# Public Call for Proposals for Business Support Organisations (CFP05-2019)

**Application Checklist**

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| **BEFORE SENDING YOUR APPLICATION, PLEASE CHECK THAT EACH OF THE FOLLOWING DOCUMENTS IS COMPLETED AND ENCLOSED** |

| **All Applicants**  |
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| 1. Completed **Grant** **Application Form (Annex A)** is enclosed in editable Word format and in scanned PDF format (signed and stamped by the authorized 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 authorized person)
 | Yes | No |
| 1. Completed **Log Frame Form (Annex C)** is enclosed in editable Word format and in scanned PDF format (signed, stamped by the authorized person)
 | Yes | No |
| 1. **Statement of the Applicant (Annex D)** is completed (signed and stamped by the authorized person of the applicant and the authorized person of partner organisation) 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 2018,** if the data on average number of employees for 2018 is not available on the online evidence of the Serbian Business Registers Agency (SBRA).

Note: Applicants who are not obliged to prepare Statistical Annex, submit a **Statement on the average number of employees**, signed and stamped by the authorized person) | Yes | No |
| 1. Copy of **Balance sheet** and **Income statement for 2017 and 2018** enclosed
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| **LOT 2 applicants also submit the following documents for partner organisation:** |
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| 1. **Partnership Statement** **(Annex E)** is completed (signed and stamped by the authorized 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 2018 of partner organisation,** in case if data on average number of employees for 2018 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 authorized person of partner organisation) | Yes | No |
| 1. Copy of **Balance sheet** and **Income statement for 2017 and 2018** of partner’s 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 authorized branch of the Tax administration of the Ministry of Finances of Republic of Serbia for the applicant and partner organization 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 organization as a legal entity)*
3. **Certificate** that the legal representatives of the applicant, assigned Project Managers and legal representatives of partner organization **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.