

My part 3 is correctly filled if...

What?	Where?
I used the part 3 form for the current year and for the correct action	–
I didn't add any headers or footers to the document (other than the ones from the original form)	–
I filled all part 3 using a word processor software (e.g. Microsoft Word, OpenOffice.org Writer, etc.) instead of hand filling it (except the signature)	–
I filled all the blanks in field A	A. Details of the partner and <i>Person in charge of the project (contact person)</i>
I included the international country calling code to our phone and fax numbers	A. Details of the partner and <i>Person in charge of the project (contact person)</i>
I didn't forget to add Mr or Ms together with the <i>Family name</i>	A. <i>Person in charge of the project (contact person)</i>
I checked only one box in <i>Type and status</i>	B. Profile and role of the partner Type and status
I checked only one box in <i>Activity level</i> (e. g. if you work both at local and regional level, check only regional)	B. Profile and role of the partner Activity level
I checked the "Sending Organization" box in <i>Role</i> (only for actions 1.1, 1.3, 2 and 3.1 youth exchange)	B. Profile and role of the partner Role
I wrote a short description of my organization / group	B. Profile and role of the partner
I deleted "(repeat the name of the partner)" and wrote the name of my organization in front of "I, the undersigned, on behalf of"	C. Preliminary agreement of the partner
I deleted "(repeat the title of the project as stated in Part I)" and wrote the name of the project (according to the call) in front of "confirm our participation in each stage of the project:"	C. Preliminary agreement of the partner
I wrote the name of the legal representative in CAPITAL LETTERS in front of "Name in capital letters:"	C. Preliminary agreement of the partner
I wrote the place where my organization / group is from in front of "Place:"	C. Preliminary agreement of the partner
I wrote the date (with day, month and year) in front of "Date:" and this date if the same or prior to the Youth in Action deadline in which the project will be applied	C. Preliminary agreement of the partner
It is signed by hand by the legal representative in front of "Signature:"	C. Preliminary agreement of the partner
It is stamped (in case your organization has a stamp)	C. Preliminary agreement of the partner