

CHECKLIST - Strand 1.2.1

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

APPLICATION PACKAGE			
		Document to be provided on paper:	
		Coordinator	Co-organiser(s)
1	Official cover letter dated and signed by the legal representative	<input type="checkbox"/>	
		Documents to be provided on CD-Rom / USB Stick*:	
2	A mandate for each coorganiser conferring power of attorney to the coordinating organisation, to be downloaded from the following website: http://eacea.ec.europa.eu/culture/funding/2012/call_strand_121_2012_en.php	<input type="checkbox"/>	<input type="checkbox"/>
3	Estimated budget form signed by the legal representative (scan version of only the 'total estimated budget' sheet)	<input type="checkbox"/>	
4	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	<input type="checkbox"/>	
5	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	<input type="checkbox"/>	
6	Financial capability form to be downloaded from the following website: http://eacea.ec.europa.eu/culture/funding/2012/call_strand_121_2012_en.php	<input type="checkbox"/>	
7	Copy of the official accounts: – Balance sheets for the last financial year for which the accounts have been closed – Profit & Loss accounts <i>NB. NOT for Public bodies and international organisations under public law.</i>	<input type="checkbox"/>	
8	An activity report covering the past two years, for all project partners	<input type="checkbox"/>	<input type="checkbox"/>
9	Curriculum Vitae of the persons responsible for the implementation of the action	<input type="checkbox"/>	<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.