

STANDARD GRANT APPLICATION FORM¹

PROGRAMME CONCERNED:² ACTIONS IN THE FIELD OF URBAN MOBILITY

REFERENCE NUMBER OF THE CALL FOR PROPOSALS:²TREN/SUB 02-2008

[Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this programme available on our site [...].³]

[Incomplete forms will not be accepted.]

-
- ^{1.} THIS STANDARD GRANT APPLICATION FORM CAN BE USED FOR GRANTS FOR ACTIONS OR OPERATING GRANTS. IT SHOULD BE VIEWED AS A WORKING BASIS AND CAN BE ADAPTED TO THE SPECIFIC ASPECTS OF THE GRANT PROGRAMMES CONCERNED.**

IN PARTICULAR, IN THE CASE OF SCHOLARSHIPS PAID TO NATURAL PERSONS, PARAGRAPHS 1.3, 1.4, 2.3, 3 AND 4 SHOULD BE DELETED.

A SPECIFIC FORM FOR SELECTING FUTURE PARTNERS FOR A FRAMEWORK PARTNERSHIP AGREEMENT WILL BE PROPOSED IN THE "PARTNERSHIP" SECTION OF THE PRACTICAL GUIDE ON GRANTS.

PARAGRAPHS IN SQUARE BRACKETS AND ITALICS ARE OPTIONAL AND ARE LEFT TO THE DISCRETION OF THE AUTHORISING OFFICER DEPENDING ON THE GRANT PROGRAMME CONCERNED AND THE INFORMATION CONSIDERED RELEVANT IN THE LIGHT OF THE NATURE OF THE ACTIONS INVOLVED AND THE POTENTIAL BENEFICIARIES.

THE FOOTNOTES IN ITALICS ARE INTENDED AS GUIDANCE FOR THE COMMISSION DEPARTMENTS AND SHOULD BE DELETED BEFORE THE FORM IS SENT TO APPLICANTS. THOSE IN ORDINARY FONT ARE INTENDED TO HELP APPLICANTS FILL IN THE FORM.

² *These fields should be completed by the authorising department.*

³ *Indicate the site where appropriate.*

1. INFORMATION ON THE APPLICANT

1.1 IDENTITY OF THE APPLICANT⁴

Official name in full:

Short name or acronym:

Official legal form:⁵

Legal capacity:⁶

Company registration number:⁷

VAT number:⁸

Applicant's official address:

- Street:
- Number:
- Post code:
- City:
- Country:
- Telephone:
- Fax:
- E-mail address:
- Internet site:

⁴ The information given here must be taken from official documents such as the trade register, memorandum and articles of association or equivalent documents in the case of private-sector organisations or an identity card, passport or equivalent document in the case of natural persons.

⁵ Not applicable if the beneficiary is a natural person.

⁶ Applicant's capacity to take part in court proceedings (to constitute a party in court proceedings) under the applicable national legislation: reply by yes or no.

⁷ Not applicable if the beneficiary is a public-sector body. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

⁸ If the applicant is not liable for VAT, this must be justified in the light of the applicable national legislation.

Contact person responsible for this proposal:

- Name:
- Position:
- Telephone:
- Fax:
- E-mail address:

1.2 BANK DETAILS⁹

The account to be used for the action or work programme for which a grant is being requested *[must allow payments made by the Commission to be identified] [must be reserved exclusively for EU funds paid for carrying out the operation being funded]*.¹⁰

- Name of the bank:
- Address of branch:
- Precise name of the account holder:
- Full account number (including bank codes):
- IBAN (or BIC code if not applicable):

⁹ Bank details may be provided once the applicant has been informed of the results of the selection of proposals by the Commission, especially if the Commission requires a specific bank account to be opened for the operation receiving funding.

¹⁰ Choose one.

1.4 APPLICANT'S STRUCTURE AND COMPOSITION

- Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the applicant;
 - Name / first name:
 - Position:

- *[List the organisations or natural persons holding capital or shares in the applicant, specifying the proportion held where appropriate:*
 -
 -
 -
 - ...

- *List the members of the applicant's administrative board or equivalent body, specifying their profession and position:*
 -
 -
 -
 - ...

- *Shares held in other organisations (where appropriate):*
 -
 -
 -
 - ...]

1.5 OTHER COMMUNITY FUNDING

1.5.1 Community grants, procurement contracts or loans obtained directly or indirectly during the last [...] ¹¹ years from a European institution or agency.

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Community programme concerned (if applicable):
- Title of the operation:
- The Community institution which took the award decision:¹²
- The year of the award and the duration of the operation:
- The value of the grant, contract or loan:

1.5.2 Grant/loan applications or offers of services submitted (or due to be submitted) to European institutions in the current year:

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Community programme concerned (if applicable):
- Title of the operation:
- The Community institution which will take the award decision:¹²
- The planned duration of the operation:
- The estimated value of the grant, contract or loan:

NB: The applicant is required to inform without delay the Commission department to which this application is submitted of any application for funding made to other Commission departments or Community institutions or any funding approved by them AFTER submission of this grant application.

