

## Annex 9 to the Call CLT03 – List of mandatory attachments to the Application Form

### List of mandatory attachments

#### 1. Mandatory attachments to the Application Form

#	Title
1.1	Project Budget in English language, as templated in the Project Application Form.
1.2	One electronic version of the completely populated Application Form in English language on a read-only CD or DVD (contains sheets Applicant and Project Budget).
1.3	Specimen signatures (certificate of authorisation of signature) of all statutory representatives of the applicant, certified by notary or by other authorised body in the national language.
1.4	In case of construction budget, the priced bill of quantities in English language in hard copy and in electronic version in a format supported by MS EXCEL on a CD or DVD.

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### 2. Mandatory attachments before the Project Contract is concluded

These mandatory attachments shall be requested only by the successful applicant. The Programme Operator may receive some of the mandatory attachments directly by the relevant public authorities. The list of mandatory attachments that the Programme Operator requests to submit before the Project Contract is concluded shall be listed in the Grant Offer Letter.

In justified cases, the Programme Operator may request also other documents not listed in the List of mandatory attachments, to be submitted by the Project Promoter or the Project partner

#	Title
2.1	Excerpt from the crime registry of all statutory representative of the applicant and of partners financially engaged in the Project, not older than three months at the date of acceptance of the Grant Offer. The attachment shall be filled for the Project Promoter and any Slovak partner financially engaged in the Project. The attachment is not relevant for the public sector bodies. In case of foreign partners financially engaged in the Project, it can be replaced by the affidavit under the law of the foreign partner country. The attachment is not requested if the grant allocated to the partner does not exceed EUR 15,000.
2.2	Annual Financial Statements – Balance Sheet and Income Statement (as of 31.12.2014, 31.12.2013 and 31.12.2012), stamped by the relevant tax office, unless the entity is not a new one. In case of new entities, Annual Financial Statements shall be submitted for those years when the obligation to elaborate the Financial Statement originated. The attachment shall be filled for the Project Promoter and any Slovak partner financially engaged in the Project. The attachment is not relevant for the public sector bodies. In case of foreign partners financially engaged in the Project, it can be replaced by the affidavit under the law of the foreign partner country. The attachment is not requested if the grant allocated to the partner does not exceed EUR 15,000. The attachment is not requested for the natural persons.
2.3	Title deed to each property related to the project – an Internet informative excerpt from the cadastral portal (any encumbrances shall be highlighted) and a copy of cadastral maps, not older than three months before the acceptance of the Grant Offer or a long-term lease contract for at least five years from the date of acceptance of the grant offer, from which it is possible to identify the property, the property owner, deed and other identifying information about the property.
2.4	The concluded Partnership Agreements.
2.5	Bank account statement showing the balance on the bank account of at least the required co-financing or binding loan commitment of a financial institution.
2.6	Valid building permission for all buildings for which the project needs building permission or notification of small buildings, notification of structural modifications (if applicable).

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2.7	Document establishing the statutory of the applicant into the function of the statutory representative.
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If attachments listed under the point 2 (**Mandatory attachments before the Project Contract is concluded**) were submitted along with the Project Application or based on the later request made by the PProgramme Operator, the applicant does not submit these again.

Document that are requested for submission during the Project implementation shall be defined in the Project Contract template that will be delivered to the succesful applicant along with the Grant Offer Letter.