

EVALUATION GRID

ADMINISTRATIVE COMPLIANCE

Code	Criterion/ Description	Yes/No	Accepted	Rejected
1	The correct Application Form and its annexes respects the correct format and it was submitted in due time (the document is registered at the Joint Secretariat before the deadline).			
2	One original hard-copy paper version and one copy uploaded on an electronic support (CD/DVD) of the entire application form, including its annexes and supporting documents has been submitted.			
3	The original paper version of the Application Form is signed and stamped by the legal representative of the Lead Beneficiary or by the empowered person (in this case the empowerment must be attached as annex to the completed Application Form). The numbering of the application form is accordingly with the requirements.			
4	Each partner has signed a partnership declaration and all are annexed to the Application Form			
5	A Declaration of Commitment has been completed and signed by the legal representative of all partners or by the empowered person (in this case the empowerment must be attached as annex to the completed Application Form)			
6	All sections of the Application Form are filled-in in English			
7	All sections of the application and budget form and all the prescribed Annexes, have been properly and accurately filled in, in English (they have respected the format provided in the Applicant Guide), are typed and all are enclosed (annexes issued by third parties in other language are accompanied by their English translation).			
8	All annexes are complete.			
9	The implementation period does not exceed the maximum project durations and should not be less than the minimum duration period indicated in the Applicant Guide for the respective Priority Axis/ Objective.			

10	The value of the financial support requested is in line with the limits indicated in the Applicant Guide for the respective Priority Axis/ Objective			
11	The percentage of the financial support requested from IPA and state budgets are within the limits indicated in the Applicant Guide			
12	The feasibility study has been submitted and is elaborated or updated earlier than one year before the deadline for submission (for investment projects)			
13	The written agreement signed/ modified between the two countries and the Government Decision, according with the applicable law, specifying the nature and statute of the border-crossing point has been submitted (only for projects that include construction/ rehabilitation/ widening/ modernisation of the border crossing points).			
14	The job descriptions or terms of reference are submitted			

All these criteria are mandatory. If any answer is “No”, the project proposal may be rejected.

Remarks: (for example: “The electronic version is not provided, it should ask for clarification”)

Recommendation:

- Deadline observed: Check whether the deadline has been respected. If the deadline has not been respected, the proposal will automatically be rejected.
- The Application Form and all the prescribed Annexes, as set out in the Applicant Guide, have been completed correctly and included in the package. If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.