

# ADMINISTRATIVE ASSESSMENT GRID

# SPF UP AG

Second round of the Small Project Fund Umbrella Project proposal

## COMPLETENESS CRITERIA

### PROJECT PROPOSAL PACKAGE

*Project proposal package has to be submitted completely in paper format in 3 copies and on three pieces of CD/DVD.*

Number of Project proposal packages

Number of CD/DVDs

**Project proposal package was submitted completely**

List of packages or documents to be completed:

### MANDATORY ANNEXES

*Both partnerships of all four SPF Umbrella Projects approved in the first round of the Call for the SPF Umbrella Projects are required to elaborate one common package of the mandatory documents to be submitted to this Call. The package of mandatory documents shall mutually apply for all four Umbrella Projects, both partnership of the Umbrella Projects as well as both Priority Axes concerned by implementation of the SPF. Binding document regarding the mandatory annexes is the Second round of the Call for the Small Project Fund Umbrella Projects. The mandatory documents must contain at minimum the structure listed in the Call. If relevant predefined templates shall be used.*

#### Annex 1: Rules of procedures of the Monitoring Subcommittee

**Rules of procedures of the Monitoring Subcommittee was submitted**

List of documents to be completed:

#### Annex 2: Assessment Manual

**Assessment Manual was submitted**

List of documents to be completed:

#### Annex 3: Joint Implementation Plan

**Joint Implementation Plan was submitted**

List of documents to be completed:

#### Annex 4: Letters of consent

**Letters of consent were submitted**

List of documents to be completed:

#### Annex 5: Declarations on identical versions

**Declarations on identical versions were submitted**

List of documents to be completed:

<b>SUMMARY</b>
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<b>Completeness of versions</b>	
Project proposal package was submitted completely	

<b>General annexes</b>	
Rules of procedures of the Monitoring Subcommittee was submitted	
Assessment Manual was submitted	
Joint Implementation Plan was submitted	
Letters of consent were submitted	
Declarations on identical versions were submitted	

<b>Overall completeness</b>	
Project Proposal is submitted completely with all annexes	

<b>Documents to be completed</b>	

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