

FORMAL AND ELIGIBILITY ASSESSMENT GRID

Call identification number	SKHU/1801	
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 via IMIS 2014-2020, filled in in English and the signed (and stamped) certification is uploaded to IMIS 2014-2020

Yes

No

If no, please provide justification:

2. MANDATORY ANNEXES

ANNEX I. - Declarations of Beneficiaries

Declarations of the Lead Beneficiaries

Own contribution is in line with the AF - Financial overview

Yes

No

Declarations of the Lead Beneficiary was submitted completely

Yes

No

Declarations of the SME Beneficiaries

Own contributions are in line with the AF - Financial overview

Yes

No

Declarations of the SME beneficiaries were submitted completely

Yes

No

ANNEX II. - Declarations on Partnership

Declarations on Partnership were submitted completely

Yes

No

ANNEX III. - Declarations on State aid		
Declarations were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ANNEX IV. - Letter(s) of foundation / Certificate(s) of incorporation		
Letter(s) of foundation / Certificate(s) of incorporation were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ANNEX V. - Financial statement(s)		
Financial Statement(s) of all SME beneficiaries were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ANNEX VI. - 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

ANNEX VII. - Resolution(s) about the own contribution			
Resolution(s) about the own contribution were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR

ANNEX VIII. - Property ownership conditions			
<ul style="list-style-type: none"> • copy of property deed(s) proving the ownership of the affected property • long term permissions to use or operate concluded by the SME beneficiary or/and • Letter of intent and Appraisal report regarding all affected properties indicated in the AF. 			
Proofs of property ownership were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR

ANNEX IX. - Technical plans			
<ul style="list-style-type: none"> • simplified building documentation that include 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 that include short textual description of the planned construction/reconstruction works in English, photo documentation of the current situation and preliminary cost calculation. 			
Technical plans were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR

ANNEX X. - Building permissions			

<ul style="list-style-type: none"> • building permissions or • declaration on relief or • Announcement of small scale construction works or • proof of the request for permissions in line with in the AF. 			
Building permissions were submitted completely	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR

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

3. ELIGIBILITY ASSESSMENT

Location criteria

All beneficiaries have their seats or a regional/local branch registered in the programme area.¹

Yes

No

Criteria on legal status of the beneficiaries

All beneficiaries fulfil the requirements regarding legal status of eligible applicants.

Yes

No

Criteria on Lead Beneficiaries

The LB has the scope – according to the founding document - in SME development and/or cultural heritage and/or regional/strategic development

Yes

No

The LB has at least 3 years of experience on the field of SME development and/or cultural heritage²

Yes

No

The LB has at least 3 years of activities in the eligible area of the Programme³

Yes

No

The LB has experience in an INTERREG project(s) or having experience in project management of SME development/cultural heritage project(s) worth 1 million EUR

Yes

No

Criteria on category of enterprises

All SME beneficiaries fall into category of micro, small and medium-sized enterprises⁴

Yes

No

Professional and financial background of enterprises

All SME beneficiaries have at least one closed financial year of

¹ Organisations which have registered local branch within the programme area, but have their headquarters outside thereof will be regarded as being located in the programme area provided it is the local branch office in the programme area which carries out the substantive work of the project.

² Can be also fulfilled by legal succession

³ Can be also fulfilled by legal succession

⁴ The main factors determining whether an enterprise is an SME are the staff headcount and either turnover or balance sheet total. The ceilings stated in the Applicant's manual apply to the figures for individual firms only. A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too. Owner collusion is excluded from among the eligible enterprises. This means that enterprises cooperating under a single project as beneficiaries should be autonomous enterprises from each other, stipulated under 651/2014/EU Regulation, Annex 1. Article 3. Partner or linked enterprises cannot be granted under a single project.

Professional and financial background of enterprises		
operation.	Yes	No
All SME beneficiaries have positive or zero balance sheet result for the last financial year.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All SME beneficiaries have at least 1 employee ⁵ .	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Partnership criteria		
The project proposal fulfils the minimum requirement for the partnership (minimum one SME involved in the partnership).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Cross-border cooperation criteria		
The project proposal fulfils minimum requirements for joint development ⁶ .	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The project proposal fulfils minimum requirements for joint implementation ⁷ .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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The project proposal fulfils minimum requirements for joint staffing ⁸ or joint financing ⁹ .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Cross border cooperation criteria is fulfilled as project partners cooperate at least in three cooperation criteria ¹⁰	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Common and Programme specific output indicators		
At least one Common and Programme specific output indicator is	<input type="checkbox"/>	<input type="checkbox"/>

⁵ Signed declaration of the SME beneficiary

⁶ At least one Minutes from the preparatory meeting is attached to the Application form. Minutes shall include 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. The language of the minutes can be English or any national language of the Programme.

⁷ Each Project partner is responsible for coordinating at least one activity, ensures that planned activities are carried out, milestones are met and unexpected challenges to implementation are dealt with.

⁸ Internal staff on both sides of the border will work together on the project. Beneficiaries should not merely carry out activities in parallel without coordination and exchange. It is essential that the Lead Beneficiary is allocated sufficient resources for overall project management.

⁹ The project has a joint budget with funding allocated to Project partners according to the activities they are carrying out. In order to fulfil the criteria each Beneficiary should have disposal of at least 5% of the project's total budget.

¹⁰ Project partners are required to cooperate at least in three of these criteria. The Joint development and Joint implementation are obligatory for all projects; the third can be either cooperation in the staffing or in the financing of the project. Beneficiaries are of course free to cooperate in all four areas.

Common and Programme specific output indicators		
chosen from the predefined list.	Yes	No

Project development		
The project proposal is assigned to programme priority and its specific objective.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project proposal is in line with the specific objective of the programme priority.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project proposal is in line with the maximum project duration.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Financial allocation and budget size		
The project proposal is in line with the maximum budget requirements according to the number of SMEs involved in project partnership.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SUMMARY OF THE ELIGIBILITY ASSESSMENT		
The Project proposal fulfils all eligibility criteria.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide justification:		