

ANNEX D: ADMINISTRATIVE AND ELIGIBILITY CHECKLIST

Project title:		Publication reference:	
-----------------------	--	-------------------------------	--

PART 1 (ADMINISTRATIVE)	Yes	No
1. The Application is submitted within the deadline and following the instructions provided in the Guidelines for Applicants		
2. The Application Form (Annex A) is included, signed and filled in all its parts		
3. The Budget (Annex B) is included and signed		
4. The Declaration letter (Annex C) is included and signed		
5. This checklist is included and signed for acknowledgement		
6. The proposal is typed and is in English		
7. Evidence of the representative's authorisation to act for and on behalf of the Applicant is included		
8. Confirmation from relevant Ministries is included (only if needed)		
9. An electronic version of the Project Proposal (Annexes A and B) is included		
PART 2 (ELIGIBILITY)	Yes	No
10. The action will be implemented in an eligible location		
11. The duration of the action is between the minimum and maximum allowed		
12. The requested contribution is between the minimum and maximum allowed		
13. The activities of the action comply with the criteria specified in the Guidelines for Applicants		

ANNEX D: ADMINISTRATIVE AND ELIGIBILITY CHECKLIST

The Application is accepted? (Yes / No)		
--	--	--

Chairperson's name	
Chairperson's signature	
Date	