**Annex No. 3 of the Call – Checklist** **Criteria for the Assessment of Formal Requirements and General Criteria for the Assessment of Acceptability Aspects – Small Grant Scheme**

Name of the applicant:

Name of the project:

Registration number:

Project number:

Date and time of sending to the data box:

|  |  |  |
| --- | --- | --- |
|  | **Criteria of formal requirements** | **YES**  **NO**  **N/A** |
| 1. | The application for support was submitted within the deadline set out in the Call. |  |
| 2. | The application for support was submitted to the data box of the Programme Operator - Ministry of the Environment (ID: 9gsaax4). |  |
|  |  |  |
| 3. | The data message contains an application for support completed according to the published template ('Annex 1 to the Call' form). |  |
| 4. | The data message contains the completed project application form (Annex 2 to the Call) in DOC/DOCX format. |  |
| 5. | The data message contains a completed project application form (Annex 2 of the Call) in PDF format. |  |
| 6. | The application for support is prepared in the required language in accordance with the Call. |  |
| 7. | The application for support has all the mandatory information filled in. |  |
| 8. | The application for support bears a qualified electronic signature of the applicant's statutory representative or their authorised representative. |  |
| 9. | The message includes an authorisation for representation - power of attorney (scan), if applicable. |  |
| 10. | All mandatory annexes are attached. The annexes are complete and meet the requirements specified in the Call documentation. |  |
| 10/a | Annex 1 to the application for support: Power of attorney or another authorisation to represent the authorised person, if applicable, in PDF format. |  |
| 10/b | Annex 2 to the application for support: Details of the beneficial owner of the legal entity in accordance with the law governing the registration of beneficial owners- if it concerns the registered person |  |
| 10/c | Completed Annex 1 to the project application 'Detailed project budget' in XLS/XLSX format. |  |
| 10/d | Completed Annex 2 to the project application 'Description of the involvement of the Swiss partner - template in English' in PDF and DOC/DOCX format, if applicable. |  |
| 11. | The project respects the minimum and maximum limit of the total eligible expenses. |  |
| 12. | The requested grant amount is in line with the conditions set out in the Call. |  |
| 13. | The project completion date is in line with the deadline set out in the Call. |  |
| 14. | The project partners are eligible. |  |

**The following criteria are non-irremediable:**

* The application for support was submitted within the proper deadline set out in the Call.
* The application for support was submitted to the data box of the Programme Operator - Ministry of the Environment (ID: 9gsaax4).
* The data message contains the application for support completed according to the published template (Annex 1 to the Call form).
* The data message contains the project application (Annex No.2 to the Call).
* The project application, including the annexes, is prepared in the required language in accordance with the Call.

**The other criteria of the formal requirements of the application are remediable.**

|  |  |
| --- | --- |
| **General eligibility criteria** | **YES/NO** |
| The applicant is eligible. |  |
| The location of the project is in accordance with the terms of the Call.[[1]](#footnote-1) |  |

**The eligibility criteria listed above are irremediable.**

|  |  |
| --- | --- |
| **Evaluation of the formal check** | |
| Comment on the deficiencies identified: |  |
| Corrective Action: |  |
| The date and method of sending the request to address the deficiencies/complete the application to the applicant: |  |
| The deadline for addresing the deficiencies/completing the application: |  |
| The date of receipt of the completed application: |  |

In Prague on:

…………………………………………...

name and signature of the evaluator

…………………………………………... name and signature of the evaluator

1. Activities carried out in the territory of the capital city of Prague are not eligible under the Programme. [↑](#footnote-ref-1)