

**CHECKLIST -2012**  
**OF DOCUMENTS TO BE INCLUDED IN THE GRANT APPLICATION FILE.**

**The following documents must be sent in duplicate (1 original and 1 copy). Please 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.**

**D This checklist**

**D Official cover letter of application** signed by the legal representative in English, French or German (*form attached*) (Annex E 8)

**D Application Form print out** completed and signed by the legal representative

**D Grid form listing the persons and occupational sectors concerned by the project** (*form attached*) (Annex E10)

**D Financial identification form**, completed, stamped and signed by the Account Holder and the bank (*form attached*) (Annex E 3)

**D Legal entity form** completed and signed by the legal representative (as indicated in Application Form at point A.2.) (*form attached*) (Annex E 4)

**D Certificate of official registration** or other official document attesting the establishment of the entity (where this exists)

**D A copy of the applicant's articles of association /statues or equivalent, proving the eligibility of the Organisation**

**D Document conforming the applicant's tax or VAT number, if available**

**D Declaration stating the capacity to undertake legal obligations mandatory for social partner's organisations without legal personality under the applicable national law - Point 3.1.2.2.)- in English, French or German** (*form attached*) (Annex E 12)

**D Description of the action** - on paper and electronically as Word in Annex E.5 of Application Form - giving a comprehensive description of the scope, objectives, methodology and events - in English, French or German (Annex E 5)

**D Detailed work programme--** on paper and electronically as Word in Annex E.6 of Application Form - with information on participants, with all elements requested at point 3.1.4/6 of the Call - in English, French or German (Annex E6 )

**D Detailed budget** - with all details requested at point 3.1.4/6 of the Call in English, French or German

**D ALL letters of commitment/Partnership 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, as requested at point 3.1.4/7– *in English, French or German*. Where applicable. (*form attached*) (Annex E 2)

**D Detailed CV of the person responsible for managing the action as quoted in the Application Form**, indicating clearly the current employer with whom there exists either a permanent or temporary contract of employment (point 3.1.4/8) - in English, French or German

**D The declaration** (in writing and signed by the quoted person responsible for managing the action) **certifying the professional competence of the team** performing the tasks associated with the action, in English, French or German (*form attached*) (Annex E 13)

**D Curricula vitae of the persons who will perform the tasks associated with the action, for which funding is requested - in English, French or German (where applicable)**

**D Declaration on subcontracting** completed and signed by the legal representative - form attached in English, French or German (*form attached*) (Annex E 11)

**D "Contracts for implementing the action" form** on activities and procedures in case of subcontracting for external expertise, duly completed and signed by the legal representative - as requested at point 3.1.4/9 of the Call, in English, French or German (*form attached*) (Annex E 7)

**D The most recent balance sheet of the organisation**

**D External audit report for grant requests over € 500 000**, - in English, French or German

**D Declaration on honour** completed and signed by the legal representative, in English, French or German (*form attached*) (Annex E 1)

**D Letter of mandate detailed as per point 3.1.4/13 of the Call for Proposals; signed**, in English, French or German. Where applicable. (*form attached*) (Annex E9)

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

**D An organisational chart of the applicant's Organisation** with all members of staff involved in the project, their positions and employment status - in English, French or German.

**Signature**

**Date**

# NOTA BENE

## --E. ANNEXES

### **Most of the 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 E5 and E6, 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. letter of mandate, 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 E5 and E6** the texts to be uploaded must be in word processing format (WORD format).

In case of **Annex E.8** promoters **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