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:
- 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:
- 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
- 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:
- a copy of the Curriculum Vitae of the person responsible for the general coordination/implementation of the action (contact person)