

ANNEX 4**CHECK-LIST FOR APPLICANTS****Before sending in the form, please check the following:**

- All the sections of the application form have been completed, where appropriate in accordance with the guidelines provided and/or any other reference document made available by Cedefop in relation to the programme concerned.	☐
- The eligibility criteria for the applicant and for the action / work programme laid down in the call for proposals or equivalent have been met.	☐
- Any rules relating to the period for carrying out the action mentioned in the call for proposals or equivalent have been complied with.	☐
- The budget for the action / work programme has been drawn up in euros and is exclusive of VAT (failing which, reasons must be given for non-recovery of VAT), has costs and revenue in balance and contains a detailed statement of all estimated eligible costs.	☐
- Where necessary, letters of commitment have been produced by partner beneficiaries and external sponsors.	☐
- The grant requested complies with the ceilings laid down in the call for proposals or equivalent in relation to the total estimated cost of the action / work programme and/or the eligible costs proposed.	☐
- The application has been made within the deadline for submitting proposals as laid down in the call for proposals or equivalent and has been dated and signed by the authorised representative.	☐
- References/qualifications in the relevant field have been specified and/or produced.	☐