

ADMINISTRATIVE AND ELIGIBILITY CHECK GRID

Project identification

Project title	
Project acronym	
Project number	
Official name of the Lead Applicant organization	

No.	Criteria	Description	Yes	No	NA	Comments ¹
A. Administrative criteria						
A.1	The application package is compiled in English.	Application form, Annexes and supporting documents are submitted as requested in the Guide for Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.2	Application Form is correctly filled in.	All applicable sections of the Application Form are correctly filled in (no missing information ²).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3	Where the case, the provided templates ³ are used.	e.g. (Lead) Applicant Declaration, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.4	Partnership Declaration , signed and stamped by all involved parties/entities is	Annex V.1 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹ If follow up is needed (in case of unfulfilled criterion that may be satisfied through clarification/completion), option NO should be ticked and the requirement could be described in the "comments" field, awaiting for the relevant documentation. Shall be settled upon receipt /failure to comply. However, please be advised that 2 rounds for clarifications/completion are allowed and assistance is provided by the JS.

² According to our latest tests, there is a technical error detected in what concerns the eMS application system. The application – in .pdf file – does not automatically retrieve some of the fields. Due to identified technical error – in assessment process, the electronic eMS version of the Applications will be prevailing in terms of content.

³ The applications are not to be rejected based on not using the provided templates, but clarification/completion is to be requested

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	attached, separately submitted by each of the partners.					
A.5	Project (Lead) Applicant Declaration⁴ is included, properly filled-in, dated, stamped and signed by the legal representative.	Annex V.2 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.6	Copies of the establishing documents⁵ of the Applicants are included: Articles of Association, Statutes, Deed of foundation, establishing resolution law or equivalent documents according to the national legislation, etc., if the case. Additionally, establishing documents are provided for the related branch office, proving its existence and the relationship with the headquarter. Please note translation of the establishing documents in English is not compulsory.	Exception: public institutions, authorities do NOT need to submit this document! With regard to Churches in Hungary: In case the religious organization is listed in the register kept by the Minister of Human Capacities (http://egyhazi.emmi.gov.hu/), the extract issued by the Minister must be attached. In case the Church is not listed in the register, official confirmation issued by the Main Church must be attached. To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.7	The official statement⁶ of the relevant decision-making body regarding the support of the project and the availability of the own contribution for the planned investment, during the implementation of the project is attached. The document will have to be	i.e. County Council Decision, Local Council Decision, Board of Directors Decision, authorized person, etc. To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

⁴ Stipulating that all eligibility criteria are properly complied with; to be submitted for Lead Applicant and all Project Applicants also.

⁵ To be submitted for Lead Applicant and all Applicants also.

⁶ To be submitted for Lead Applicant and all Applicants also.

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	issued after the official launch of the Call for proposal.					
A.8	In case of Romanian applicants: Justifying document stating the method of representation (according to the national legislation) In case of Hungarian applicants: Original specimen of signature containing the method of representation of the legally authorized representative(s) certified by a public notary in original language, where the case, is included.	HU applicants: In case of double representation, ex. if the mayor and the notary can represent the local government only together, the specimens of signature of both are required! To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.9	Letter of empowerment (if the case) For RO applicants: signed and stamped by the legal representative of the applicant institution For HU applicants: Certified by a public notary	Necessary when a person, other than the legal representative, is to sign certain official documents. To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.10	The job descriptions for all positions included in the proposed management team AND/OR the Terms of references , in case the management is externalized, are included.	The tasks/requirements will be proportionate with the complexity of the project. See also criteria B.12. To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.11	<u>In case of Romanian Applicants:</u> Urban planning permit (certificat de urbanism) is attached. <u>In case of Hungarian Applicants:</u> Preliminary declaration of construction works is attached.	Annex V.5, for Hungarian Applicants To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.12	RO applicants: Template MMP, signed/stamped by Environmental Protection	Annex V.8, for Romanian Applicants To be provided in RO language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
	Agency at county level					
For applications that include investment costs						
A.13	Other relevant studies/surveys not older than one year (evaluations, strategies, design plans, opportunity studies, impact assessment, location studies, etc.).	Multiyear documents, adopted as such will also be considered! To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.14	Title deed (<i>extras de carte funciară / tulajdoni lap másolat</i>) issued by the Land Registry, not older than 30 calendar days, of each real estate (land and/or building) affected by the investment is attached. In case the land and / or building is in concession / administration, it must be proved that the duration of the concession / administration of the land and / or building is based on a long term contract / enactment (i.e. min. 5 years after the estimated month for the financial closure of the project) and that the owner of the real estate has given his written agreement (no standard format) that the applicant is free to perform the investment.	Exceptions: title deeds for <i>road construction/bicycle road construction where land acquisition (purchase/expropriation) deems necessary</i> , in case they are not yet available due to non-completion of the acquisition procedures. To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.15	Declaration from the land and / or building / item of infrastructure owner is included, stating that the land and / or building / item of infrastructure are: free of any encumbrances, not the object of a pending litigation, not the object of a claim according to the relevant national legislation.	Exceptions for purchase / expropriation, in case of roads, as described above, under A.14. To be provided in RO/HU language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
A.16	<p>For RO applicants: Government/county/local council Decision approving the start of the purchase / expropriation procedure and the approval of the technical and economic indicators for the respective investment.</p> <p>For HU applicants: If available, the Building Permit, issued based on the Feasibility Study and the Technical Documentation OR the proof that the process of obtaining the building permit has started, issued by the competent authority.</p>	<p>In case the road infrastructure involves purchase / expropriations To be provided in RO/HU language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.17	Affidavit regarding the acquisition (purchase/expropriation) process, in case the road infrastructure involves expropriations	<p>The document will state:</p> <ul style="list-style-type: none"> - that the respective applicant understands his/her obligation to complete the expropriation process and to submit the Title Deed in maximum 3 months after the notification of approval for financing, ensuring they understand the consequences in case they fail; - that the maximum expenditure budgeted for expropriations will be no more than 5% of the ERDF estimated costs for the investment objective. (Annex V.7) <p>To be provided in EN language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. 18	Copy of the prior bilateral agreement with the commitment of the Member States to set up Schengen-compatible border-crossing checkpoints (or other existing solutions according to the legislation in force at the	To be provided in RO/HU/EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
	time of submission of the project proposals) at the completion of any such projects, and to operate it for at least 5 years or until the enlargement of the Schengen zone, for projects that include cross-border road infrastructure, is submitted.					
A.19	Copy of the bilateral agreement , in force at the time of submission of project proposals, in case of CB infrastructure, for projects financing CB infrastructure other than roads, is submitted.	To be provided in RO/HU/EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.20	Environmental Indicators list is attached	Annex V.6 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>B. ELIGIBILITY CRITERIA</u>						
B.1	All Applicants are Romanian or Hungarian public bodies / bodies governed by public law / state owned companies / non-profit bodies / EGTC, established according to the relevant national legislation as described in the CP, for each Investment priority.	Information provided in the Application Form/Partner section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2	The (Lead) Applicant ⁷ has legal competencies, in the project relevant field.	For all operations, it is compulsory that the Applicants have among their attributions, according to their statutes or according to the national legislation, the implementation of the proposed activities or they must prove that they have a partnership agreement with the institutions competent to implement such	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