¹¹ Indicate the number of years.

¹² Where appropriate, indicate the unit responsible within the institution.

2. INFORMATION ON THE ACTION / WORK PROGRAMME FOR WHICH THE GRANT IS REQUESTED

2.1 DESCRIPTION OF THE ACTION / WORK PROGRAMME

Title:

Specific objective(s): *(explain how the action / work programme meets the objectives of the Community programme concerned)*

Detailed description:

Organisation / implementation: *(in particular, mention the qualifications and skills for the action or work programme of the staff who will be assigned to it especially in terms of project management, and the involvement of any third parties as set out at 2.3.2)*

Arrangements for evaluation / supervision during the operation:

Expected results and their use: *(as far as possible, the results must be measurable on the basis of criteria laid down for that purpose)*

Applicant's operational capability (and, if appropriate, that of any third parties or subcontractors involved) to complete the proposed action / work programme (in particular in the light of skills and qualifications in the relevant field):

Financial viability of the applicant and of any third parties involved throughout the period during which the planned action or work programme is to be carried out.

This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

[In this context the following indicators must be given (for the last two financial years for which the accounts have been closed) in euros:

	<i>Accounts N</i>	<i>Accounts N-1</i>
<i>Turnover or equivalent:</i>		
<i>Net earnings or equivalent:</i>		
<i>Total balance sheet or budget:</i>		
<i>Shareholders' equity or equivalent:</i>		
<i>Medium and long-term debt:</i>		
<i>Short-term debt (< 1 year):</i>		
<i>Permanent staff (number of posts):</i>		

Any guarantees granted by third parties:

Any other factors demonstrating financial viability:]

Any risks or uncertainties about implementation:

2.2 DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE ACTION / WORK PROGRAMME

The period during which an action or work programme is carried out determines the period of eligibility of the corresponding costs.

[Applicants are informed that, under the financial legislation applicable to the general budget of the European Communities, no grant may be awarded retrospectively for actions already completed, and that in the exceptional cases accepted by the Commission where applicants can demonstrate the need to start the action or work programme before the agreement is signed, expenditure eligible for financing may not have been incurred before the grant application was lodged or before the start of the beneficiary's budgetary year in the case of an operating grant.]¹³

Applicants are here requested to indicate and justify:

- the planned dates for starting and completing the action, or the dates of their budgetary year in the case of an operating grant:

- the timetable for carrying out each stage of the action or work programme showing the main key dates and the objectives/expected results for each stage:

2.3 INVOLVEMENT OF THIRD PARTIES IN THE ACTION / WORK PROGRAMME

Use sheets 2.3.1 and/or 2.3.2 of Annex I if necessary.

¹³ Paragraph to be adapted if the action programme concerned is covered by one of the exceptions laid down in the second paragraph of Article 112(1) of the Financial Regulation (provided for in the basic act or for crisis management aid or humanitarian aid operations).

2.4 GRANT APPLIED FOR (give amounts in euros)

- Estimated total cost of the action or work programme:
- Amount of grant requested (EUR):
- As a percentage of proposed eligible costs:
- As a percentage of the total estimated costs of the action / work programme:

3. BUDGET SUMMARY

Use Annex 2A (single beneficiary)
 Annex 2B (multiple beneficiaries)

4. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY COMMUNITY GRANT

The data below are to be provided for each external sponsor of the action or work programme.

4.1 FUNDS CONFIRMED

A letter committing the financial contribution must be signed by each sponsor.

(Add further sheets if necessary.)

- Official name in full:
- Official legal form:
- Official address
- Activities:

- Person responsible within the sponsoring organisation that has signed the commitment letter (name/first name, title or position):

- Amount of funding which the organisation undertakes to provide for the operation:

- Any pre-allocation of these funds:

- Any conditions or reservations:

4.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION

(Add further sheets if necessary.)

- Organisation concerned:
- Official address:
- Activities:
- Amount requested:
- Any pre-allocation of these funds:
- Any conditions or reservations:

5. DECLARATION BY THE APPLICANT

I, the undersigned,, authorised to represent the applicant, hereby request from the Commission a grant of EUR with a view to implementing the action / work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Community funding to carry out the action / work programme which is the subject of this grant application.

I certify on my honour that the applicant organisation is not in one of the situations which would exclude it from taking part in a Community grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established;
- has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

I have been informed that, under the Financial Regulation of 18 June 2002 applicable to the general budget of the European Communities,¹⁴ applicants found guilty of false declarations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist in being excluded from all contracts or grants financed from the Community budget for a maximum of two years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to three years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations will also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

¹⁴ Official Journal L 248, 16.9.2002.

