

ANNEX 4**CHECK-LIST FOR APPLICANTS**

Before sending your proposal, please read carefully all documents provided by Cedefop in the context of this call. Deadline for requests for clarifications is 20 June 2011.

Before submitting your proposal, please check the following:

- the eligibility criteria for the applicant and for the action laid down in the call for proposals have been met (see section 4.1 “eligibility criteria” of the call for proposal full text).	☐
- the proposal is being submitted using the official application form provided (Annex II).	☐
- the proposal is being submitted according to the defined schedule (deadline 8/7/2011).	☐
- all sections of the official application form have been duly 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.	☐
- all requested documents related to selection and award criteria, i.e. sections 2 and 3 of the application form, have been attached.	☐
- the application is typed . Hand-written applications will not be accepted.	☐
- the application is being sent in four (4) copies (the original, being identified as such, plus three copies).	☐
- the application has been dated and signed by the authorised representative.	☐
- the declaration under heading 6 of the official application form has been duly filled-in, dated and signed by the authorised representative.	☐
- the budget estimate for the 2012 action for which a grant is requested has been duly completed (section 4.4 of the application form).	☐
- the budget estimate for the 2012 action/work plan has been drawn up in euro and is exclusive of VAT (failing which, reasons must be given for non-recovery of VAT).	☐
- the grant amount requested complies with the ceilings laid down in the call for proposals in relation to the total estimated cost of the action and/or the eligible costs proposed (see section 6.2. of the call for proposals full text)	☐