

CHECKLIST OF DOCUMENTS TO BE INCLUDED IN THE GRANT APPLICATION FILE.

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
- ☐ **Grid listing the Persons and Occupational sectors** concerned by the project
- ☐ **Financial identification form**, completed, stamped and signed by the legal representative and the bank - http://ec.europa.eu/budget/info_contract/ftiers_en.htm#de_et_el
- ☐ **Legal entity form** completed and signed by the legal representative
http://ec.europa.eu/budget/info_contract/legal_entities_en.htm
- ☐ **Copy of the certificate of official registration** or other official document attesting the establishment of the entity (where this exists)
- ☐ **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
- ☐ In the case of organisations without legal personality: a signed **declaration of the legal representative stating his capacity to undertake legal obligations..**
- ☐ **Detailed work programme**, signed by the legal representative, with a detailed description of the project, a **full description of work and tasks** carried out by each active partners involved in the project management, the timetable for the activities, the names of all members of staff involved in the project, their positions and employment status.
- ☐ **Detailed budget**, with an explanation for each row.
- ☐ Where partners are involved, **ALL letters of commitment from all partners**, signed by the respective legal representatives.
- ☐ **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.
- ☐ **Detailed CV of the project manager**
- ☐ In the case of subcontracting,
 - ☐ the **declaration on subcontracting**, signed by the legal representative
 - ☐ the Annex "**CONTRACTS for IMPLEMENTING the ACTION**"
 - ☐ draft **tender specifications**
- ☐ **The most recent balance sheet of the organisation.**
- ☐ **Declaration on honour** completed and signed by the legal representative
- ☐ The applicant 's organisation **organisational chart** with all members of staff involved in the project, their positions and employment status;
- ☐ the most recent **activity report** of the applicant's organisation (if available);

Signature 	Date
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