

European Solidarity Corps – Validation Checklist

With numerous documents to compile for validation, it is easy to forget something or accidentally provide the wrong information. Therefore, the National Agency has created a validation checklist to help monitor which documents you may need to amend or upload to the Participant Portal.

Work through the checklist below by checking which documents you have already uploaded to the portal, which ones you have not and which ones may need amendment.

Validation Document	Uploaded	Requires Amendment	Not Uploaded
Completed Legal Entity Form (LEF)			
Evidence of Legal Status (e.g. Companies House Certificate/ Charities Commission Certificate, OSCR letter)			
VAT Registration Certificate (if applicable)			
Completed Financial Identification Form (FIF) with signature and date.			
Bank statement no older than 18 months from the 2019 Call deadline (if Financial Identification Form is not stamped by your bank)			
Most recent set of financial accounts (for projects over €60k and non-public bodies)			

**Did you tick 'Uploaded' to all the statements?
Then your organisation is ready for the validation process to begin!**