



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 April 2024. *
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 2024 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 2025 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.

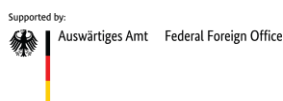
2. Scanned Declaration by the Partner (in PDF format). The Declaration is available for print below.

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*



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)

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 deadlines.*

