

Annex 4 to the Call Conditions

The list of required documents

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

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"> - Application Form Part A contains administrative information about the participants, the summarised budget and timetable. - Application Form Part B contains the technical description of the project. <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.	Declaration of Professional Competencies	<p>The form is provided as Annex 8 to the Call Conditions.</p> <p>A declaration by the coordinator certifying the professional competences, appropriate qualifications, proven experience</p>	x			<input type="checkbox"/>

		working with a long-term unemployment initiative for at least 1 year and a very good command of English (C1 level or higher).				
4.	List of previous projects	The form is provided as Annex 5 to the Call Conditions. The provided form shall be filled in and uploaded to the Portal in pdf format.	x	x		<input type="checkbox"/>
5.	Proof of registration	A certificate of official registration or other official document attesting to the establishment of the entity. <i>NOTE. 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.</i>	x			<input type="checkbox"/>
6.	Consortium Agreement	The document (<i>free format</i>) is not mandatory, though highly recommended. The document shall be uploaded to the Portal in pdf format.	x			<input type="checkbox"/>
7.	Declaration of Honour for Beneficiaries	The form is provided as Annex 6 to the Call Conditions.	x	x		<input type="checkbox"/>