**Annex no. 7**

**Applicant Checklist for submission of**

**all necessary documents**

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

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| 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,including annexes in Romanian and English must also 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 the legal 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 from Applicant’s Guide |
| 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) \*[[1]](#footnote-1)) |
| * 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 , 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\*) for the applicant (project promotor) |
| * 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]](#footnote-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 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\*) |
| * Study on conducting a comparative analysis between relocation and environmentally friendly alternative solution / innovative technology that results in the closure of temporary municipal landfills; |
| Annex 5 – Letter of intent regarding the partnership (if applicable) |
| Annex 6 – Partnership Agreement (if applicable) |

1. \*) does not apply to partners from Donor States [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)