

Contracting Authority:

Regional Youth Cooperation Office

The Western Balkans Youth Cultural Fund

List of Supporting Documents

LOT 1 & LOT 2

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

Supporting Documents Requested from the Applicant _LOT 2 ‘Cool Art Events’

The Lead Applicant must be a **Civil Society Organization**. The following documents need to be submitted:

1. Complete, sign, stamp, scan and compile the Declarations by the Applicant, by using the templates provided by RYCO (in PDF/JPG format). The Declaration is available for print below.*
2. A copy of valid legal entity's registration form (in PDF/JPG format) (applicable for the Lead Applicant) confirming that the organization is a legal and non-profit-making entity established in one of the WB6. The organizers of this Open Call for Proposals reserve the right to request the original documentation. Please note that the Lead Applicant and partner/s must be established prior to 10 September 2023.*
3. Copy of the statute and Act of Establishment (for Organizations) or other document confirming the mandate of the organization.*
4. A copy of the balance sheet and income statement for 2023 certified by a chartered accountant or authorized person/institution, or equivalent. Certificate from relevant tax authority that the legal entity (Lead Applicant) has paid all due taxes in accordance with the local legislation. This certificate should be issued in January 2024 or later.*
5. Artistic portfolio - sample of current work (1 PDF for the entire group)*
6. One relevant link relevant to your CSO cultural/artistic work*

Added value:

7. *Social media profile*

Supporting Documents Requested from Partner(s)

For each of the partners (applicable to all the types of partners as defined in the Guidelines for Applicants, section 4.2.), 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.

DECLARATION BY THE APPLICANT

The Applicant, represented by the undersigned, being the authorized

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 this information is deemed necessary for transparency, good governance or program improvement.

In the event that the grant application is successful, the Applicant authorizes 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

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 the 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 authorized signatory of the Partner, and in the context of the present application, hereby declares that:

- it has participated in the designing of the project, has 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 the 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 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 this information is deemed necessary for transparency, good governance or program improvement.

The Partner authorizes 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.

Name of the Partner		Stamp
Name & surname of the legal representative		
Signature of the legal representative		
Position		
Date		
Place		

ONLY SHORTLISTED APPLICANTS WILL BE INVITED TO SUBMIT THE FOLLOWING DOCUMENTS.

In case the project proposal is selected by RYCO, the Applicant will be asked to fill out and submit two additional documents:

1. Administrative Identification Form (Word)
2. Financial Identification Form (bank account)

**RYCO reserves the right to reject the application if the applicant fails to deliver the supporting documents as per the set deadlines.*

Documents to upload _LOT 1 "Spark Funds"

INDIVIDUALS:

Please note: Only pdf-files are allowed to be uploaded and can be saved.

1. Proof of legal residence, passport or ID
2. Short Curriculum vitae
3. Artistic portfolio - sample of current work (in case there are more members - 1 PDF for the entire group)*
4. At least one relevant link relevant to your artistic work*

Added value:

5. *Social media profile*
6. *Information about the Membership in artistic networks*

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1. Administrative Identification Form (Word)
2. Financial Identification Form (bank account)

Handwritten form submissions will not be accepted.

**RYCO reserves the right to reject the application if the applicant fails to deliver the supporting documents as per the set deadline*