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

**Call for proposals – Small scale projects**

|  |  |  |  |  |  |  |
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| **Nr** | **Criteria** | **Description** | **Yes** | **No** | **N/A** | **Comments[[1]](#footnote-2)** |
| 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 14 of the Guidelines for Applicants* |  |  |  | JS |
| **Lead partner** | | | | | | |
| 1.1 | * Statutes/ Articles of Association/ Deed of Foundation or other applicable documents   ***NOTE:*** *This obligation does not apply to public authorities (E.g.: regional/county council, local council, municipality, ministry).* |  |  |  |  |  |
| 1.2 | * Registration Act (or equivalent document)   ***NOTE:*** *This obligation does not apply to public authorities (E.g.: regional/county council, local council, municipality, ministry).* |  |  |  |  |  |
| 1.3 | * Financial capacity Self-Assessment (Annex 5) |  |  |  |  |  |
| 1.4 | * Annual accounts for the previous financial year (e.g year 2022) for which the accounts have been closed |  |  |  |  |  |
| 1.5 | * Declaration by the Lead Partner[[2]](#footnote-3) 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 14) |  |  |  |  |  |
| 1.6 | * In case of projects including investments - Feasibility study or an equivalent document describing the envisaged investment |  |  |  |  |  |
|  | **Project partner 2, ….n** |  |  |  |  |  |
| 1.1 | * Statutes/ Articles of Association/ Deed of Foundation or other applicable documents   ***NOTE:*** *This obligation does not apply to public authorities (E.g.: regional/county council, local council, municipality, ministry).* |  |  |  |  |  |
| 1.2 | * Registration Act (or equivalent document)   ***NOTE:*** *This obligation does not apply to public authorities (E.g.: regional/county council, local council, municipality, ministry).* |  |  |  |  |  |
| 1.3 | * Declaration by the Project Partner[[3]](#footnote-4) 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 14) |  |  |  |  |  |
| **B. Eligibility criteria** | | | | | | |
| 1 | The total number of partners (including Lead Partner) forming the partnership is maximum 4 and minimum 3 | *See Section 6.2 of the Guidelines for Applicants* |  |  |  | JS |
| 2 | The partnership includes at least 1 partner from Member State and 1 partner from participating countries. | *See Section 6.2 of the Guidelines for Applicants* |  |  |  | JS |
| 3 | The partners are from 3 different programme eligible countries. | *See Section 6.2 of the Guidelines for Applicants* |  |  |  | JS |
| 4 | The partnership includes maximum 2 organisations from the same participating country | *See Section 6.2 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 respected according to Section 8 of the Guidelines for Applicants.* |  |  |  | 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 5.2 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 5.1 in the Guidelines of Applicants* |  |  |  | NA |
| **The application is administratively compliant and eligible** | | |  |  |  |  |

1. If follow up is needed (in case the criteria is not fulfilled, option NO should be ticked and the requirement could be described in the “comments” field. [↑](#footnote-ref-2)
2. Stipulating that all eligibility criteria are properly complied with; [↑](#footnote-ref-3)
3. Stipulating that all eligibility criteria are properly complied with; [↑](#footnote-ref-4)