

Contracting documents

In case a project application is selected for funding, the Fund Operator may request the following documents in order to prepare and conclude the grant contracts with the Applicants:

For the Applicant:

- **certified copy** of the latest authenticated/ certified **statute** of the organization and of the corresponding final and irrevocable **Court decision**. If the initial statute and the amendments thereto are not included in a final separate document, then legalized copies of the initial statute and of all subsequent/ additional documents to the statute, including the corresponding definitive and irrevocable court decisions must be attached;
- **the extract from the Register of Associations and Foundations, in original**, issued with maximum of 90 days before the date of its submission to the FO;
- **valid tax clearance certificate, in original**, issued by the competent fiscal authorities (General Directorate of Public Finance - Ministry of Public Finance);
- **valid tax certificate, in original**, issued by the National Agency for Fiscal Administration;
- **valid organization criminal record certificate, in original**, issued by the competent authorities;
- **copy of the balance sheets** submitted to the competent fiscal authorities **for the last three fiscal years** prior submitting the application; in case of NGOs that were legally established in the last two or one fiscal years before submitting the Application, it will be taken into account in calculating the average budget only the fiscal years from the legal registration of the Applicant.
- **Financial identification form, in original**, according to the template to be provided by the FO, certified by the Bank where the account in **EUR** and **RON** were opened especially for the project;
- a **bank statement** certifying that the accounts opened for the project in **EUR**, respective **RON** is own by the Applicant and which states the initial balance (it is recommended a **0 initial balance**);
- **Declaration of eligibility** (according to the format from Annex 3), **in original**, to attest that the Applicant is not in any of the situations mentioned at the points from (a) la (e) from the section 4.3 Exclusion criteria for Applicants from the Guidelines for Applicants;
- A copy of the Partnership Agreement (template to be provided by FO) signed by the Applicant with the project partners, in case of projects implemented in partnership. It is possible to conclude a single partnership agreement between the Applicant and all the partners or partnership agreements between the Applicant and each partner;
- **CVs** of all team members.

For the partners Romanian NGOs:

- the copy of the latest authenticated/ certified **statute** of the organization and of the corresponding final and irrevocable **Court decision**. If the initial statute and the amendments thereto are not included in a final separate document, then legalized copies of the initial statute and of all subsequent/ additional documents to the statute, including the corresponding definitive and irrevocable Court decisions must be attached;

- **Declaration of eligibility** (in the format provided by the FO), **in original**, to attest that the Partner NGO is not in any of the situations mentioned at the points from (a) to (e) from the section 4.3 Exclusion criteria for Applicants from the Guidelines for Applicants;
- the **extract from the Register of Associations and Foundations**, in original, issued with maximum of 90 days before the date of its submission to the Fund Operator;
- **CVs** of all team members.

For partners Romanian authorities / public local or national institutions:

- **copies of the legislative acts** based on which the legal personality was obtained (as the case may be, the version updated at the date of submission of the law/ operating regulation/ decree/ decision, etc.);
- **a document** (decision, order, etc.) by which it allocates extra hours for the implementation of the activities provided in the project / Partnership Agreement or, if this is not possible, relieving the persons involved in certain tasks during the implementation period of the project in order to be able to allocate a number of hours to the project from the ordinary working norm and the salary classes;
- **CVs** of all team members;

For partners from Donor States, Beneficiary States, countries outside the European Economic Area that have a common border with Romania or international organisation or body or agency thereof:

- **documents** translated into Romanian or English (copy or original) attesting that they are **legal entities**,
- **CVs** of all team members.

In the case of projects that include costs related to construction, reconstruction, renovation or refurbishment of real estate: a certified copy of the documents attesting the right of ownership or use of the building for the entire duration of the project and at least 3 years after its completion; in addition, a declaration may be required regarding the maintenance of the purpose for which the building is being rehabilitated and any other documents to support the declaration.

Other documents (if applicable), according to the requirements of the award letter (e.g. for projects that include costs related to the construction, reconstruction, renovation or refurbishment of real estate, an estimate of quantities elaborated and approved according to the legislation in force, building authorization).

In case the entire purchase price of the equipment is considered eligible, the Applicant will provide a declaration stating that the conditions mentioned in the section 3 of the Guidelines for budgeting (Annex 2b) are fulfilled.

To prove the eligibility conditions, additional documents may be required, if the case, during the pre-contracting period, including for partners who do not request part of the grant.