**ANNEX 6: ADMINISTRATIVE AND ELIGIBILITY COMPLIANCE GRID**

**Second Call for proposals – Small scale projects**

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| **Nr** | **Criteria** | **Description** | **Yes** | **No** | **N/A** | **Comments** |
| 1. **Administrative criteria –**   ***Check shall be made for all the partners involved in the application form. In case of NO answer, the evaluator shall specify the name of the partner who didn’t submit the required document*** | | | | | | |
| 1. | All mandatory annexes are enclosed in full format. | *See Part II - Section 15 of the Guidelines for Applicants* |  |  |  | JS |
| **Lead partner** | | | | | | |
| 1.1 | * Declaration by the Lead Partner is included, properly filled-in (according to the programme template), dated and signed by the legal representative (or by the delegated person as specified in Part II - section 15) |  |  |  |  |  |
| 1.2 | * Order/act for official authorization of delegated person signing the Declaration by the Lead Partner – if the case, as specified in Part II - section 15 |  |  |  |  |  |
| 1.3 | * Financial capacity Self-Assessment (Annex 5) – if the case, as specified in Part II - section 15 |  |  |  |  |  |
| 1.4 | * Annual accounts for the previous financial year (e.g year 2023) for which the accounts have been closed - if the case, as specified in Part II - section 15 * Balance sheet for the last closed month – if the case, as specified in Part II - section 15 |  |  |  |  |  |
| 1.5 | * Statutes/ Articles of Association/ Deed of Foundation or other applicable documents – if the case, as specified in Part II - section 15 |  |  |  |  |  |
| 1.6 | * Registration Act (or equivalent document) - if the case, as specified in Part II - section 15 |  |  |  |  |  |
|  | **Project partner 2, ….n** |  |  |  |  |  |
| 1.1 | * Declaration by the Project Partner[[1]](#footnote-2) is included, properly filled-in (according to the programme template), dated and signed by the legal representative (or by the delegated person as specified in Part II - section 15) |  |  |  |  |  |
| 1.2 | * Order/act for official authorization of delegated person signing the Declaration by the Lead Partner – if the case, as specified in Part II - section 15 |  |  |  |  |  |
| 1.3 | * Statutes/ Articles of Association/ Deed of Foundation or other applicable documents – if the case, as specified in Part II - section 15 |  |  |  |  |  |
| 1.4 | * Registration Act (or equivalent document) - if the case, as specified in Part II - section 15 |  |  |  |  |  |
| **B. Eligibility criteria** | | | | | | |
| 1 | The total number of partners (including Lead Partner) forming the partnership is maximum 4 and minimum 3 | *See Section 7.2 of the Guidelines for Applicants* |  |  |  | JS |
| 2 | The partnership includes at least 1 partner from a Member State and 1 partner from a partner country. | *See Section 7.2 of the Guidelines for Applicants* |  |  |  | JS |
| 3 | The partners are from 3 different programme eligible countries. | *See Section 7.2 of the Guidelines for Applicants* |  |  |  | JS |
| 4 | The partnership includes maximum 2 organisations from the same participating country | *See Section 7.2 of the Guidelines for Applicants* |  |  |  | JS |
| 5 | The total project implementation period does not exceed the maximum project duration for small scale projects as provided in the Guidelines for Applicants. | *Duration of the project is maximum 18 months* |  |  |  | JS |
| 6 | The financial support requested from INTERREG funds (value and percentage) is ranged between the limits set in the Guidelines for Applicants. | *Minimum and maximum limits are between 250,000 Euro and 500,000 Euro.* |  |  |  | JS |
| 7 | The Project Partner *(1, 2,…n, as applicable)* is registered and located in the geographical eligible area. | *For information on eligible geographical area see Section 6.2 of the Guidelines for Applicants.* |  |  |  | NA |
| 8 | The Project Partner *(1, 2, …n, as applicable)* represents one of the eligible legal entities. It must be *a) regional, local or national public authority; or b) body governed by public law or c) non-profit organizations.* | *See section 6.1 in the Guidelines of Applicants* |  |  |  | NA |
| **The application is administratively compliant and eligible** | | |  |  |  |  |

1. Stipulating that all eligibility criteria are properly complied with; [↑](#footnote-ref-2)