

## Phase II – Full Application

### 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 <sup>1</sup>
<b>A. Administrative criteria</b>						
A.1	The <b>application package</b> is submitted until the deadline.	Full Application is submitted no later than 1 month after the end of the implementation period of the Concept Note.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.2	<b>Application form</b> is correctly filled in and compiled in English.	All applicable sections of the Application Form are correctly filled in (no missing information <sup>2</sup> ). Application form, annexes and supporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> 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.

<sup>2</sup> 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.

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
		documents are submitted as requested in the Guide for Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3	Where the case, the provided <b>templates</b> are used.	e.g. (Lead) Applicant Declaration, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.4	<b>Partnership Declaration</b> , signed and stamped by all parties/entities is attached, separately submitted by each of the partners.	Annex VI.1 To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5	<b>Project (Lead) Applicant Declaration<sup>3</sup>/Associated Partners Declaration (if the case)</b> is included, properly filled-in, dated, stamped and signed by the legal representative.	Annex VI.2; Annex VI.6. To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.6	<b>Copies of the establishing documents<sup>4</sup></b> of the Applicants/Associated Partners are included: Articles of Association, Statutes, Deed of foundation, or establishing resolution law, equivalent documents according to the national legislation, etc., if the case.	<b>Exception:</b> 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 ( <a href="http://egyhazi.emmi.gov.hu/">http://egyhazi.emmi.gov.hu/</a> ), the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>3</sup> Stipulating that all eligibility criteria are properly complied with; to be submitted for Lead Applicant and all Project Applicants/Associated Partners (if the case) also.

<sup>4</sup> To be submitted for Lead Applicant and all Applicants/Associated Partners (if the case) also, ONLY if the establishing documents have been modified since submission of the Concept Note application pack.

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	Additionally, establishing documents are provided for the related branch office, proving its existence and the relationship with the headquarter <sup>5</sup> .	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.				
A.7	<b>The official statement<sup>6</sup></b> 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. If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will	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"/>	

<sup>5</sup> Please see GfA, section 2.2.1.1 Eligibility of applicants

<sup>6</sup> To be submitted for Lead Applicant and all Applicants also.

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	submit the document in the pre-contracting phase.					
A.8	In case of Romanian applicants: <b>Justifying document</b> <sup>7</sup> stating the method of representation (according to the national legislation) In case of Hungarian applicants: <b>Original specimen of signature</b> containing the method of representation of the legally authorized representative(s), certified by a public notary in original language, is included.	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	<b>Letter of empowerment:</b> For RO applicants: signed and stamped (if the case, according to the legislation in force) by the legal representative of the applicant institution For HU applicants: Certified by a public notary in original language, <b>if the case.</b>	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 <b>job descriptions</b> for all positions included in the proposed management team AND/OR the <b>Terms of references</b> , in	The tasks/requirements will be proportionate with the complexity of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>7</sup> Minister Order, Local/County Council, Board of Directors Decision, etc

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	case the management is externalized, are included <sup>8</sup> .	To be provided in EN language.				
A.11	<p><b>Feasibility study<sup>9</sup> / Documentation for approval of intervention works<sup>10</sup></b> is included, according to the format provided as Annex VI.3 / Annex VI.4 for each investment, including geotechnical, geological, hydrological, hydro geotechnical, photometric and stability surveys concerning the investment location.</p> <p>The Feasibility Study/Documentation for approval of intervention works or its revised version is valid according to the national legislation (the document must bear the date of elaboration / revision). However, this/these document(s) should be submitted as supporting documents to the Application Form and should be accompanied by the legal agreements and</p>	<p>For the projects involving the construction / upgrading / modernization of transport infrastructure, a <i>traffic study</i> must be presented containing data on the current and the estimated traffic.</p> <p>To be provided in EN language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>8</sup> Flagship Projects are projects of significant complexity and the capacity of the partners is of high importance in the efficient and sustainable management of the projects. Therefore, the Programme strongly recommends avoiding the externalization of the project management. Moreover, maximum score will be granted only to applications ensuring the project management staff.

<sup>9</sup> For new investments.

<sup>10</sup> For already existing investment objects.

