

CHECKLIST FOR THE FULL APPLICATION FORM

ADMINISTRATIVE DATA <u>Name of the lead applicant</u> Nationality ¹ /country and date of registration ² Legal entity file number ³ Legal status ⁴	To be filled in by the lead applicant
<u>Co-applicant⁵</u> Name of the co-applicant Nationality/country and date of registration Legal entity file number (if available) Legal status	
<u>Affiliated entity⁶</u> Name of the affiliated-entity Nationality/country and date of registration Legal status: Specify to which entity you are affiliated (lead applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity.	

¹ For individuals.

² For organisations.

³ If the lead applicant has already signed a contract with the European Commission.

⁴ E.g. non-profit, governmental body, or international organisation.

⁵ Add as many rows as co-applicant(s).

⁶ Add as many rows as affiliated entities.

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal: <indicate the title>	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used		
2. The declaration by the lead applicant has been filled in and signed. The lead applicant, the co-applicants and the affiliated entities have filled in the declaration on honour on exclusion criteria and selection criteria		
3. The proposal is typed and is in English. Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		
4. Each co-applicant has completed and signed the mandate and the mandate is included.		
5. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write 'Not applicable' (NA) if you have no affiliated entity(ies)		
6. The budget is enclosed, in balance, presented in the format requested, and stated in EUR		
7. The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)		
8. The action will be implemented in eligible countries and in the minimum required number of eligible countries		
9. The duration of the action is between the minimum and maximum allowed.		
10. The requested EU contribution is between the minimum and maximum allowed.		
11. The requested EU contribution is between (minimum and maximum percentage of the total eligible costs allowed. ⁷		
12. The amount of financing requested on the basis of result based simplified cost options is supported by appropriate justification in the "justification sheet" of the Budget and in case of other SCOs the methods are based on <i>a priori</i> obtained ex-ante assessment.		
13. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.		
14. Action is proposed by a grouping of minimum three organisations representing at least two Eastern Partnership countries		

⁷ If applicable, insert an additional % of the total accepted costs.