

## EVALUATION GRID

### ADMINISTRATIVE COMPLIANCE

Code	Criterion/ Description	Yes/No/NA	Accepted	Rejected
1.	The application form uploaded in the electronic system contains all the annexes requested in the Applicant Guide.			
2.	Each partner has signed a partnership declaration and all are submitted with to Application Form			
3.	A Declaration of Commitment has been filled in and signed by the legal representative of all partners or by the empowered person (in this case the empowerment must be submitted with Application Form)			
4.	All sections of the Application Form are filled-in in English			
5.	All sections of the application form and budget form and all the prescribed Annexes, have been properly and accurately filled in, in English, are typed and all are submitted (annexes issued by third parties in other language are accompanied by their English translation).			
6.	All annexes are complete.			
7.	The implementation period does not exceed the maximum project durations and should not be less than the minimum duration period indicated in the Applicant Guide for the respective Priority Axis/ Objective.			
8.	The value of the financial support requested is in line with the limits indicated in the Applicant Guide for the respective Priority Axis/ Objective			
9.	The percentage of the financial support requested from IPA and state budgets are within the limits indicated in the Applicant Guide			

10.	The feasibility study has been submitted and is elaborated or updated earlier than one year before the deadline for submission (for investment projects)			
11.	The written agreement signed/ modified between the two countries and the Government Decision, according with the applicable law, specifying the nature and statute of the border-crossing point has been submitted			
12.	The sustainability plan for the studies (if applicable) has been submitted			
13.	The job descriptions or terms of reference are submitted			
<p><b>All these criteria are mandatory. If any answer is “No”, the project proposal shall be rejected.</b></p> <p><b>Remarks:</b></p>				

**Recommendation:**

- The Application Form and all the prescribed Annexes, as set out in the Applicant Guide, have been completed correctly and included in the package. If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.