

ANNEX V

Call for proposals ETCs

CHECKLIST FOR SUBMITTING THE PROPOSAL:

- ❑ The core text of the proposal, including CVs of staff involved
- ❑ For each of the partners: identification letter by the management board member of the country in which the partners is based
- ❑ For each of the partners: Auto-declaration on exclusion grounds
- ❑ For each of the partners: Identification sheet (filled in)
- ❑ For each of the partners: Inscription in the trade register (copy)
- ❑ For each of the partners: Inscription in the VAT register (copy)
- ❑ To proof stable and sufficient sources of funding for each of the partners: Statements of banks (copies) **or**
- ❑ Evidence of professional risk indemnity insurance **or**
- ❑ Presentation of balance sheets or extracts
- ❑ Participation notes from each of the partners, including statements on availability of key staff
- ❑ Letters of intention regarding co-financing
- ❑ A statement on the professional qualifications and relevant projects executed in the past three years
- ❑ A description of the technical equipment (if appropriate)