

# CHECKLIST - Strand 1.1

eFORM			
		Documents to be submitted by:	
		Coordinator	Co-organiser(s)
1	<b>Detailed description of the action</b>	<input type="checkbox"/>	
2	<b>Declaration on honour</b> duly completed and signed by the legal representative	<input type="checkbox"/>	
3	<b>Estimated budget form</b> (in .xls format)	<input type="checkbox"/>	

APPLICATION PACKAGE			
		Document to be provided on paper:	
		Coordinator	Co-organiser(s)
1	<b>Official cover letter</b> dated and signed by the legal representative	<input type="checkbox"/>	
		Documents to be provided on CD-Rom / USB Stick*:	
2	<b>A cooperation agreement</b> signed by the all project partners	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>A mandate</b> for each coorganiser conferring power of attorney to the coordinating organisation, to be downloaded from the following website: <a href="http://eacea.ec.europa.eu/culture/funding/2012/call_strand_11_2012_en.php">http://eacea.ec.europa.eu/culture/funding/2012/call_strand_11_2012_en.php</a>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Estimated budget form</b> signed by the legal representative (scan version of only the 'total estimated budget' sheet)	<input type="checkbox"/>	
5	<b>Legal Entity Form</b> duly completed and signed by the legal representative. To be downloaded from the following website: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> and supporting documents attesting to the legal status of the entity	<input type="checkbox"/>	
6	<b>Financial Identification Form</b> duly completed and signed by the legal representative. To be downloaded from the following website: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a>	<input type="checkbox"/>	
7	<b>Financial capability form</b> to be downloaded from the following website: <a href="http://eacea.ec.europa.eu/culture/funding/2012/call_strand_11_2012_en.php">http://eacea.ec.europa.eu/culture/funding/2012/call_strand_11_2012_en.php</a>	<input type="checkbox"/>	
8	<b>Copy of the official accounts:</b> – <b>Balance sheets</b> for the last financial year for which the accounts have been closed – <b>Profit &amp; Loss accounts</b> <i>NB. NOT for Public bodies and international organisations under public law.</i>	<input type="checkbox"/>	
9	<b>An activity report</b> covering the past two years, for all project partners	<input type="checkbox"/>	<input type="checkbox"/>
10	<b>Curriculum Vitae</b> of the persons responsible for the implementation of the action	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>external audit report certifying the coordinator's accounts of the last available year</b>	<input type="checkbox"/>	

\* All documents that cannot be provided on CD-Rom (as for example: copy of the official accounts) can be sent on paper.