**List of Supporting Documents**

**WB6 LAB**

**THE LISTED DOCUMENTS HAVE TO BE SUBMITTED TOGETHER WITH THE APPLICATION FORM.**

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

**Supporting documents requested from the Applicant**

The following documents should be submitted:

1. Scanned Confirmation of Registration (in PDF format) issued by a relevant public authority confirming that the Applicants is a legal entity established in one of the WB6 minimum one year prior to the launch of the Call for Proposal.

2. The Establishment Act of the legal entity and if applicable the Statute (in PDF format)

3. Scanned copy of the Tax Office registration (in PDF format)

4. Scanned copies of financial statements for the last three declared years, or the latest available ones, signed by audit or the financial statements requested from the Taxation Office

5. Scanned Declaration by the Applicant (in PDF format). The Declaration is available for print below.

**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 hereby declares that:

· it is directly responsible for the preparation, management and implementation of the WB6 Lab program,

· All information contained in this application is correct to the best of its knowledge and that it will inform WB6 Lab Project Team 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 is eligible in accordance with the criteria set out in the Call for Applications,

· 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, the GROUPE SOS, the RYCO and the SEEYN 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 WB6 Lab Project Team to publish in any appropriate medium:

* the name and address of the Applicant,
* the names of the project managers,
* the project title and summary

I do declare the above information to be true.

 Signed and stamped on behalf of the Applicant.

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