# Public Call for Proposals for Business Support Organisations

# (CFP EUPROPLUS 03-2021)

**Application Checklist (Annex F)**

| **BEFORE SENDING YOUR APPLICATION, PLEASE CHECK THAT EACH OF THE FOLLOWING DOCUMENTS IS COMPLETED AND ENCLOSED IN ENGLISH ONLY** |
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| **All Applicants** | | |
| 1. Completed **Grant** **Application Form (Annex A)** is enclosed in editable Word format and in scanned PDF format (signed and stamped by the authorised person) | Yes | No |
| 1. Completed Project **Budget Form (Annex B - Instructions, Budget and Budget Narrative):** is enclosed in editable Excel format and in scanned PDF format (signed and stamped by the authorised person) | Yes | No |
| 1. Completed **Logframe Form (Annex C)** is enclosed in editable Word format and in scanned PDF format (signed, stamped by the authorised person) | Yes | No |
| 1. **Eligibility Declaration by the Applicant (Annex D)** is completed (signed and stamped by the authorised person of the applicant (and the authorised person of partner organisation if the application is submitted in partnership) and enclosed in scanned PDF format | Yes | No |
| 1. **Application Checklist** **(Annex F)** is completed and enclosed | Yes | No |
| 1. **CV** **of the person responsible for implementation** (Project Manager) and **CVs of other key members** of team are enclosed | Yes | No |
| 1. Certified copy of the last amended valid version of **Founding Act (Statute or other relevant document)** is enclosed | Yes | No |
| 1. **Copy of printed ID card or first page of passport of the legal representatives and the Project Managers** isenclosed | Yes | No |
| 1. **Statistical Annex for 2020,** if the data on average number of employees for 2020 is not available on the online evidence of the Serbian Business Registers Agency (SBRA).   Note: Applicants who are not obliged to prepare a Statistical Annex, submit a **Statement on the average number of employees**, signed and stamped by the authorised person) | Yes | No |
| 1. Copy of **Balance sheet** and **Income statement for 2019 and 2020** enclosed |  |  |

| **If the application is submitted in partnership, the following documents for partner organisation to be submitted:** | | |
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| 1. **Eligibility Declaration by the Partner Organisation** **(Annex E)** is completed (signed and stamped by the authorised person of partner organisation) and enclosed in scanned PDF format | Yes | No |
| 1. Certified copy of the last amended valid version of **Founding Act (Statute or other relevant document)** of partner organisation is enclosed | Yes | No |
| 1. **Copy of printed ID card or first page of passport of the legal representatives of partner organisation is** enclosed | Yes | No |
| 1. **Statistical Annex for 2020 of partner organisation,** in case data on average number of employees for 2020 is not available on the online evidence of the Serbian Business Registers Agency (SBRA).   Note: partner organisation which is not obliged to prepare Statistical Annex, submit a **Statement on the average number of employees**, signed and stamped by the authorised person of partner organisation) | Yes | No |
| 1. Copy of **Balance sheet** and **Income statement for 2019 and 2020** of partner organisation is enclosed | Yes | No |

**NOTE:** Only Applicants and Partner organisations whose project proposals are approved for funding, will be requested to submit the following Certificates issued by the competent authority before contract signing:

1. **Certificate on payment of all obligations based on public revenues,** issued after the date of publication of the Call. *(The certificate issued by the authorised branch of the Tax administration of the Ministry of Finances of Republic of Serbia for the applicant and partner organisation as legal entity)*
2. **Certificate on payment of all obligations based on local public revenues**, issued after the date of publication of the Call. *(The certificate issued by the Department of local tax administration within the Local Self Government (City or Municipal administration) for the applicant and partners organisation as a legal entity)*
3. **Certificate** that the legal representatives of the applicant, assigned Project Managers and legal representatives of partner organisations **are not criminally convicted**, issued after the date of publication of the Call. *(The certificate is issued by the local unit of Police Administration of the Ministry of Interior Affairs for legal representatives and assigned Project Managers as individuals).*

In case that Applicants and Lead organisations do not submit the requested Certificates or the Certificates are not consistent with the Statements submitted (Annex D and Annex E), the application will be rejected and contract will not be signed.