



Applicant Checklist for submission of all necessary documents

Applicants will check that the Application file is complete based on the below checklist:

The Application for Financing must be accompanied by a letter of submission and an opiate of the documents containing all the information specified in the present Applicant's Guide (AG)
The application for financing on paper (including annexes) is submitted in 1 lettric original (hard copy) in Romanian and in English versions
The application for funding, including the annexes, mustalso be submitted in electronic format on 1 CD/DVD (pdf format)
The application for funding (including annexes) should be numbered according to the Applicant's Guide (AG) instructions
The application for financing shall be signed by thelegal representative or an authorized representative (case for which must be included the empowerment decision too). The authenticated power of attorney is attached in the original (if applicable).
The Application for Financing complies the standard model
The annexes to the grant application follow the standard templates (where provided)
Documents of the Application for Financing
Annex 1 – Application for Financing
Annex 2 – Project budget - Project Promoter budget; Project Partner budget; consolidated budget; budget by funding sources
Annex 3 – Statements and commitments
Annex 4 – Applicant & Project Partners identification documents
- The document of appointment / designation of the legal representative of the Applicant, in copy*)
- Power of attorney, in original (as the case) *)
- The criminal record of the legal representative of the applicant and of the authorized person (and of the Romanian partners, if they implement activities from the project), in original*)
- Copy according to the original after the constitutive act / normative act of establishment and status / judicial decision to acquire legal personality / Extract from the Trade Register / Register of Associations and Foundations / registration in the national registers of the donor partners of the project, other relevant establishment documents, containing information about the Applicant, Project Partners and Project Partners from Donor States, in copy according original
- The balance sheet (audited / signed by the auditors if this is required by the legislation in force) for the last financial year and the profit and loss account - for private legal persons, respectively the balance sheet, - for the public authorities, registered with the competent bodies of jurisdiction of the applicant and, as the case may be, the same

*) does not apply to partners from Donor States



documents also for partners (if the partners have financial responsibilities in the project), in copy according original*)
- The fiscal attestation certificate according to the Order of the Minister of Public Finance No. 3654/2015 regarding the approval of the procedure for issuing the fiscal attestation certificate, the certificate of budgetary obligations, as well as their model and content, with the subsequent modifications and completions, in original*)
- job descriptions for the project functions, CVs and declarations of interests and confidentiality for all the personnel concerned (for both the PIU and those involved in the implementation of activities); in the case of vacant positions at the date of submission of the application, the job descriptions are sufficient, in copy according original. ²
- Documents confirming the availability / allocation of the applicant / partners contribution (eg. Steering Committee Decisions, Local, County Council decision or any other official document of the applicant or partners regarding the assurance of the financial flow for the implementation of the project and the coverage of the expenses other than eligible), in copy according original*)
Annex 5 – Letter of intent regarding the partnership (if applicable)
Annex 6 – Partnership Agreement (if applicable)

² To be completed by all the staff concerned: both within the PIU and for those involved in the implementation of activities within the project.