

ANNEX 4

CHECK-LIST FOR APPLICANTS

Before sending in the form, please check the following:

- The application consists of its 3 essential parts (grant request letter, detailed project proposal and grant application form). These documents are included and signed by the authorised representative where appropriate.	<input type="checkbox"/>
- One original and three (3) copies have been submitted.	<input type="checkbox"/>
- All the sections of the application form have been completed, where appropriate in accordance with the guidelines for applicants and the call for proposals.	<input type="checkbox"/>
- The eligibility criteria for the applicant and for the action laid down in the call for proposals and guidelines have been met.	<input type="checkbox"/>
- Any rules relating to the period for carrying out the action mentioned in the call for proposals and in the guidelines have been complied with.	<input type="checkbox"/>
- The budget for the project has been drawn up in euros and is exclusive of VAT (failing which, reasons must be given for non-recovery of VAT), has costs and revenue in balance and contains a detailed statement of all estimated eligible costs.	<input type="checkbox"/>
- The co-financing letter guaranteeing the availability of own funding has been included.	<input type="checkbox"/>
- Where necessary, letters of commitment have been produced by partner beneficiaries and external sponsors.	<input type="checkbox"/>
- The grant requested complies with the ceilings laid down in the call for proposals and the guidelines in relation to the total estimated cost of the action and/or the eligible costs proposed.	<input type="checkbox"/>
- All supporting documents referred to in Annex 3 are included in the application package.	<input type="checkbox"/>
- References/qualifications in the relevant field have been specified and/or produced.	<input type="checkbox"/>
- The application is typed and in English.	<input type="checkbox"/>
- The application has been made within the deadline for submitting proposals as laid down in the call for proposals and has been dated and signed by the authorised representative.	<input type="checkbox"/>

This check-list should be included together with the submission of the Application Form.