

**(Annex A)**

To the attention of  
The Italian Ministry of Foreign Affairs and International Cooperation  
Directorate General for Europe and International Trade Policy  
P.le della Farnesina, 1 – Rome  
[dgue.adriatico-balcani@cert.esteri.it](mailto:dgue.adriatico-balcani@cert.esteri.it)  
[bandobalcani@esteri.it](mailto:bandobalcani@esteri.it)

**[Through the Embassy/Permanent Representation/Consulate of .....]**

**Subject:** Call for Proposals – “Bando Balcani 2025”. Applications for the request of contributions pursuant to Article 23ter paragraph 2 of the Presidential Decree 18/67 for initiatives aimed at promoting Italian participation to international peace and humanitarian initiatives and for the protection of human rights. Submission of a project proposal.

THE UNDERSIGNED.....

PLACE OF BIRTH.....DATE OF BIRTH.....

TAX CODE.....

CITY OF RESIDENCE.....

PROVINCE.....ADDRESS.....POSTCODE.....

AS LEGAL REPRESENTATIVE OF THE INSTITUTION.....

WITH REGISTERED OFFICE IN.....

ADDRESS .....POSTCODE.....

TAX CODE.....VAT NUMBER.....

TAX IDENTIFICATION NUMBER (for entities without a registered office in Italy).....

TEL.....FAX.....E-MAIL .....PEC.....

**HEREBY REQUEST**

A contribution of € .....equal to..... % of the total amount of the costs necessary to carry out the proposed activities.

In favor of the project..... (TITLE) with a duration of ..... months.

For this purpose, pursuant to the Presidential Decree no. 445 of 28 December 2000, under its sole responsibility and aware of the penalties provided for by criminal legislation and special laws on falsity in deeds, with express reference to the entity it represents

**DECLARE**

1) To not have been convicted of any criminal offence;

OR

To have the following criminal convictions: (PLEASE SPECIFY)

and

To have no ongoing criminal proceedings;

OR

To have the following ongoing criminal proceedings: (PLEASE SPECIFY)

2) That the institution is entered in the register of..... with provision No. .... date of registration ..... for activities corresponding to the statutory purposes (for entities based in a foreign country, please indicate the registration data in the official Register or List of the country of origin) or that the institution is not entered in any register as it does not have legal personality;

3) That the institution has the capacity to operate with structural, technical-organizational and economic-financial reliability;

4) That with reference to the institution there are no grounds for exclusion pursuant to Articles 94, 95, 96, 97, 98 of Legislative Decree No. n. 36/2023;

5) That the entity has complied with its tax, social security and insurance obligations under current legislation;

6) That the institution is in compliance with the anti-mafia documentation pursuant to Article 85 of Legislative Decree No. 159/2011 and subsequent amendments and additions.

7) That the institution implements the project also with its own funds in the amount of € \_\_\_\_\_ and/or with funds received from other administrations/bodies/institutions in the amount of € \_\_\_\_\_;

8) To provide, at the request of the Italian Ministry of Foreign Affairs, the necessary certifications to prove possession of the requirements listed above;

9) To authorize the Italian Ministry of Foreign Affairs to release copies of all documents if the right of access to the files is exercised pursuant to Law 241/90;

10) To be aware that the Italian Ministry of Foreign Affairs reserves the right to proceed ex officio with verifications, including sample ones, with regard to the truthfulness of declarations pursuant to Article 71 of Presidential Decree 445/2000;

11) To be aware that, should the contents of this declaration be found to be untruthful, this institution will be excluded from the procedure for which it has been awarded or, if found to be an awardee, will lose the award that will be cancelled and/or revoked;

12) To be informed, pursuant to and for the purposes of the General Data Protection Regulation (EU) 2016/679, that the personal data collected will be processed, including by electronic means, exclusively in the context of the procedure for which this declaration is made;

13) To have read and fully accepted without reservation all the conditions of the procedure;

14) That, for all legal purposes, all communications may be sent to the following Pec address: [dgue.adriatico-balcani@cert.esteri.it](mailto:dgue.adriatico-balcani@cert.esteri.it) (cc: [bandobalcani@esteri.it](mailto:bandobalcani@esteri.it)) indicating in the subject line the reference to the procedure ("RIF. Bando Balcani 2025") and the name of the applicant.

**ENCLOSE**

- Annex A1: Application Form
- Annex A2: Budget
- Annex B: Declaration relating to the annexes in certified copy of the original
- instrument of incorporation and the statutes of the Entity (in a certified copy of the original);
- final balance sheet for the financial year 2024, approved by the competent statutory bodies (in a certified copy of the original);
- budget for the financial year 2025 and any note of variation thereof, approved by the competent statutory bodies (in a certified copy of the original);
- reports of the auditors on the abovementioned financial statements, where an auditing body is required by the statute of the applicant entity (in a certified copy of the original);
- list of the names of the members of the governing bodies, on the entity's headed paper;
- list of public and private funding/contributions received in 2024 and expected or received in 2025, on the entity's headed paper;
- organic plant with indication of staff with permanent contracts and managers, on the entity's headed paper;
- summary list of the facilities and equipment available to the entity for carrying out its activities, on the entity's headed paper.
- any other information/documentation deemed useful for evaluating the initiative.

(Place).....(Date).....

LEGAL REPRESENTATIVE  
(Legible signature)

.....

**PLEASE NOTE:** Attach a photocopy of a valid identity document of the declarant (identity card or passport). In this case, the signature does not have to be authenticated, pursuant to Article 38 of Presidential Decree no. 445 of 28 December 2000.

For private entities having their registered office in a non-EU country, this declaration must be apostilled or legalized at the Diplomatic Representation.