

Documents to be submitted together with the Application Form

1. SMALL PROJECTS: OBLIGATORY ANNEXES TO BE SUBMITTED

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| Confirmation Letter | <ul style="list-style-type: none"> • original paper copy (by post or bringing directly) • signed by a person holding the right to sign documents on behalf of the lead applicant organization • sent before the closing deadline of the call (confirmed by the postal stamp) • correctly filled in - the budget information in this document is the same as in the Application Form |
| Document verifying the right to sign | on behalf of lead applicant organization to be uploaded in the eMS as PDF document |
| Partner Contribution Statement | for each partner to be uploaded in the eMS as PDF document. Make sure that financial data provided in the eMS and this document coincide. |
| Letter of Intent | for associated partners to be uploaded in the eMS as PDF document |

2. SMALL PROJECTS: ANNEXES TO BE SUBMITTED, IF RELEVANT

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| Declaration of Financial Capacity to Undertake Project Activities | by NGOs and private partners to be uploaded in the eMS as PDF document |
| De Minimis Declaration | if planned activities fall under de minimis aid in the eMS as PDF document |
| Template for Applying for Lump Sums | if lump sums are included in project budget (except preparation cost in the eMS as PDF document) |

1st STEP OF REGULAR PROJECTS: OBLIGATORY ANNEX

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| Letter of Intent | <ul style="list-style-type: none"> • needed from all partners • signed by a head of department or the head of the whole organisation (the person does not need to have the official right to sign documents on behalf of the organisation) • uploaded in the eMS as PDF document |
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