

## Checklist for applicants to call VP/2013/001: documents to include in the application file

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 $\sqrt{}$ : completed document is included in the file
0	<b>Complete application dossier</b> <ul style="list-style-type: none"> <li>➤ 1 original and 1 copy of all the documents below are submitted <input type="checkbox"/></li> <li>➤ Documents are printed double-sided, where possible <input type="checkbox"/></li> <li>➤ Only 2-hole folders are used. The dossier is not bound or glued (stapling is acceptable) <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
1	<b>Official covering letter of the application</b> <ul style="list-style-type: none"> <li>➤ With the original signature of the lead applicant's legal representative <input type="checkbox"/></li> <li>➤ Quoting the reference of the call for proposals <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
2	<b>Print-out of the on-line application form</b> NOTE: The on-line form must be electronically submitted before printing. <ul style="list-style-type: none"> <li>➤ Dated and with the original signature of the lead applicant's legal representative <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
3	<b>Declaration on honour from the lead applicant and each co-applicant and affiliated entity</b> <ul style="list-style-type: none"> <li>➤ Follows the template provided, is written on the official letterhead paper of the organisation and has the original signature of the legal representative <input type="checkbox"/></li> <li>➤ Only in the declaration of the lead applicant: includes the correct amount of the requested grant (co-applicants and affiliated entities may bar the paragraph concerned) <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
4	<b>A letter of mandate from each co-applicant</b> <ul style="list-style-type: none"> <li>➤ Follows the template provided, is written on the official letterhead paper of the organisation and has the original signature of the legal representative <input type="checkbox"/></li> <li>➤ Submitted both in paper and electronically <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
5	<b>For each affiliated entity, a document providing proof of the legal and/or capital link with the lead applicant or with a co-applicant</b>	<input type="checkbox"/>
6	<b>"Financial identification" form</b> of the lead applicant organisation <ul style="list-style-type: none"> <li>➤ With the original signature and stamp of the bank <input type="checkbox"/></li> <li>➤ With the original signature of the account holder <input type="checkbox"/></li> </ul>	<input type="checkbox"/>

7	<p><b>"Legal entity" form of the lead applicant and each co-applicant</b></p> <ul style="list-style-type: none"> <li>➤ With the original signature of the applicant's legal representative <input type="checkbox"/></li> </ul> <p>Each applicant must also provide:</p> <ul style="list-style-type: none"> <li>➤ A copy of the <b>certificate of official registration or other official document</b> attesting to the establishment of the entity (where this exists) <input type="checkbox"/></li> <li>➤ A copy of the <b>articles of association/statutes or equivalent</b>, proving the eligibility of the organisation <input type="checkbox"/></li> <li>➤ A copy of a document confirming the applicant's <b>tax or VAT number</b>, if available <input type="checkbox"/></li> <li>➤ A signed <b>letter of the representative with the capacity to undertake legal obligations</b> (only for social partner organisations without legal personality) <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
8	<p><b>A detailed work programme</b></p> <ul style="list-style-type: none"> <li>➤ Submitted both in paper and electronically <input type="checkbox"/></li> <li>➤ Provides a detailed 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"/></li> </ul>	<input type="checkbox"/>
9	<p><b>A budget explanation</b></p> <ul style="list-style-type: none"> <li>➤ Submitted both in paper and electronically <input type="checkbox"/></li> <li>➤ Provides additional information to explain and justify all items in the proposed budget (and particularly staff costs and subcontracting plans) <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
10	<p><b>Letters of support / commitment</b></p> <ul style="list-style-type: none"> <li>➤ For sub-programme I only, a signed letter of support from a European social partner organisation (as defined in the call) <input type="checkbox"/></li> <li>➤ A signed letter of commitment from <b>each co-applicant and affiliated entity named in the application form, and for any associate organisation or third party playing a major role in or making a financial contribution to the action</b>, following the template provided, explaining the nature of their involvement and specifying the cash amounts of any funding provided <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
11	<p><b>A Curriculum Vitae of the Person responsible for managing the action</b> (section A.3 of the application form) <b>and of other persons undertaking major tasks in the action</b></p> <ul style="list-style-type: none"> <li>➤ Indicates the current employer(s) with whom there exists either a permanent or temporary contract of employment <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
12	<p>In the case of <b>subcontracting for external expertise</b>, the <b>completed form "Contracts for implementing the action"</b> (see the template in section F of the on-line application form)</p>	<input type="checkbox"/>
13	<p><b>The most recent balance sheet of the lead applicant and all co-applicant organisations</b></p> <ul style="list-style-type: none"> <li>➤ Includes assets and liabilities <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
14	<p><b>An external audit report</b> produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available (only for <b>grant requests over €750 000</b> and not necessary for public bodies and international organisations, such as UN Agencies)</p>	<input type="checkbox"/>