

Documents to be submitted together with the Application Form

1. SMALL PROJECTS: OBLIGATORY ANNEXES TO BE SUBMITTED

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

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

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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