

ANNEX II

CALL FOR PROPOSALS - COMM/C2/1-2010 EYV

Call for Proposals for flagship projects in the framework of the European Year of Volunteering 2011

Checklist of documents to be submitted with the application

The proposals, submitted in **three copies** - two on paper (one of which clearly marked 'original' and one not bound) and a third copy on CD or DVD - must comprise the following documents:

1. the application form, duly completed, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organizations;
2. the preliminary agreements with all the applicant organizations (Part VI of the application form) duly completed and signed (original signatures required);
3. declaration on honour (Part VII of the application form), completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organizations, attesting to their status as a legal person and stating that they have the operational and financial capacity to complete the proposed activities, and certifying that none of the situations mentioned in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation apply to them;
4. the financial identification form duly signed by the person authorised to enter into legally binding commitments on behalf of the project leader and certified by the bank (original signatures required). The form for the country where the bank is located should be completed even if the applicant organisation's statutory head office is in another country. The financial identification forms are available on the Commission's website:
http://ec.europa.eu/budget/info_contract/ftiers_en.htm
5. the legal entity identification form duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organizations; the legal entity identification forms are available on the Commission's website:
http://ec.europa.eu/budget/info_contract/legal_entities_en.htm
6. a copy of all official documents indicating the name of the legal entity, the address of the registered office and its national registration number (for private companies) / a copy of the resolution, law, decree or decision incorporating the entity concerned or a copy of any official document or other official document proving the establishment of the entity (for public entities).
7. a copy of the document confirming VAT liability if the legal entity concerned is liable for VAT, and if its VAT number does not appear on the above official document (private companies)/official VAT document where applicable (public entities).
8. the profit and loss account of the applicant organizations from the most recent financial year for which accounts were closed;
9. the balance sheet of the applicant organizations from the most recent financial year for which accounts were closed;
10. budget for year 2010 for the applicant organizations.