**Annex 5: checklist on application pack**

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| --- | --- |
| Project Name |  |
| Project reference number |  |
| Project officer |  |
| Title of call for subgrant proposals |  |
| Call for subgrant proposals reference number |  |
| Project beneficiary launching the call |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checks | | Yes/No N.A. | | Comments |
| Does the application pack contain the following documents? | | | | |
|  | Guidelines for sub-grant applicants |  |  | |
|  | Application form |  |  | |
|  | Standard subgrant contract |  |  | |
|  | Reporting templates |  |  | |
|  | Declaration on honour |  |  | |
| Are the guidelines for sub-grant applicants consistent with the project’s grant application form (GAF) in regards with key criteria for sub-grants? | | | | |
|  | Are the objectives and results to be achieved with the sub-grants in line with GAF? |  | |  |
|  | Are the different types of eligible activities eligible consistent with the fixed list in GAF? |  | |  |
|  | Are the types of persons or categories of persons which may receive financial support in line with GAF? |  | |  |
|  | Are the criteria for selecting these entities and giving the financial support in line with GAF? |  | |  |
|  | Are the criteria for determining the exact amount of financial support in line with GAF? |  | |  |
|  | Is the maximum amount which may be given in line with GAF? |  | |  |
|  | Is the financial regime (reimbursement of costs or simplified costs) indicated and in line with GAF? |  | |  |
| Guidelines for applicants | | | | |
|  | **Does cover page include?** |  | |  |
|  | Name of contracting authority |  | |  |
|  | Title of the call for sub-grant proposals |  | |  |
|  | Source(s) of funding? |  | |  |
|  | Type of call (open or restricted) |  | |  |
|  | Deadline for submission |  | |  |
|  | **Is there a section devoted to background?** |  | |  |
|  | Are the objectives of the call indicated? |  | |  |
|  | Does the section on financial allocation include? |  | |  |
|  | Existence of lots (Yes/No) |  | |  |
|  | Indicative allocation per lot |  | |  |
|  | Size of grants |  | |  |
|  | Co-financing rate |  | |  |
|  | **Do the rules for the call include?** |  | |  |
|  | Eligibility of applicants (per lot, if needed be) |  | |  |
|  | Eligibility of actions: duration, location, type of action, type of activity |  | |  |
|  | Eligibility of costs: financial regime (reimbursement, simplified or mixed), eligible direct costs, eligible indirect costs and ineligible costs) |  | |  |
|  | Ethics and code of conduct |  | |  |
|  | **Does the “How to apply” section include?** |  | |  |
|  | Where and how |  | |  |
|  | Deadline |  | |  |
|  | Information session(s) |  | |  |
|  | Questions and answers |  | |  |
|  | **Does the section on evaluation and selection of applications include?** |  | |  |
|  | Step 1. Opening and administrative checks |  | |  |
|  | Step 2. Quality evaluation (including grid with criteria) |  | |  |
|  | Step 3. Verification of eligibility of applicants (including list of supporting documents) |  | |  |
|  | **Notification of decision** |  | |  |
|  | Notification mechanisms |  | |  |
|  | Complaint procedure |  | |  |
|  | **Indicative timetable** |  | |  |
|  | **List of annexes** |  | |  |
|  | Documents to be completed |  | |  |
|  | Documents for information |  | |  |
| Standard grant contract | | | | |
|  | **Does the grant contract include?** [[1]](#footnote-1) |  | |  |
|  | The subject, the beneficiary and the duration |  | |  |
|  | A description of the action |  | |  |
|  | The maximum amount of the EU funding in euro |  | |  |
|  | The estimated budget |  | |  |
|  | The form of the grant |  | |  |
|  | The rules regarding reporting and payment |  | |  |
|  | The procurement rules |  | |  |
|  | Acceptance by the beneficiary of the checks by the European Commission, OLAF, the European Court of Auditors and any other relevant bodies |  | |  |
|  | Provisions governing the visibility of the EU funding |  | |  |
|  | Applicability of the EU legislation, complemented, where necessary, by national laws |  | |  |
|  | The competent court or arbitration tribunal to hear disputes |  | |  |
|  | **Does the grant contract include?** [[2]](#footnote-2) |  | |  |
|  | Provisions on data protection and confidentiality |  | |  |
|  | Responsibilities of sub-grantees |  | |  |
|  | Disclaimer on liability by contracting authority |  | |  |
|  | Provisions on conflict of interest and code of conduct |  | |  |
|  | Ownership and use of results and assets |  | |  |
|  | Amendment of the contract |  | |  |
|  | Extension and suspension |  | |  |
|  | Termination of the contract |  | |  |
|  | Eligible costs |  | |  |
|  | Expenditure verification |  | |  |
|  | Rules for currency conversion |  | |  |
|  | Obligations on accounting |  | |  |
|  | Record keeping |  | |  |
|  | Recovery |  | |  |
| Does the activity reporting template include? | | | | |
|  | Executive summary |  | |  |
|  | State of implementation of workplan |  | |  |
|  | Current value for indicators |  | |  |
|  | Main problems encountered, risks and mitigating measures |  | |  |
|  | Lessons learned |  | |  |
|  | Sustainability |  | |  |
|  | Visibility compliance |  | |  |
|  | List of outputs and materials developed |  | |  |
|  | Location of original archives |  | |  |
| Does the financial reporting template include? | | | | |
|  | Budget in force |  | |  |
|  | Global overview of expenditure and income with approved budget headings and related details, when relevant (units and unit value) |  | |  |
|  | Breakdown of expenditure by sub-grant partners |  | |  |
|  | Breakdown of expenditure by budget headings, sub-headings and items |  | |  |
|  | Amounts in original currency and conversion to Euro |  | |  |
|  | List of expenditure with details on each accounting entry |  | |  |
|  | Identification code of all expenditure allowing for an easy reconciliation with the accounting of the sub-grantee and the related supporting documents |  | |  |

<Place>, <date> Prepared by <name of person who filled-in the checklist>

Signature

1. Based on the minimum content for grant agreements in article 201 of Regulation 2018/1046 [↑](#footnote-ref-1)
2. Based on the provisions in the standard general conditions of grant contract in PRAG 2019 [↑](#footnote-ref-2)