CHECKLIST - Strand 2

	eFORM	
		Documents attached to eForm
1	**Annex I - Declaration on honour** duly completed and signed by the legal representative of the applicant (in pdf)	**YES** ☐
2	**Annex II - Estimated budget form/ or Flat-rate calculator** (in .xls format)	**YES** ☐

	APPLICATION PACKAGE	
		Document to be provided on paper:
1	**Official cover letter** dated and signed by the legal representative of the applicant	☐
		Documents to be provided on CD-Rom / USB Stick*:
2	**Estimated budget form/ or Flat-rate calculator** signed by the legal representative of the applicant	**YES** ☐
3	**Legal Entity Form** duly completed and signed by the legal representative. To be downloaded from the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm and supporting documents attesting to the legal status of the entity	**YES** ☐
4	**Financial Identification Form** duly completed and signed by the legal representative. To be downloaded from the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	**YES** ☐
5	**Copy of the official accounts:** – **Balance sheets** for the last financial year for which the accounts have been closed – **Profit & Loss accounts**	**YES** ☐
6	**External audit report** certifying the applicant's accounts of the last available year (only if the amount of the grant is EUR 100 000 or more). *This is not applicable to public organisations and international organisations under public law.*	**YES** ☐
7	**An activity report** covering the past two years of the applicant organisation (there is no template provided by the Executive Agency)	**YES** ☐
8	**Curriculum Vitae** of the persons responsible for the implementation of the work programme	**YES** ☐

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