

## ANNEX 4

### CHECK-LIST FOR APPLICANTS

#### CALL FOR PROPOSALS PRINCE 2009 – EU27

**Before sending in the Grant Application Form, please check the following:**

- All the sections of the application form have been completed, where appropriate in accordance with the guidelines for applicants.	<input type="checkbox"/>
- The eligibility criteria for the applicant and for the action laid down in the call for proposals (as specified in Article 4.1 of the Guidelines) have been met.	<input type="checkbox"/>
- Any rules relating to the period for carrying out the action mentioned in the call for proposals have been complied with (as specified in Article 4.1.2 of the Guidelines).	<input type="checkbox"/>
- The budget for the action 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 in relation to the total estimated cost of the action and the eligible costs proposed (as specified in Article 3. of the Guidelines).	<input type="checkbox"/>
- The application has been made within the deadline for submitting proposals as laid down in the call for proposals and has been dated and signed by the authorised representative.	<input type="checkbox"/>
- The financial identification form completed, signed and dated - Annex 5A - has been attached.	<input type="checkbox"/>
- The Legal Entity form completed, signed and dated - Annex 5B - has been attached.	<input type="checkbox"/>
- Declaration by the applicant (point 5 of the Grant Application Form) has been stamped, signed and attached.	<input type="checkbox"/>