

Lifelong Learning Programme

Checklist of Annexes for Multilateral Projects, Networks, Accompanying Measures, Studies and Comparative Research (V-1)

Annex Ref	Document	Applicant Organisation		Partner Organisation
		Public Body	Other	
Annex 1	Legal Entity Form: Public Entities (Public Bodies) OR Legal Identity Form: Private companies (other organisations) http://www.ec.europa.eu/budget/execution/legal_entities_en.htm . This is a standard form used for all organisations in receipt of funding from the European Commission. Applicants must select the correct form according to whether they can their status as a "Public Body". The Call for Proposals (Article 3.2) provides additional criteria for certain types of education / training institutions to be considered public bodies. Only "Public Bodies" should complete the form for Public Entities. All others, including NGOs, associations etc that do not have a status of public body, should complete the Private Companies form. The form must be signed by a person who is authorised to engage the organisation in legal agreements. If this signature is not that of the Legal Beneficiary who has signed the application form, applicants may also be asked for proof of the status of the person who signs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Annex 2	Proof of legal existence. For public bodies: a copy of the resolution, law, decree or decision establishing the entity in question; or any other official document attesting to the establishment of the entity. Where necessary provide a translation into an Official language of the EU. For all other Bodies: a copy of any official document (e.g. official gazette, register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities. Where necessary provide a translation into an Official language of the EU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Annex 3	VAT registration: If a VAT number has been given in the form (Annex 1) and, for non-public bodies, the VAT number does not appear in Annex 2, a copy of the vat registration document. Where necessary provide a translation into an Official language of the EU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Annex 4	Financial Identity Form: This is the account that will be used to pay in grant money in the event of a successful application. Select the appropriate form for the country of the organisation from http://ec.europa.eu/budget/execution/ftiers_en.htm . The form must be signed by a person who is a signatory to the account. If this signature is not that of the Legal Beneficiary who has signed the application form, applicants may also be asked for proof of the status of the person who signs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Annex 5	Annual Accounts: for applications for a grant of over €25.000 , a copy of the official accounts (certified by an appropriate external body and/or published and/or approved by the Organisation's General Meeting) for the most recent financial year for which accounts have been closed. If the grant request exceeds €500.000 the application must include an external audit report produced by an external auditor, certifying the accounts for the last year available.		<input checked="" type="checkbox"/>	
Annex 6	Financial Capacity Form: Before making a decision on successful projects Agency staff must make an assessment about applicant's financial capacity to complete the proposed action or work programme. All applicants, apart from public bodies, must complete the table presented in the Financial Capacity Form, setting out clearly the financial information required, based on the last annual accounts that have been closed and must submit it with the grant application.		<input checked="" type="checkbox"/>	
Annex 7	Curriculum Vitae (CVs) of key personnel involved in the project: These are required for all applications to assist with the evaluation of award criteria relating to the quality of the consortium. Additionally, for organisations that are not Public Bodies, they are required as evidence of the technical capacity of the organisation to undertake the planned work.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annex 8	Letters of Intent: The letters must use the model provided on the Agency website. The text should be copied onto the the official letter paper of the partner organisation. At application stage faxed or scanned and printed versions are acceptable. One letter is required for each partner organisation. Please note: if the application package does not include letters of intent corresponding with at least the minimum size of partnership / consortium / network for the Action concerned, the application will be considered ineligible for failure to meet the minimum requirements regarding the number of partners.			<input checked="" type="checkbox"/>