Name / first name:

Title or position in the applicant organisation:

Signature and official stamp of applicant:

Date:

Your grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.¹⁵ Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

[If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.]¹⁶

- Annexes:**
1. Involvement of third parties in the action / work programme
 - 2A. Forward budget for a grant awarded to a single beneficiary
 - 2B. Forward budget for a grant awarded to multiple beneficiaries
 3. Supporting documents to be attached to the grant application
 4. Check list for applicants

¹⁵ Official Journal L 8, 12.1.2001.

¹⁶ **Clause to be inserted in calls for proposals or grant application forms in the absence of a call for proposals for “ex A-30 and similar” grants awarded from 2005, following a request from the European Ombudsman accepted by the cabinets of Ms Schreyer and Ms de Palacio.**

2.3.2 Other third parties involved in carrying out the action for which a grant is being requested

Should the nature of the action require third parties who are associates of the applicant to become involved in carrying out the action jointly with the applicant, such associate third parties are bound to carry out the action on the same terms as the applicant.

A letter undertaking to carry out the action must be signed by each associate third party.

Reasons for involving associate third parties and cooperation arrangements envisaged (creation of a consortium, appointment of a coordinator, etc.):

The data below must be completed for each associate third party:

(add further sheets if necessary)

- Official name in full:
- Official legal form:
- Legal capacity:
- Company registration number:
- Main activities:
- Official address:

- Person who is authorised to enter into legally binding commitments on behalf of the associate third party and who will sign the agreement (or who will officially authorise the coordinator to sign):
 - Name /first name
 - Position

- Person responsible for the operational performance of the tasks to be carried out as part of the action for which a grant is being requested:
 - Name /first name
 - Position

- Grounds for the choice and involvement of the associate third party:

- Role in carrying out the action:

Estimated value of the eligible costs concerned:

Annex 2A

3.A¹⁷ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁸ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

A — ELIGIBLE COSTS¹⁹	EUROS	B — FUNDING	EUROS
A.1) costs of the staff assigned to the action or work programme ²⁰ A.2) travel and subsistence costs for the staff assigned to the action or work programme A.3) cost of purchasing equipment ²¹ A.4) costs of consumables and supplies A.5) costs entailed by other implementation contracts ²² A.6) any other direct costs ²³ A.7) indirect costs / overheads ²⁴		B.1) expected direct revenue from the action or work programme B.2) contribution by the applicant B.3) contribution by other external sponsors ²⁵ B.4) contribution requested from the Commission ²⁶	

¹⁷ *MODEL BUDGET FOR A GRANT TO A SINGLE BENEFICIARY*

¹⁸ **A detailed statement for each of the eligible cost items must be provided in a separate document.**

¹⁹ Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

3.A¹⁷ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁸ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

TOTAL ELIGIBLE COSTS		SUB-TOTAL	
A'.1) other non-eligible costs ²⁷		B'.1) contributions allocated to these other costs	
A'.2) contributions in kind ²⁸		B'.2) value of contributions in kind ¹²	

²⁰ Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. *[If the applicant is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant or by an external sponsor.]*

²¹ Equipment must be written off in accordance with the tax and accounting rules which apply to the applicant. Only the portion of the equipment's depreciation corresponding to the duration of the action or work programme is eligible.

²² See point 2.3.1 of the grant application form.

²³ This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

²⁴ *[This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.]*

²⁵ Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

²⁶ See point 2.4 of the grant application form.

²⁷ Such costs may under no circumstances be financed from Community funds.

²⁸ *Delete if not applicable.* **Exceptionally**, allowance for such contributions may be expressly permitted in the call for proposals or equivalent document sent to the applicant. These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions of real estate (such as the use of a building

3.A¹⁷ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁸ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

TOTAL COSTS		TOTAL FUNDING	
--------------------	--	----------------------	--

or of premises) are excluded. These contributions may be included in the financing plan for the action (for the same amount in columns A and B) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

Annex 2B

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

A — ELIGIBLE COSTS³¹	Applicant	Partner No 1	Partner No 2	Partner No 3	...	TOTAL
A.1) costs of the staff assigned to the action ³²						
A.2) travel and subsistence costs for the staff involved in the action						
A.3) purchase cost of equipment ³³						
A.4) costs of consumables and supplies						
A.5) costs entailed by other implementation contracts ³⁴						
A.6) any other direct costs ³⁵						
A.7) indirect costs of implementation ³⁶						

²⁹ *MODEL BUDGET FOR A GRANT TO MULTIPLE BENEFICIARIES*

³⁰ **A detailed statement for each of the eligible cost items must be provided in a separate document.**

³¹ Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

³² Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. *[If the applicant / associate third party is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant / associate third party or by an external sponsor.]*

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

TOTAL ELIGIBLE COSTS						
A'.1) other non-eligible costs ³⁷						
A'.2) contributions in kind ³⁸						

³³ Equipment must be written off in accordance with the tax and accounting rules which apply to the applicants. Only the portion of the equipment's depreciation corresponding to the duration of the action is eligible.

