

# ADMINISTRATIVE ASSESSMENT GRID

# B-Light ACG

IDENTIFICATION	
Call for proposals ID	SKHU/1702/
Specific objective ID	1.1.
Registration number of the application	
Name of the statutory representative	
State	
Town, municipality	
Postal code	
Street and number	
PO BOX	
Name of the contact person	
E-mail address of the contact person	
<b>Project ID</b>	<b>SKHU/1702/</b>

## 2. COMPLETENESS CRITERIA

2.1 APPLICATION PACKAGE	
<i>Application package has to be submitted completely in paper format beside the original in two copies and on three pieces of CD/DVD. Applicant shall verify hard copies proving that copies are identical with the original version.</i>	
Number of Application packages	
LB verification on identical versions	
Number of CD/DVDs	
<b>Application package was submitted completely</b>	
<i>List of packages or documents to be completed:</i>	

2.2 GENERAL ANNEXES	
<i>General annexes are mandatory in case of every B-Light Scheme Project proposal. Binding document regarding the mandatory annexes is the Call for the B-Light Scheme Project Proposals.</i>	
<b>Annex 1: Declarations of the B-Light Scheme Project partners (G1)</b>	
<i>Declaration of the B-Light Scheme Project partner is a declaration on honour filled in, signed (and stamped) by the legal representative(s) of each Project partner in native language. There are two different templates available in the Call depending on the registered location (country) of the Project partner (Annex I.A; Annex I.B).</i>	
Number of beneficiaries according to the Application form	
Number of signed (and stamped) declarations	
<b>Declarations of the Project partners were submitted</b>	
<i>List of documents to be completed:</i>	

### Annex 2: Declaration on partnership (G2)

Declaration on partnership is proving that the B-Light Scheme Project proposal was prepared jointly and the Project partners wish to implement the B-Light Scheme Project in partnership. The declaration is texted in English and has to be signed by the legal representative(s) of each Project partner (on a separate piece of paper - Annex II.).

Number of beneficiaries according to the Application form	
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Number of signed (and stamped) declarations	
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<b>Declaration on Partnership was submitted</b>	
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List of documents to be completed:

### Annex 3: Letter(s) of foundation (G3)

Each Project partner – except municipalities and public organizations established by law in case they are not performing economic activity – is obliged to attach the copy of the Letter of foundation of the organization issued in national language.

Number of relevant beneficiaries	
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Number of submitted foundation letters	
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<b>Letter(s) of foundation were submitted</b>	
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List of documents to be completed:

### Annex 4: Resolution(s) about the own contribution (G4)

In case the own contribution or a part thereof is secured from the budget of a municipality, city or county, the relevant project partner is obliged to attach a resolution of the respective council to the application in national language. The resolution must state the name of the project and the amount of allocated own commitments.

Number of relevant beneficiaries	
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Number of submitted resolutions	
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<b>Resolution(s) were submitted completely</b>	
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List of documents to be completed:

## 2.3 SPECIFIC ANNEXES

Specific annexes are mandatory for the Project partners according to the conditions stated in the Call for the B-Light Scheme Project Proposals.

### Annex 5: Copy of the registration list(s) of the employees to the Social Insurance Authority (Sociálna poisťovňa) / National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal) (S1)

Each Project partner is obliged to attach the copy of the registration list(s) of the employees to the register kept by the Social Insurance Authority (Sociálna poisťovňa) / National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal) in national language.

Number of beneficiaries according to the Application form	
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Number of submitted registration list(s)	
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<b>Registration list(s) were submitted</b>	
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List of documents to be completed:

**Annex 6: Copy of the financial (profit and loss) statements for the last two completed financial years (S2)**

Each Project partner is obliged to attach the copy of the financial (profit and loss) statements for the last two completed financial years of the organisation in national language.

Number of beneficiaries according to the Application form	
Number of submitted financial statements	
<b>Financial statements were submitted</b>	
<i>List of documents to be completed:</i>	

**Annex 7: Copy of the balance sheets (S3)**

Each Project partner is obliged to attach the copy of the balance sheets to the date of submission of the B-Light Scheme Project proposal of the organisation in national language.

Number of beneficiaries according to the Application form	
Number of submitted balance sheets	
<b>Balance sheets were submitted</b>	
<i>List of documents to be completed:</i>	

**Annex 8: Strategy for implementation of the B-Light Scheme: Enterprise development concept (S4)**

Strategy for implementation of the B-Light Scheme must be submitted and must follow the predefined structure according to the Call for Proposals

<b>Strategy for implementation of the B-Light Scheme was submitted according to the predefined structure</b>	
<i>List of documents to be completed:</i>	

**SUMMARY**

**Identification**

SKHU/1702/

**Completeness of versions**

Application package was submitted completely	
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**General annexes**

Declarations of the Project partners were submitted	
Declaration on Partnership was submitted	
Letter(s) of foundation were submitted	
Resolution(s) were submitted completely	
Registration list(s) were submitted	
Financial statements were submitted	
Balance sheets were submitted	
Strategy for implementation of the B-Light Scheme was submitted according to the predefined structure	

Overall completeness	
Application form is submitted completely with all annexes	

Documents to be completed

Assessment accomplished by	
Name of the assessor	
Date	
<i>Signature of assessor</i>	
Name of the assessor	
Date	
<i>Signature of assessor</i>	