I: Checklist

Before sending in your application, please number the documents as shown below and send in the supporting documents in duplicate (two identical copies of the application). The absence of any of these documents may invalidate your application.

Check that the following information is included by ticking the last column:

Order	Document	To be downloaded from SWIM	1 original and 1 copy check √
1	Original cover letter formally submitting the application for funding, quoting the call VP/2010/008, duly signed and dated by the legal representative of the applicant organisation.	No	
2	Copy of the letter sent by the PROGRESS antidiscrimination contact point to the national member of the PROGRESS committee to inform him/her about the application (if it is not the same person).	No	
3	Print-out of the duly completed, validated and submitted on-line application form (https://webgate.ec.europa.eu/swim/external/displayWelcome.do): dated and with the original signature of the legal representative. Note: the on-line form must first be electronically submitted before printing. After the electronic submission no further changes to the application are possible!	Yes	
4	Detailed description and time-schedule of the project	Yes Annex E.5	
5	Letter(s) of commitment for applicant, partners participating in and/or third parties providing a cash contribution to the proposed action duly signed and dated	Yes Annex E.2	
6	Copy of the framework document presenting the 2010-2011 priorities and proposed action(s) elaborated by the working group and signed by the PROGRESS antidiscrimination contact point. This document will be used as a proof of agreement of the application by the anti-discrimination contact point.	Yes Annex E.6	
7	Detailed CV's (educational and professional qualifications, see model at www.europass.cedefop.europa.eu) and job specification of the members of the staff involved in the project (as listed under "staff costs").	No	
8	Financial identification form to be signed and stamped by the bank and dated and signed by the applicant (statement of the bank account details to which any payments for the proposal should be made - this account or sub-account must allow payments made by the Commission to be identified).	Yes Annex E.3	
9	Legal entity form to be signed by the legal representative of the organisation.	Yes Annex E.4	
10	Declaration on honour (articles 93 (1), 94 and 96 (2)) duly filled in and signed by the legal representative of the organisation.	Yes Annex E.1	

In addition, if the applicant is an organisation that is not a public authority and that has received a mandate by the participating country to carry out the activity, the application must also include:

Order	Documents	To be downloaded from SWIM	1 original and 1 copy Check √
11	a) Letter mandating the applicant organisation to carry out the activity for the public authority of the relevant participating country.	No	
12	c) All necessary annexes to the Legal entity form regarding the registration of the organisation	No	
13	d) copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.	No	
14	e) organisation chart showing the structure of the organisation	No	
15	f) Balance sheets and profit and loss accounts for the two last financial years (official documents)	No	
16	g) In addition to the balance sheets and profit and loss accounts (official document), please fill in the attached excel document for the two last financial years	Yes Annex E.7	
17	h) Last annual report	No	