⁷ The criterion applies to all Project Partners.

No.	Criteria	Description	Yes	No	NA	Comments ¹
		activities, according to their statute or according to the national legislation.				
B.3	All Applicants (including the Lead Applicant) fulfil the location criteria set out in section 2.2.1.1. Eligibility of Applicants.	All Applicants (including the national / regional organizations' branch offices with or without legal entity) are located in the eligible area of the programme. In case the public entity's headquarter is registered outside the eligible programme area, the public entity has legal competencies for implementing operations in the programme area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4	There are at least two eligible partners one from each state involved in the project.	As described in the GfA. Application Form/Partner section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.5	The maximum number of partners in the project is 6, including de Lead Applicant	As described in the GfA. Application Form/Partner section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.6	At least the 3 joint criteria are fulfilled/described.	Joint development, joint implementation, joint staffing and joint financing. Application Form/Project description/Project relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.7	The project implementation period reaches the limit of the minimum and does not exceed the limit of the maximum monthly limits set in the Call for each Ip.	As described in the GfA and CfP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.8	The total eligible budget of the project is ranged between the limits set in the Call for each Ip.	As described in the GfA and CfP; Application Form/Project budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.9	The percentage and amounts of the financial support requested from ERDF and state budgets are within the limits indicated in the Guide for Applicants (GfA).	As described in the GfA; Project Budget of the Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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B.10	The proposal demonstrates a level of proportionality of at least 40% between the contribution to the programme's output indicators and the necessary financial resources.	Application Form – Project summary/Workplan and Project budget Proposals demonstrating a level of proportionality lower than 40% shall not be further assessed, and may not be recommended for support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.11	The rate of the eligible preparation cost does not exceed 5% of the total eligible project cost.	As described in the GfA; Project Budget of the Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.12	The elaboration of application adds up to the amount of maximum 1% of the total eligible costs, but no more than €15,000 and is proportionate with the project complexity.	As described in the GfA; Project Budget of the Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.13	The management cost (staff costs and/or externalized services for project management) does not exceed 10% of total eligible project costs.	As described in the GfA; Project Budget of the Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.14	Total budget of activities to be carried out outside the programme area is up to maximum 10% from the financial support requested from ERDF.	Application Form – Project Budget of the Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.15	The value of site supervision is limited to 5 % of the total estimated works related cost.	Project budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.16	Total cost of investments in roads under Investment priorities other than Priority Axis 2 does not exceed 30% of the total eligible budget of the project.	Project budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.17	If any, the costs of land acquisition (purchase /expropriations) will be included in the budget up to 5% of the ERDF estimated	Project budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments ¹
	costs for the investment objective.					
B.18	The proposal complies with the rule setting the maximum ceiling for the small-scale infrastructure investments (Ip 6/c and 8/b).	Project budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The project proposal is formally compliant.			<input type="checkbox"/> ⁸	<input type="checkbox"/>		
Recommendations⁹:						

⁸ Conditioned by the formulated recommendations (if any).

⁹ In case the proposal is not fully compliant, in the case of the costs limitations (criteria B11-B17), the project proposal will be passed for quality assessment under the condition that the necessary budget-cuts will be made in the quality assessment phase.