

Checklist for applicants to call VP/2012/009: 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 checked="" 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 the documents indicated in the table under "Eligibility of applications" <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"> ➤ Quoting the reference of the call for proposals <input type="checkbox"/> ➤ Bearing the original signature of the applicant's legal representative <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 (as in the on-line application form under "Heading 6 – Income – Union grant (S)") <input type="checkbox"/> 	<input type="checkbox"/>
4	"Financial identification" form of the applicant organisation <ul style="list-style-type: none"> ➤ With the original signature of the account holder and dated (please don't forget the date) <input type="checkbox"/> ➤ With the original signature and stamp of the bank <input type="checkbox"/> ➤ Or as an alternative to the original signature and stamp of the bank, a copy of a recent bank statement <input type="checkbox"/> 	<input type="checkbox"/>
5	"Legal entity" form <ul style="list-style-type: none"> ➤ With the original signature of the applicant's legal representative <input type="checkbox"/> Applicants must also provide: <ul style="list-style-type: none"> ➤ A copy of the certificate of official registration 	

	<p>or other official document attesting to the establishment of the entity (where this exists) <input type="checkbox"/></p> <ul style="list-style-type: none"> ➤ A copy of their articles of association/statutes or equivalent, proving the eligibility of the organisation <input type="checkbox"/> ➤ A copy of a document showing the identification number for tax purposes or the VAT number, if applicable <input type="checkbox"/> ➤ A 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"/> ➤ In WORD format <input type="checkbox"/> ➤ Provides a detailed and comprehensive description of the project, including clear information on the dissemination plans, a timetable for the activities and the names, positions, and employment status of all staff involved in the project <input type="checkbox"/> ➤ In the timetable the applicant should use milestones for the different activities without mentioning specific dates (e.g. use "month 1, month 2..." without specifying the day and month). <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 commitment</p> <ul style="list-style-type: none"> ➤ A signed letter of commitment from each partner named in the application form following the template provided in Annex E.2 to the on-line application form, containing all the elements requested including the partner's agreement authorising the Commission to publish its data <input type="checkbox"/> 	<input type="checkbox"/>

9	<p>In the case of subcontracting for external expertise</p> <ul style="list-style-type: none"> ➤ where the value of external contract exceeds EUR 5.000, the completed form "Contracts for implementing the action" <input type="checkbox"/> ➤ for an amount above EUR 60.000, in addition, a copy of the draft tender specifications (Annex II) <input type="checkbox"/> 	<input type="checkbox"/>
10	<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"/>
11	<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) <input type="checkbox"/></p>	<input type="checkbox"/>
12	<p>Curriculum vitae of</p> <ul style="list-style-type: none"> ➤ The person responsible for managing the action (named in section A.3 of the on-line application form) <input type="checkbox"/> ➤ And of the persons who will perform the main tasks (named under "Management/Coordination" and "Administration/implementation of the project" under "Heading 1 – Staff costs" of the Budget in the on-line application form) <input type="checkbox"/> ➤ The CVs indicate clearly the current employer <input type="checkbox"/> 	<input type="checkbox"/>
13	<p>List of projects, if any <input type="checkbox"/></p>	<input type="checkbox"/>
14	<p>Annex E.7 of the on-line application form</p> <ul style="list-style-type: none"> ➤ Summary quantitative information on planned deliverables/outputs <input type="checkbox"/> 	<input type="checkbox"/>