

Annex no. 6

Concept Note administrative and eligibility check and quality assessment criteria

Administrative and eligibility criteria

| I. Administrative criteria | | |
|----------------------------|--|-------------------------------------|
| I.1 | Meeting the CN submission requirements: | Reference point |
| 1. | The CN (paper and e-version) was submitted to the JTS before the application deadline | submission date |
| 2. | The CN together with the supporting documents was submitted in closed and sealed envelope | envelope |
| 3. | The correct CN form, published for this call for proposals, was used (the proposal keeps strictly to the format of the CN template, a unique checksum has been attributed to the CN by the CN e-application) | CN |
| 4. | One original of the CN was submitted | CN paper version |
| 5. | The e-version of the CN is enclosed and is identical to the paper version of the CN (they include the same checksum) and they are in English | CN (e-version and paper-version) |
| 6. | The signed Declaration by the lead beneficiary is submitted | Declaration by the lead beneficiary |
| 7. | The separate Partnership statement to the CN is submitted, filled in and signed by each beneficiary (except for the lead beneficiary) | Partnership statement(s) |

| II. Eligibility Check | | |
|-----------------------|---|--|
| II.1 | Compatibility with Programme TOs and priorities: | Reference point |
| 1. | The project is covered by the Programme TO/priority open in the CfPs (the project can only be attributed to a single TO/priority) | CN (pp. 1.1, 1.2)/ Manual Part I |
| 2. | The overall/specific objectives of the project correspond to the TO and priority selected by the lead beneficiary | CN (p. 2.3)/ Manual Part I |
| 3. | The overall/specific objectives of the project will contribute to the achievement of at least one Programme result indicator | CN (pp. 3.1, 3.2, 3.4)/ JOP (p. 3.1.6) |
| 4. | The project will add to the achievement of at least one of the output indicators from the full list of indicators defined in the GfA | CN (p. 3.4.1)/ Manual Part I |
| II.2 | Partnership eligibility | Reference point |
| 5. | The partnership composition is eligible - the project will be implemented by at least one beneficiary from Poland and one from Belarus and/or Ukraine | CN (pp. 1.4, 1.5)/ Manual Part I |
| II.4 | Eligibility of the project and costs | Reference point |
| 6. | The project is eligible under criterion of its location (in the Programme area or partially outside the Programme area) | CN (pp. 1.8, 3.3) / Manual Part I |
| 7. | The duration of the project is equal to or lower than 24 months | CN (p. 1.6) |
| 8. | The requested EU contribution is within the range of 100 000 – 2 500 000 EUR | CN (p. 1.7) |
| 9. | The infrastructure component is lower than 2 500 000 EUR | CN (p. 1.7, 4.2) |
| 10. | The requested EU contribution is equal to or lower than 90% of the total eligible costs. The lead beneficiary's (and beneficiaries', if applicable) financial contribution is equal to or higher than 10% of the total eligible costs (minimum percentage required) | CN (p. 1.7) |
| FINAL ASSESSMENT: | | |
| | | POSITIVE |
| | | NEGATIVE |
| COMMENTS: | | |



Quality assessment criteria

| 1. Strategic assessment criteria | | | |
|---|--|----------------------|----------------------|
| Assessment questions | Guiding principles for the assessment | Reference point | Numerical assessment |
| 1. Project's context (relevance and strategy) | a) The problems and needs that justify the necessity of project implementation are precisely defined and described | CN (p.2.1) | /5 |
| <i>How well is a need for the project justified?</i> | b) The project proposal: <ul style="list-style-type: none"> is relevant to the particular identified problems/needs (3 points) is relevant to particular constraints of the target regions (3 points) is likely to have a tangible impact on its target groups (3 points) | CN (pp. 2.1 and 2.4) | /3x3 (9) |
| | c) The project is relevant to the <ul style="list-style-type: none"> particular TO (2 points) priority (2 points) specific added value elements, such as promotion of gender equality, human rights, democracy, environmental sustainability, struggle against HIV/AIDS, where relevant (1 point) | CN (pp. 2.3 and 2.5) | /2+2+1 (5) |
| 2. Cooperation character | The project contributes to the strengthening of cross-border cooperation: <ul style="list-style-type: none"> the results benefit both/three sides of the border (4 points) there is a clear benefit from cooperating in the proposed project partnership (results cannot be fully achieved without cooperation in proposed partnership) (4 points) the project creates the basis to develop cross-border cooperation (4 points) partners share their experience, methods, models, data, ideas, know-how, knowledge etc. (4 points) | CN (p. 2.4) | /4x4 (16) |
| 3. Project's contribution to the Programme's expected results and outputs | a) The project's implementation will contribute to the achievement of the Programme output and result indicators <i>Note: a score 5 (very good) may only be allocated if the project includes at least one output indicator presented in the JOP – point 3.1.6 "Programme Indicators".</i> | CN (p. 3.4) | /5 |
| <i>To what extent will the project contribute to the achievement of the Programme's objectives?</i> | b) The project indicators have been properly chosen, are consistent with the project | CN (p. 3.4) | /5 |
| Total score | | | /45 |

| 2. Operational assessment criteria | | | |
|------------------------------------|---|-----------------|----------|
| Assessment questions | Guiding principles for the assessment | Reference point | Comments |
| Work plan | a) The overall design of the project is coherent, it clearly presents the proposed activities, results and objectives. The intervention logic and project plan are clear and feasible. | CN (section 3) | |
| | b) Proposed activities and deliverables are appropriate, practical and consistent with the objectives and expected results c) Activities outside the Programme area clearly benefit the Programme area (if applicable) | CN (section 3) | |
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|------------------------|----------------------|----------|
| | Strategic assessment | |
| Total score | /45 | |
| FINAL ASSEMENT: | POSITIVE | NEGATIVE |
| COMMENTS: | | |

Important!

- The maximum score the application can obtain is 45 points.
- The minimum score the application has to achieve in order to be taken into consideration for possible financing is 30 points.
- If the deadline has not been respected the application **will be rejected**.

