

## 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** by the Applicant 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 certified 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<sup>1</sup>, in original**, issued with maximum of 30 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**, certifying that the organization do not have debts, issued by the National Agency for Fiscal Administration;
- **valid organization criminal record certificate, in original**, issued by the competent authorities;
- **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;
- **Bank account statements** for the accounts opened exclusively for the project in **EUR**, respective **RON** indicating the initial balance (it is recommended a **0 initial balance**);
- **Declaration of eligibility** (according to the template provided by the FO), **in original**, to attest that the Applicant is fulfilling the eligibility conditions and is not in any of the exclusion situations mentioned for the Applicants in the Guidelines for Applicants;
- A copy of the **Partnership Agreement** (template to be provided by FO) to be 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:

- Certified copy by the Partner 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

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<sup>1</sup> The extract must contain at least the following information about the Applicant: name, date and number of the civil decision ordering the registration in the Register of Associations and Foundations, headquarters, functioning duration, information about the founder / s and / or the composition of the General Assembly and / or of the Board of Directors, as the case may be, the purpose, mentions regarding the existence / non-existence of a procedure that has as object the dissolution and liquidation.

are not included in a final separate document, then certified 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;

In case the partner is administrating budget from the grant, it can be requested as well the following documents:

- **the extract from the Register of Associations and Foundations<sup>2</sup>, in original**, issued with maximum of 30 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**, certifying that the organization do not have debts, issued by the National Agency for Fiscal Administration;
- **valid organization criminal record certificate, in original**, issued by the competent authorities;
- **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;
- **Bank account statements** for the accounts opened exclusively for the project in **EUR**, respective **RON** indicating the initial balance (it is recommended a **0 initial balance**);
- **Declaration of eligibility** (in the format provided by the FO), **in original**, to attest that the Partner NGO is fulfilling the eligibility criteria and is not in any of the exclusion situations mentioned for Partners in the Guidelines for Applicants;
- **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.) or indicating the number, date and name of the legislative acts published in the Romanian Official Monitor;

In case the partner is administrating budget from the grant, it can be requested as well the following documents:

- **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;
- **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;
- **Bank account statements** for the accounts opened exclusively for the project in **EUR**, respective **RON** indicating the initial balance (it is recommended a **0 initial balance**);

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<sup>2</sup> The extract must contain at least the following information about the Applicant: name, date and number of the civil decision ordering the registration in the Register of Associations and Foundations, headquarters, functioning duration, information about the founder / s and / or the composition of the General Assembly and / or of the Board of Directors, as the case may be, the purpose, mentions regarding the existence / non-existence of a procedure that has as object the dissolution and liquidation.

- **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:**

- Certified copies by the Partner of **documents** translated into English (copy or original) attesting that they are **legal entities**, the type of entity (NGO, public entity, private commercial or non-commercial entity, international organization, body of agency);

In case the partner is administrating budget from the grant, it can be requested as well the following documents:

- **Financial identification form, in original**, in English, according to the template to be provided by the FO, certified by the Bank where the Partner has the accounts in EUR and in the national currency from where the payments for the project will be made; in the situation when the partner do not have an account in EUR and will use only the account in the national currency for all the transactions (receipts and payments), he will take into account that any exchange rate differences are ineligible, and in case he will have to reimburse part of the funding, it will be made in Euro;
- **Declaration of eligibility** (in the format provided by the FO), **in original**, in English, to attest that the Partner NGO is fulfilling the eligibility criteria and is not in any of the exclusion situations mentioned for Partners in the Guidelines for Applicants;
- **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 by the Applicant of the documents attesting the right of ownership or use of the building and /or land for the entire duration of the project and at least 3 years after its completion; extract from the land book showing that the land / building on / for which the construction / reconstruction / renovation / refurbishment is carried out is free of any charges and is not the subject of any disputes in progress or of any claims according to special laws in matters or common law; an estimate of quantities, elaborated and approved according to the legislation in force. 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.

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.