

## Annex 4 to the Call conditions

### The list of required documents

The table below includes a list of documents that shall be submitted at application stage. ESFA recommends using the table as a checklist to verify compliance with the requirements laid down in the Call.

**NOTE.**

- All the listed documents shall be submitted electronically via the Portal.
- In cases where copies of the signed originals are submitted, an applicant and co-applicants shall keep the original signed versions as originals may have to be submitted for certain documents at a later stage. If upon ESFA's request an applicant and (or) co-applicant fails to submit original documents, an application may be rejected.

	Document	Specification and content	The document must be provided by each			Checkbox
			Applicant (Coordinator)	Co-applicant	Associated partner	
1.	Application	<ul style="list-style-type: none"> <li>- <b>Application Form Part A</b> contains administrative information about the participants, the summarised budget and timetable.</li> <li>- <b>Application Form Part B</b> contains the technical description of the project.</li> </ul> <p>An application is filled in online and submitted via the Portal.</p>	X			<input type="checkbox"/>
2.	Detailed budget table	The form is provided as Annex 1 to the Call Conditions. The provided form shall be filled in and uploaded to the Portal in xlsx format.	X			<input type="checkbox"/>
3.	Letter of endorsement	<p>The form is provided as Annex 5 to the Call Conditions.</p> <p><b>NOTE.</b></p> <ul style="list-style-type: none"> <li>- The document shall be issued by the responsible national ESF+ Managing Authority and signed by a full member of the ESF+ Committee. The original (in case the document is signed electronically) or a copy of the original (in case the document is signed by hand) shall be uploaded to the Portal in pdf format.</li> </ul>	X	X		<input type="checkbox"/>

		<ul style="list-style-type: none"> <li>- The document is not required if a national ESF+ Managing authority or ESF+ body (-ies) managing SI priority (-ies) under ESF+ shared management assumes functions of NCC in a Member State.</li> <li>- The document is not required if by the submission of an application it has already been submitted to ESFA by the respective Managing Authority.</li> </ul>				
4.	Declaration certifying the professional competences and appropriate qualifications of the project team	<p>Declaration of the Coordinator certifying professional competences of Coordinator's project team to carry out the required tasks. It should include, <i>inter alia</i>, job specifications, main tasks envisaged and outputs related to the subject of the project.</p> <p>The document (<i>free format</i>) shall be uploaded to the Portal.</p>	X			<input type="checkbox"/>
5.	List of previous projects	The form is provided as Annex 6 to the Call Conditions. The provided form shall be filled in and uploaded to the Portal.	X			<input type="checkbox"/>
6.	Proof of registration	<p>A certificate of official registration or other official document attesting the establishment of the entity.</p> <p>NOTE.</p> <p>If an applicant or co-applicant is already validated by the Central Validation Service and has a Participant Identification Code (PIC), the document may not be submitted.</p>	X	X		<input type="checkbox"/>
7.	Consortium agreement	<p>The document (<i>free format</i>) is not mandatory, though highly recommended.</p> <p>The document shall be uploaded to the Portal.</p>	X			<input type="checkbox"/>
8.	<p>National Social Innovation Partnership Agreement</p> <p>(<i>applicable when NCC's functions are shared between different entities in a Member State</i>)</p>	<p>The document (<i>free format</i>) is not mandatory, though highly recommended.</p> <p>The document shall be uploaded to the Portal.</p>	X	X		<input type="checkbox"/>