Contracting Authority:

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Regional Youth Cooperation Office

Call for Project Proposals 2019

“A Better Region Starts with You*th*”

**List of Supporting Documents**

**THE LISTED DOCUMENTS HAVE TO BE SUBMITTED TOGETHER WITH THE GRANT APPLICATION AND BUDGET FORMS.**

**FAILING TO SUBMIT ALL THE REQUESTED DOCUMENTS WILL RESULT IN DISQUALIFICATION OF THE APPLICATION.**



 This Open Call is supported by the Federal Republic of Germany

**Supporting documents requested from the Applicant**

If the Applicant is a **Secondary School**, the following documents should be submitted:

1. Scanned Confirmation of Registration (in PDF format) confirming that the school is a legal, non-profit-making or profit-making entity established in one of the WB6 minimum one year prior to the launch of the Call for Proposal.
2. Scanned Declaration by the Applicant (in PDF format). The Declaration is available for print bellow.

If the Applicant is a **Civil Society Organization applying on behalf of a school**,the following documents should be submitted:

1. Scanned Confirmation of Registration (in PDF format) issued by a relevant public authority confirming that the organization is a legal and non-profit-making entity established in one of the WB6 minimum one year prior to the launch of the Call for Proposal.
2. Statute and the Establishment Act of the CSO (in PDF format)
3. Scanned copy of the Tax Office registration (in PDF format)
4. Scanned Declaration by the Applicant (in PDF format). The Declaration is available for print bellow.

**Supporting documents requested from the Partner(s)**

For each of the partners (applicable to all the types of partners as defined in the Guidelines for Applicants, section 2.2.2.), the applicant must submit the following documents on behalf of the partner(s):

1. Scanned Confirmation of Registration (in PDF format) issued by a relevant public authority confirming that the partner is a legal entity established in one of the WB6 minimum one year prior to the launch of the Call for Proposals.
2. Scanned Declaration by the Partner (in PDF format). The Declaration is available for print below.
* In case a CSO is applying on behalf of a school, the school should tick the box in the Declaration by the Partner, acknowledging its role in the project and agreeing with the paragraph below the box.

**No additional supporting documents should be sent at this point.**

In case the project proposal is selected by RYCO, the Applicant will be asked to fill out and submit two additional documents – Financial Identification Form (FIF) and Legal Entity Form (LEF) which will be provided by RYCO.

RYCO reserves the right to request additional documents at any stage of the application process, if it deems it necessary for awarding the grant.

**DECLARATION BY THE APPLICANT**

The Applicant, represented by the undersigned, being the authorised signatory of the Applicant, and in the context of the present application, representing partners in the proposed action, hereby declares that:

* it is directly responsible for the preparation, management and implementation of the project with the partners,
* all information contained in this application, including the budget, is correct to the best of its knowledge and that it will inform RYCO on any changes affecting the activities as described in this form,
* it has the financial and operational capacity to complete the proposed project and that the purpose and the activities of the submitted project proposal are not for profit,
* it will take the appropriate measures to ensure the protection and safety of participants involved in the project,
* the Applicant and the Partners are eligible in accordance with the criteria set out under the section 2.2. of the Guidelines for Grant Applicants,
* it is not bankrupt, subject to insolvency or winding-up procedures; its assets are not being administered by a liquidator or by a court; is not in an arrangement with creditors; its activities are not suspended; it is not in any analogous situation arising from a similar procedure provided for under national laws or regulations,
* it is not in breach of its obligations relating to the payment of taxes or social security contributions, in accordance with the law of the Contracting Party in which it is established,
* it is in a position to deliver, upon request, supporting documents in addition to this Declaration,
* it is aware that, for the purposes of safeguarding the financial interests, RYCO may share information on this project with third parties such as audit and other relevant institutions/bodies when these information deem as necessary for transparency, good governance or program improvement.

In the event that the grant application is successful, the Applicant authorise RYCO to publish on its website or in any other appropriate medium:

* the name and address of the beneficiary of the grant,
* the names of the project partners,
* the project title and summary and
* the amount awarded.

I do declare the above information to be true.

 Signed and stamped on behalf of the Applicant.

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| **Name of the Applicant** |  | **Stamp** |
| **Name and Surname of the legal representative** |  |  |
| **Signature** **of the legal representative**  |  |
| **Position** |  |
| **Date** |  |
| **Place** |  |

*This page should be signed and stamped by each partner, scanned and sent to applicant, to be included in the full application to be submitted to RYCO, respective of the deadline.*

**DECLARATION BY THE PARTNER**

The Partner, represented by the undersigned, being the authorised signatory of the Partner, and in the context of the present application, hereby declares that:

* it has participated in designing of the project, have read the Guidelines for Grant Applicants and Application Form and understood its role in the project implementation before the application is submitted to RYCO,
* the Partner takes the responsibility to cooperate with the Applicant unconditionally as per Guidelines for Grant Applicant and the partnership agreement
* all information contained in this application, including the budget, is correct to the best of its knowledge,
* it has the financial and operational capacity to co-implement the project together with the Applicant
* it is aware of its obligation to provide all relevant information upon request of the Applicant deemed necessary for the purposes of applying for this Call for Project Proposals,
* it is eligible in accordance with the criteria set out under the section 2.2. of the guidelines for grant applicants,
* it is not bankrupt, subject to insolvency or winding-up procedures; its assets are not being administered by a liquidator or by a court; is not in an arrangement with creditors; its activities are not suspended; it is not in any analogous situation arising from a similar procedure provided for under national laws or regulations,
* it is not in breach of its obligations relating to the payment of taxes or social security contributions, in accordance with the law of the contracting party in which is established,
* it is aware that, for the purposes of safeguarding the financial interests , RYCO may share information on this project with third parties such as audit and other relevant institutions/bodies when these information deem as necessary for transparency, good governance or program improvement.

[ ]  CSO is applying on behalf of the Partner (please tick the box if yes)

The Partner declares that is in a position in which it is facing administrative barriers to apply for and administrate grants directly; it is therefore forming a partnership with a CSO (the Applicant). CSOs (the Applicant) will be the lead applicant of the project proposal and will serve as the financial manager of the project, while the school (the Partner) still remains responsible for the overall management and implementation of the activities.

*The Partner authorise the Applicant, name of the Applicant , to submit on its behalf the present Application Form and to sign on its behalf the Grant Contract with RYCO, as well as to be represented by the Applicant in all matters concerning this Contract.*

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| **Name of the Partner** |  | **Stamp** |
| **Name and Surname of the legal representative** |  |  |
| **Signature** **of the legal representative**  |  |
| **Position** |  |
| **Date** |  |
| **Place** |  |