

## **CHECKLIST FOR APPLICANTS**

*Please use this checklist to ensure that you attach all of the necessary documents:*

All sections of the application form have been filled in, where appropriate, and in accordance with the call. The application form has been signed.	<input type="checkbox"/>
The declaration(s) on honour has (have) been signed and attached in original (see template in Annex I) <sup>1</sup>	<input type="checkbox"/>
Mandate letters have been signed and attached in original (if applicable; see template in Annex II) <sup>2</sup>	<input type="checkbox"/>
The budget annex has been duly filled in and is attached (see template in Annex III)	<input type="checkbox"/>
List of previous projects has been provided (see template in Annex IV)	<input type="checkbox"/>
List of CVs and CVs have been provided (see template in Annex V)	<input type="checkbox"/>
The copies of activity reports of the coordinator organisation/sole beneficiary for the previous two years (or the two most recent activity reports) <sup>3</sup>	<input type="checkbox"/>
Legal details have been included in the Legal Entity Form <sup>4</sup> annexed (original).	<input type="checkbox"/>
Bank details have been included in the Bank Account Form <sup>5</sup> (and certified by the bank) in original.	<input type="checkbox"/>
Supporting documents proving the official establishment of the organisation, including the full legal title, the registration number, address and the date and place of registration of the organisation.	<input type="checkbox"/>
Proofs establishing that the person named as legal representative is the statutory legal representative of the applicant organisation(s).	<input type="checkbox"/>
If applicable: a copy of the VAT registration and certificate of liability to VAT	<input type="checkbox"/>
<u>Other relevant supporting documents</u> (if applicable):	
Details on other sources of external funding requested/applied or awarded for this action, including in original a signed letter of commitment from the third party providing financial contribution (if already awarded)	<input type="checkbox"/>
For any external partners, it is recommended (if applicable) to provide confirmation of the intended co-operation.	<input type="checkbox"/>

<sup>1</sup> To be signed and submitted by each applicant entity.

<sup>2</sup> In case of a consortium, co-applicants must provide a letter of mandate, authorising the coordinator to submit the proposal and sign on their behalf any subsequent agreements awarded by the EC.

<sup>3</sup> not required for co-beneficiaries or affiliated entities

<sup>4</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal-entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm)

<sup>5</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial-id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm) - not required for co-beneficiaries provided that they have submitted mandate letters authorising the coordinator to represent them