

Other participating partner institutions/universities**General remarks:**

Please indicate clearly the tasks and operational capacity in the Action description (Section II.A or II.B) of each participating partner institution etc.

Please also attach the CV of main staff to the Annex 6.

Budget of participating institutions**EXPENDITURE:**

The costs per partner institution must also be detailed in Section III. Budget details.

INCOME:

The amounts financed by the partner institution(s) partly or totally as contribution to the action shall be marked in "Overview of expected income" of Section III. Budget details.

Please copy below for each partner institution and fill in for each

PARTNER INSTITUTION 1:**1.1. LEGAL REPRESENTATIVE (Person authorised to sign the Agreement)**

Full legal name of the institution in the national language	
Acronym of the institution, if applicable	
Full name of the Institution in English (formal or informal translation)	
Legal status (private/public/NGO ¹ /other)	
Website	
Legal representative of the institution ² : LAST NAME: First name: Title: Function:	
Department/Unit	

¹ 'non-governmental organisation' means a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union – cf. Article 2(49) EU Financial Regulation 2024/2509;

² The legal representative of the institution/applicant is the person who has the authority to sign contracts and constitute a party in court proceedings in the name of the institution/applicant.

Legal address of the institution Street and Street Number Postal code and city (Country)	
Phone (country code/area code/number)	
E-mail	

1.2. COORDINATOR (project manager) responsible for the implementation of the proposed action and its administration

The email address provided will be used for the acknowledgement of receipt and all further correspondence relating to the proposed action.

LAST NAME: First name Title: Function:	
Department/Unit	
Official function within the institution	
Correspondence address Street & street number Post code & town (Country)	
Phone (country code/area code/number)	
E-mail	

IMPORTANT INFORMATION FOR SECTIONS 1.3, 1.4, 1.5 and 1.6):

NEW:

The financial management system of the European Commission has been updated in the year 2025. Applicants who have not concluded any contracts or grant agreements with the European Commission in the past 2 years are considered as a “new applicant” and must send the completed forms, signed and dated only if they are awarded a grant (cf. 1.3, 1.4, 1.5 and 1.6).

1.3. LEGAL ENTITY/ LEGAL STATUS

Please tick the appropriate box

- As a new applicant, if I am awarded a grant, I will submit at a later stage as ANNEX 1 a completed Legal Entity document downloaded from the following website by choosing appropriate status and country:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
- The legal status of the institution/university/body submitting the proposal has not changed since the last grant agreements concluded with the European Commission in the year 2023 or 2024. Please refer to the information above.

Since our last submission the legal status of our institution/university/body has changed (private/public character, address, name etc.)

Please refer to the information above.

1.4. FINANCIAL IDENTIFICATION/ BANK ACCOUNT

Bank account IBAN _____

Please tick the appropriate box

The bank account was never submitted (as new applicant) or has changed
If I am awarded a grant, I will submit at a later stage the [ANNEX 2](#) (completed Financial Identification and Bank form or bank statement available at http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm by choosing appropriate country

The bank account and the bank account holder's name has not changed since the last grant agreements concluded with the European Commission in the year 2023 or 2024.

Please refer to the information above.

1.5. OFFICIAL RECOGNITION OR APPROVAL BY THE COMPETENT AUTHORITIES

Please tick the appropriate box

As a new applicant or because a new recognition was issued after our last proposal, we enclose the above-mentioned proof as [ANNEX 3](#)

The applicant has sent the proof of recognition, which remains valid, with a previous proposal - [ANNEX 3](#) does not need to be provided.

Please refer to the information above.

1.6. FINANCIAL CAPACITY

(information to be provided by each partner if applicable)

Please tick the appropriate box

For grant requests **below € 60 000** and sent by public bodies the completed and signed Declaration of honour (Section IV) suffices

Our latest complete financial statements (balance sheets, profit and loss accounts) are publicly available on the website: ...
The balance sheet for the last closed financial year should demonstrate that the minimum yearly turnover is at least twice the amount of the total costs of the proposed action.

If I am awarded a grant, and if applicable for our institution, I undertake to submit at a later stage the latest complete financial statements as [ANNEX 4](#)

Please refer to the information above.

1.7 VALUE ADDED TAX (VAT)

Please specify your VAT status (for each partner, if applicable):

	<i>Always</i>	<i>Never</i>	<i>Partly</i>	
Refundable VAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify here for what type of expenditure:
Exempt from VAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify here for what type of expenditure:

PARTNER INSTITUTION 2:

2.1. LEGAL REPRESENTATIVE (Person authorised to sign the Agreement)

....

Repeat same structure as above from 2.1 to 2.7.

PARTNER INSTITUTION 3:

....

Repeat same structure as above from 3.1 to 3.7