

Call for proposals EACEA/31/07

‘Youth in the world’: Cooperation with countries other than the neighbouring countries of the European Union

Checklist of documents to be submitted with applications

Proposals – submitted in the form of one original copy (clearly identified as such) and one copy – must contain the following documents:

1. An **official letter of application**, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
2. The **preliminary agreements** (Part VI of the application form) of all the partner organisations duly completed and signed (original signatures required);
3. The **declaration on honour** (Part VII of the application form), completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting to his/her status as a legal person, to his/her financial and operational capacity to complete the proposed activities and certifying that he/she is not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation;
4. The **financial identification form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation and certified by the bank (original signatures required); Please fill in the form relating to the country in which the bank is located, even if the applicant organisation is officially registered in another country. The financial identification forms are available at the website of the EACEA: http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm
5. The **legal entity form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation. The legal entity forms are available at the website of the EACEA : http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm
6. A copy of any **official document showing the legal entity’s name and address and the registration number given to it by the national authorities** (for private companies)/A copy of the **resolution, law, decree or decision establishing the entity** or any official document attesting to the establishment of the entity (for public entities);
7. A copy of the **VAT registration document** if applicable and if the VAT number does not appear on the official document referred to above (private companies)/an official VAT document if applicable (public entities);
8. The **profit and loss account** of the applicant organisation;
9. The **balance sheet** for the last financial year for which the accounts have been closed;
10. A **financial report** for the previous year (in euros), covering only operational expenditure, drawn up in accordance with the form available at the website of the EACEA: http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm

Public-law entities and international organisations do not have to submit documents 8-9-10.

All documents must be submitted in one of the official languages of the European Union.