



Annex no. 9 to IES-DEC Decision no. 14 / 08.04.2025

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## Checklist for the fulfillment of conditions for participation in the selection

***Mobilities for cultural professionals*** programme, implemented by The Center for Projects of the Municipality of Timisoara in 2025

Prior to the actual evaluation the applications are verified for completeness and eligibility according to the Launch Announcement and Applicant's Guide (Annex 1 and 2 to IES-DEC Decision no. 14 / 08.04.2025).

Verification of eligibility for the selection is carried out by the secretariat of the funding authority.

Only those applications that are declared Admitted on the basis of the checks below will proceed to stage 3 of evaluation and selection:

### I. General data

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(1) Application entry/registration no.: \_\_\_\_\_

(2) Surname and name of applicant: \_\_\_\_\_

(3) Type of travel grant:

- ☐ Inbound | Travel to Timisoara, for national professionals: max. 7.500 RON
- ☐ Inbound | Travel to Timisoara, for international professionals: max. 10.000 RON
- ☐ Outbound | Travel outside Timisoara, nationally, for professionals active in Timisoara: max. 7.500 RON
- ☐ Outbound | Travel outside Timisoara, internationally, for professionals active in Timisoara: max. 10.000 RON

(4) Amount of non-reimbursable funding requested, in RON: \_\_\_\_\_



## II. Financial compliance:

Documents	Yes/No	Note
<ul style="list-style-type: none"> <li><b>Annex 6 - Income and Expenditure Budget:</b> <ol style="list-style-type: none"> <li><b>is completed using the form provided by the financing authority</b> and following the specifications mentioned therein, as well as in the <i>Launch announcement</i> and in the <i>Guide for reporting and settlement of expenses</i>;</li> <li>is <b>signed</b> and <b>dated</b>;</li> <li>the <b>maximum ceiling according to the type of travel grant is respected</b>;</li> <li><b>accommodation and meals/per diem costs</b> are calculated taking into account the <b>ceilings in the country where the mobility takes place</b>;</li> <li>a <b>maximum of 5%</b> of the grant is <b>allocated to indirect costs</b>;</li> <li>respects the <b>percentage of complementary funding sources</b> (percentage of the total amount of the project budget, i.e. the budget including the requested grant and the complementary sources of funding) of <b>minimum 1%</b>;</li> <li>there is <b>correspondence between the total amount of grant funding in the Grant Application and that in the Income and Expenditure Budget</b>.</li> </ol> </li> </ul>		
<p><i>For individual applicants only</i></p> <p><b>Copy of the document that certifies that the applicant has no debts to the state budget:</b></p>		



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<ul style="list-style-type: none"><li>• applicants who are registered in Romania for tax purposes will submit the tax attestation certificate issued by the National Agency for Tax Administration, valid on the date of submission, attesting the applicant's situation regarding the payment of taxes to the consolidated general budget;</li><li>• applicants who are not registered in Romania for tax purposes will submit similar documents, according to the legislation of their country of residence.</li></ul>		
<p><i>For authorized natural persons only</i></p> <p><b>Copy of the document certifying that the applicant has no debts to the state budget:</b></p> <ul style="list-style-type: none"><li>• the authorized natural persons registered in Romania will submit the tax attestation certificate issued by the National Agency for Tax Administration, valid on the date of submission, attesting the applicant's situation regarding the payment of taxes and duties to the consolidated general budget;</li><li>• applicants who are authorized individuals and who are not tax resident in Romania will submit similar documents according to the legislation of their country of residence.</li></ul>		

Financial compliance result (Admitted/Rejected): \_\_\_\_\_

Name and signature of the person responsible for carrying out the verification of financial compliance: \_\_\_\_\_



### III. Legal compliance

Documents	Yes/No	Notes
The applicant is a <b>natural person of at least 18 years of age</b> or an <b>authorized natural person</b> , Romanian or foreign.		
<i>For individual applicants only</i> <b>Copy of the applicant's identity card</b> (within validity period)		
<i>For authorized natural persons only</i> <b>Copy of the document proving the acquisition of legal personality:</b> <ul style="list-style-type: none"><li>for authorized natural persons registered in Romania, a copy of the registration certificate from the Trade Register shall be submitted;</li><li>applicants who are authorized individuals and who are not tax resident in Romania will submit similar documents according to the legislation of their country of residence.</li></ul>		
<i>For authorized natural persons only</i> <b>Copy of the tax registration certificate:</b> <ul style="list-style-type: none"><li>for authorized natural persons registered in Romania, a copy of the tax registration certificate from the National Agency for Tax Administration;</li><li>applicants who are authorized individuals who are not tax resident in Romania will submit similar documents according to the legislation of their country of residence.</li></ul>		



**Annex 7 - The affidavit of the applicant:**

- is **filled in using the form provided by the funding authority;**
- is **signed and dated.**

Legal compliance result (Admitted/Rejected): \_\_\_\_\_

Name and signature of the person responsible for carrying out the verification of legal compliance: \_\_\_\_\_

#### IV. Strategic compliance

Documents	(Yes/No)	Notes
<b>Annex 5 - The grant application</b> <ul style="list-style-type: none"><li>• has been submitted via online application form and is acknowledged by the funding authority by the attribution of a registration number, thus certifying that the deadline for application has been respected.</li><li>• has all the fields completed as indicated in it.</li></ul>		
<b>The applicant or host organization is based in Timisoara.</b>		
<b>The applicant is active in the cultural field</b> , being an artist, cultural manager, producer, curator, art critic, financial manager, cultural mediator, cultural communication professional, cultural policy professional, other occupations in the area of technical or administrative support for the cultural scene, regardless of the status of employee, freelancer etc.		



<b>The mobility:</b> <ul style="list-style-type: none"><li>• consists of participating in an event/project/organization, with a well-defined purpose, for which the applicant can prove that he received the organizer's consent;</li><li>• brings benefits to the participant in terms of visibility, promotion of practices, works, documentation and exploration of new partnerships or collaborations.</li></ul>		
<b>Annex 8 - Agreement of participation</b> , completed with the relevant data, following the structure of the information requested, signed and dated.		
<b>The applicant has not benefited from mobility funding in the previous program</b> (2023-2024).		
<b>Cumulatively, an applicant/beneficiary:</b> <ul style="list-style-type: none"><li>• can submit only <b>one application</b> under this funding program (<i>applies regardless of whether the applicant is a natural person or an authorized natural person</i>);</li><li>• may <b>contract a maximum of three non-reimbursable financings</b> within the financing programs carried out by the Project Center in 2025, for different applications, provided that the respective projects have clearly/evidently different purposes, objectives and duration, stated distinctly and unequivocally (<i>applies only if the applicant is an authorized individual</i>);</li><li>• cannot have more than <b>one multi-annual financing framework agreement</b> concluded with the Project Center in progress during the same period (<i>applies only if the applicant is an authorized individual</i>).</li></ul>		



<b>Résumé/portfolio</b> of the applicant presenting his/her professional activity and showing his/her work in the cultural field.		
<b>Portrait photo</b> of the applicant.		
<b>Optional: other relevant documents</b> (diplomas, accreditations, certificates, awards, publications, scholarships or other evidence of professional activity in the cultural field).		

Strategic compliance result (Admitted/Rejected): \_\_\_\_\_

Name and signature of the person responsible for carrying out the verification of strategic compliance: \_\_\_\_\_

**V. Result of the *Checklist for the fulfillment of conditions for participation in the selection*** (Admitted / Rejected)