

VP/2011/011

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 – in English, French or German (Annex E.8)
- ☐ **Application Form print out** completed and signed by the legal representative
- ☐ **Grid listing the Persons and Occupational sectors** concerned by the project (Annex E.9)
- ☐ **Financial identification form**, completed, stamped and signed by the account holder and the bank (Annex E.3)
- ☐ **Legal entity form** completed and signed by the legal representative (Annex E.4)
- ☐ **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 /statutes 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** – in English, French or German (Annex E.11)
- ☐ **Description of the action** giving a comprehensive description of the scope, objectives, methodology and events – in English, French or German (Annex E.5)
- ☐ **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 (Annex E.6)
- ☐ **Detailed budget**, with an explanation for each row
- ☐ Where partners are involved, **ALL letters of commitment from all partners**, signed with all the details and a full description of work and tasks carried out by each active partner involved in the project management – in English, French or German (Annex E.2)
- ☐ **Detailed CV of the project manager**
- ☐ **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**, in English, French or German (Annex E.12)
- ☐ In the case of subcontracting,
 - ☐ the **declaration on subcontracting**, signed by the legal representative – in English, French or German (Annex E.10)
 - ☐ the Annex **"CONTRACTS for IMPLEMENTING the ACTION"** - in English, French or German (Annex E.7)
- ☐ **The most recent balance sheet of the organisation**
- ☐ **Declaration on honour** completed and signed by the legal representative – in English, French or German (Annex E.1)
- ☐ The applicant 's organisation **organisational chart** with all members of staff involved in the project, their positions and employment status - in English, French or German

- ☐ the most recent **activity report** of the applicant's organisation (if available) - in English, French or German

Signature	Date
------------------	-------------

NOTA BENE

E. ANNEXES

All Annexes are mandatory. This is indicated by the asterisk near the browse button. The SWIM system will mark as "not valid - incomplete form" those applications where not all annexes are uploaded.

Apart from Annexes E.5 and E.6 the original (duly dated, signed and stamped- as requested) of the documents requested in each annex, must be scanned and uploaded in each section by using the Browse button beside the instructions.

In case of several documents within a category of annex (e.g. letters of commitment), the applicant can zip the documents and upload the ZIP file.

If the applicant is not able to scan the document to be uploaded or the specific document is not requested in this case (e.g. subcontracting documents etc.) please upload a dummy document, stating that the actual document will be sent in paper copy only or stating that the document is not required for this application.

In case of **Annexes E.5** and **E.6** the texts to be uploaded must be in word processing format (WORD format).

In case of **Annex E.8** applicants **must** use the model cover letter provided, even if it is not on their official letterhead.

Please note that the original of all requested documents must also be sent together by post.