³⁴ See point 2.3.1 of the grant application form.

³⁵ This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

³⁶ *[This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs, unless the call for proposals provides otherwise; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.]*

³⁷ Such costs may under no circumstances be financed from Community funds.

³⁸ *Delete if not applicable.* **Exceptionally**, allowance for such contributions may be expressly permitted in the call for proposals or equivalent document sent to the applicant. These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. These contributions may be included in the financing plan for the action (for the same amount in columns A and B) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

TOTAL COSTS						
B — FUNDING	Applicant	Partner No 1	Partner No 2	Partner No 3	TOTAL
B.1) expected direct revenue from the action						
B.2) contribution by the applicant and associate third parties						
B.3) contribution by other external sponsors ³⁹						
B.4) contribution hereby requested from the Commission ⁴⁰						
B'.1) contributions allocated to any ineligible costs (point A.'1)						

³⁹ Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

⁴⁰ See point 2.4 of the grant application form.

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

B'.2) value of any contributions in kind ¹⁰						
TOTAL FUNDING						

ANNEX 3

Supporting documents to be attached to the grant application⁴¹

IDENTITY DOCUMENTS

- Photocopy of grant applicant's identity card, passport or equivalent⁴²

- Applicant's memorandum and articles of association, instrument of incorporation or equivalent⁴³

- Applicant's official registration certificate

- Declaration or certificate of non-liability for VAT (if applicable)

- Document giving details of the applicant's bank account or sub-account into which the Community grant will be paid. This document must be produced or certified by the bank concerned and must clearly show the data referred to at 1.2.⁴⁴

⁴¹ *The list is not intended to be exhaustive. It should be adapted / supplemented in accordance with the type of grant envisaged and the type of potential beneficiary and with the selection and award criteria laid down in the basic act and the call for proposals, in particular as regards financial documents and any other document which the authorising officer considers necessary.*

⁴² Only if the applicant is a natural person.

⁴³ Not applicable to national public authorities in the strict sense. For public-sector entities which derive from the national authorities, provide the founding act, decision or regulation justifying their public-sector status.

⁴⁴ This document may be provided later.

[FINANCIAL DOCUMENTS

- *Applicant's annual accounts (or annual budget in the case of a public-sector body) for the last [...] ⁴⁵ year(s) for which the accounts have been closed, including any annexes or other official documents commenting on and supplementing the financial data in the annual accounts*

- *External audit report by an approved auditor certifying the accounts for the last [...] year(s) for which they have been closed and giving an assessment of the applicant's financial viability for the period during which the action or work programme will be carried out ⁴⁶*

OTHER DOCUMENTS

- *Curriculum vitae for those primarily involved in implementing the action or work programme*

- *Letter of commitment from any third parties involved in implementing the action*

- *Letter of commitment from any external sponsors*

- *References relating to any other actions completed in the relevant field by the applicant and/or associate third parties]*

⁴⁵ Give the number of years.

⁴⁶ Pursuant to the Rules for the implementation of the Financial Regulation (Official Journal L 357, 31.12.2002), an external audit report certifying the accounts for the last financial year available and giving an assessment of the financial viability of the applicant is compulsory for actions where the cost to be financed exceeds EUR 300 000 and for operating grants of over EUR 75 000, where it is the first application made by a beneficiary to an authorising officer in any one budget year. The authorising officer responsible may waive that obligation for public bodies, secondary and higher education establishments, international organisations, and beneficiaries who have accepted joint and several liability in the case of agreements with a number of beneficiaries.

ANNEX 4

CHECK-LIST FOR APPLICANTS⁴⁷

Before sending in the form, please check the following:

- All the sections of the application form have been completed, where appropriate in accordance with the guide for applicants and/or any other reference document made available by the Commission in relation to the programme concerned.	<input type="checkbox"/>
- The eligibility criteria for the applicant and for the action / work programme laid down in the call for proposals or equivalent have been met.	<input type="checkbox"/>
- Any rules relating to the period for carrying out the action mentioned in the call for proposals or equivalent have been complied with.	<input type="checkbox"/>
- The budget for the action / work programme 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"/>
- 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 or equivalent in relation to the total estimated cost of the action / work programme and/or the eligible costs proposed.	<input type="checkbox"/>
- The application has been made within the deadline for submitting proposals as laid down in the call for proposals or equivalent and has been dated and signed by the authorised representative.	<input type="checkbox"/>
- References/qualifications in the relevant field have been specified and/or produced.	<input type="checkbox"/>

⁴⁷ *Optional. Adapt as appropriate in accordance with the options chosen in the grant application form.*