

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 the honour has (have) been signed and attached in original (see Annex II) ¹	<input type="checkbox"/>
Mandate letters have been signed and attached in original (if applicable; see Annex VI) ²	<input type="checkbox"/>
The estimated budget annex has been duly filled in and is attached (see Annex III)	<input type="checkbox"/>
List of previous projects has been provided (see Annex IV)	<input type="checkbox"/>
List of CVs and CVs have been provided (see Annex V)	<input type="checkbox"/>
Legal details have been included in the Legal Entity Form ³ annexed	<input type="checkbox"/>
Bank details have been included in the Bank Account Form ⁴ (and certified by the bank)	<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"/>

¹ To be signed and submitted by each applicant entity.

² 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.

³ http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

⁴ 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