

CHECK LIST

► *Before submitting this application form to the Executive Agency, please check the following:*

► **The print out of the e-form application must be sent together with the following documents:**

- ☐ an **official letter of motivation**, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation
- ☐ the **description of the project** ([Annex 1](#))
- ☐ where applicable, the **mandates**, **duly completed** and **signed** by the **applicant** and the **partners** ([Part of Annex 1](#))
- ☐ the **estimated budget**, **duly completed** (detailed calculation of estimated costs / EU grant requested included) and **signed** by the person authorised to enter into legally binding commitments on behalf of the applicant organisation ([Annex 2](#))
- ☐ the **declaration on honour**, **duly completed** and **signed** by the person authorised to enter into legally binding commitments on behalf of the applicant organisation ([Annex 3](#))

► **The application must also include the following documents:**

- ☐ the **legal entity identification form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation. Please note that **complementary justification documents are required** according to the applicant's status, as specified in each type of form, i.e. private/public entity. This form can be downloaded from the European Commission's website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
- ☐ the **financial identification form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant and certified by the bank (original signatures required). Please fill in the form relating to the country in which the bank is located, even in case the applicant organisation is officially registered in another country. This form can be downloaded from the European Commission's website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
- ☐ the **Articles of association** (statutes)

► **Additional mandatory documents for grant requests exceeding €60 000:**

In accordance with the provisions of the Financial Regulation applicable to the general budget of the European Communities, all applicant promoters – **with the exception of public bodies** – to EU funding exceeding € 60 000 must submit, together with their application form, the following financial documents:

- ☐ the **balance sheet** for the last financial year for which the accounts have been closed and
- ☐ the **profit and loss accounts** of the applicant organisation
- ☐ the **financial capacity form** concerning the last financial year for which the accounts have been closed in accordance with the form available at the website of EACEA:
http://eacea.ec.europa.eu/youth/funding/2013/call_action_4_6_en.php
- ☐ a copy of the **Curriculum Vitae** of the person responsible for the general coordination/implementation of the action (contact person)