

ADMINISTRATIVE ASSESSMENT GRID

Call identification number	SKHU/1601	
Title of the project		
Registration number of project		
Name of the assessors		
Date		
Signature of assessors		

1. ADMISSIBILITY CRITERIA

The project proposal is admissible as the Application form was submitted on predefined form on paper format, filled in in English, signed (and stamped) within the given deadline.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide justification:		

2. COMPLETENESS CRITERIA

Application form was submitted in paper format beside the original in two copies and on three pieces of CD/DVD.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

GENERAL ANNEXES

General annexes are mandatory in case of every Project proposal regardless of their objective or type of the activities. Binding document regarding the mandatory annexes is the Part IV. of the Applicant's manual.

Declarations of the Project partners

Number of project partners according to the Application form		
Number of signed (and stamped) declarations in line with project partners indicated in the AF		
Declarations of the Project partners were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Declaration on Partnership

Number of project partners according to the Application form		
Number of signed (and stamped) declarations in line with project partners indicated in the AF		
Declarations on Partnership were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Letter(s) of foundation

Number of project partners according to the Application form except municipalities and public organizations that are not performing economic activity		
Number of submitted foundation letters in line with project partners indicated in the AF		
Letter(s) of foundation were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Minutes of joint preparatory meetings		
Applicants submitted at least one Minutes of the joint preparatory meetings including the name and signature of the participants, title of the organizations they are representing, short description of the subjected topics and the place and date of the meeting was held on.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Resolution(s) about the own contribution		
Number of local and/or county municipalities according to the Application form		
Number of submitted Resolutions stating the name of the project and the amount of allocated own commitments in line with project partners indicated in the AF		
Resolution(s) about the own contribution were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Declarations on State aid		
Number of project partners according to the Application form		
Number of submitted Declarations on State aid in line with project partners indicated in the AF		
Declarations were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Declarations on exemption from EIA		
Number of project partners not having construction/reconstruction activity and expenditures on "Infrastructure and works" cost category according to the Application form		
Number of submitted Declarations on exemption from EIA regarding project partners not having construction/reconstruction activity and expenditures on "Infrastructure and works" cost category		
Declarations were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Sworn statement on Natura 2000		
Number of project partners not having construction/reconstruction activity and expenditures on "Infrastructure and works" cost category according to the Application form		
Number of submitted Sworn statements on Natura 2000 regarding project partners not having construction/reconstruction activity and expenditures on "Infrastructure and works" cost category according to the Application form		
Sworn statements were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

SPECIFIC ANNEXES

Specific annexes are mandatory for those Project partners who have construction/reconstruction activity and whose budget contains costs on “Infrastructure and works” cost category. Binding document regarding the mandatory annexes is the Part IV. of the Applicant’s manual.

Proof of property ownership conditions

Number of project partners having construction/reconstruction activity and having costs on “Infrastructure and works” cost category according to the Application form		
Number of project partners submitted: <ul style="list-style-type: none"> • copy of property deed(s) proving the beneficiary’s ownership or/and • long term permissions to use or operate concluded by the beneficiary or/and • Letter of intent and Appraisal report regarding all affected properties in line with project partners indicated in the AF. 		
Number of project partners included expropriation procedure		
Proofs of property ownership were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Technical plans

Number of project partners having construction/reconstruction activity and having costs on “Infrastructure and works” cost category according to the Application form		
Number of project partners submitted technical plans that include short textual description of the planned construction/reconstruction works in English, photo documentation of the current situation and preliminary cost calculation.		
Number of project partners submitted short textual description of the planned construction/reconstruction works in English, simplified drawings if available, photo documentation of the current situation and budget estimation.		
Technical plans were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Building permissions		
Number of project partners having construction/reconstruction activity and having costs on "Infrastructure and works" cost category according to the Application form		
Number of project partners submitted: <ul style="list-style-type: none"> • building permissions or • declaration on relief or • proof of the request for permissions in line with project partners indicated in the AF. 		
Number of project partners included expropriation procedure		
Technical plans were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Environmental Impact Assessment (EIA)		
Number of project partners having construction/reconstruction activity and having costs on "Infrastructure and works" cost category according to the Application form		
Number of project partners submitted: <ul style="list-style-type: none"> • Declaration on EIA or • Environmental Impact pre-assessment or • Environmental Impact Assessment or • proof of the request for EIA (allowed only in PA1) in line with project partners indicated in the AF. 		
Number of project partners included expropriation procedure		
Technical plans were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

Natura 2000 declaration		
Number of project partners having construction/reconstruction activity and having costs on "Infrastructure and works" cost category according to the Application form		
Number of project partners submitted: <ul style="list-style-type: none"> • Sworn statement on Natura 2000 or • Official declaration on Natura 2000 in line with project partners indicated in the AF. 		
Number of project partners included expropriation procedure		
Technical plans were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		

3. SUMMARY OF THE ASSESSMENT		
The Application form is admissible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application form is submitted completely with all mandatory annexes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of documents to be completed:		