Check list

Before returning the Application to the Executive Agency, please check the following points:

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

☐ An official request letter, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;

☐ The declaration on honour, duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting to its status as a legal person and stating that it has 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;

☐ The mandate duly completed and signed by the applicant and the partner;

☐ The estimated budget duly completed (detailed calculation of estimated costs included) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;

☐ The job description of the youth worker(s) during the mobility experience.

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);

☐ A copy of the Curriculum Vitae of the person responsible for the general coordination/implementation of the action (contact person);

☐ A proof of the professional and structural connection between the youth worker(s) and the sending organisation(s), i.e. a copy of the contract of employment or, in case of professionals working on a voluntary basis, a declaration of the sending organisation providing substantial proof of the youth worker's stable involvement in the activities of the organisation (both realised and planned);

☐ A letter of motivation of the youth worker(s);

☐ A copy of the Curriculum Vitae of the youth worker(s) attesting two years of professional experience in the field of youth work.