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	approvals (e.g. Local / County Council Decision, proof of the reception of the service, etc.)					
A.12	Other <b>relevant studies/surveys not older than one year</b> (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.13	<b>Title deed</b> ( <i>extras de carte funciară / tulajdoni lap másolat</i> ) issued by the Land Registry, not older than 30 calendar days <sup>11</sup> , 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, etc. it must be proved that the duration of the concession / administration of the land and / or building is based on a <b>long term contract / enactment</b> (i.e. <b>min. 5 years after the estimated month for the financial closure of the project</b> ) and that the <b>owner of the real estate</b> has given his <b>written agreement</b> that the applicant is free to perform the investment.	Exceptions: title deeds for <b>road construction where land acquisition (purchase/expropriation) deems necessary</b> , 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"/>	

<sup>11</sup> In case the submission deadline is extended, for the applications already submitted at the time of extension, the documents will not be renewed until pre-contracting

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will submit the document in the pre-contracting phase.					
A.14	<p><b>Declaration from the land and / or building / item of infrastructure owner</b> is included, stating that the land and / or building / item of infrastructure is: free of any encumbrances, not the object of a pending litigation, not the object of a claim according to the relevant national legislation.</p> <p>If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further</p>	<p>Exceptions for purchase/ expropriation, in case of roads, as described above, under A.13</p> <p>To be provided in RO/HU language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	with the assessment process and even be selected by the Monitoring Committee, under the condition that the applicant will submit the document in the pre-contracting phase.					
A.15	<p>For RO applicants: At least the 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, OR the proof that the process of obtaining the building permit has started, issued by the competent authority.</p> <p>If the document is not submitted until the submission deadline, it shall be the subject of completion and the document can be produced and dated even in the completion phase. If the document is not submitted in the completion phase due to time limitation the project can go further with the assessment process and even be selected by the Monitoring Committee,</p>	<p>Only in case the road infrastructure involves purchase / expropriations of land. To be provided in RO/HU language.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	under the condition that the applicant will submit the document in the pre-contracting phase.					
A.16	Environmental indicators list, proposed to be fulfilled is attached.	Annex VI.5. To be provided in EN language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. Eligibility criteria</b>						
B.1	The identity of the (Lead) Applicants /Associated Partners is the same as presented in the Concept Note.	Information provided in Project partner section of FA and Concept Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2	The Full Application Form is developed based on the information provided within the Concept Note.	The partnership, objectives, main activities, estimated results and the defined output indicators are the same as presented in the CN.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3	The (Lead) Applicant <sup>12</sup> has legal competencies in the project relevant field.	For all operations, it is compulsory that the applicants have among their attributions,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>12</sup> The criterion applies to all Project Partners/Associated Partners. However, in case an associated partner fails to comply with the eligibility rules of the present Call for Proposal, the project can be approved by the Monitoring Committee under conditions that the respective associated partners is eliminated as such.

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
		according with its statute 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 activities, according with their statute or according to the national legislation.				
B.4	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.5	The Associated Partner <sup>13</sup> fulfils the location criteria, set out in section 2.2.1.1. Eligibility of applicants.	All Associated Partner (including the national / regional organizations' branch offices) are located in the eligible area of the programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.6	The project implementation period does not exceed the limit of the maximum		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<sup>13</sup> In case an associated partner fails to comply with the eligibility rules of the present Call for Proposal, the project can be approved by the Monitoring Committee under conditions that the respective associated partners is eliminated as such.

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
	monthly limits set in the Call.					
B.7	All the 4 joint criteria are described, involving all Applicants (including the Lead).	Joint development, joint implementation, joint staffing and joint financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.8	Minimum 2 joint criteria <sup>14</sup> are described, in case of Associated Partners are involved.	Joint financing is not applicable in case of Associated Partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.9	The financial support requested from ERDF and state budgets are ranged between the limits set in the Call. Minor deviations, not having significant impact on the project's budget are accepted <sup>15</sup> if they occur due to material errors (ie. rounding)	Chapter 1.4 and 2.1. of GfA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.10	The percentage of the financial support requested from ERDF and state budgets are within the limits indicated in the Applicant's Guide. Minor deviations, not having significant impact on the project's budget are accepted if they occur due to material errors (ie. rounding)	Chapter 1.4 of GfA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The project proposal is formally compliant.</b>			<input type="checkbox"/> <sup>16</sup>	<input type="checkbox"/>		

<sup>14</sup> In case an associated partner fails to comply with the eligibility rules of the present Call for Proposal, the project can be approved by the Monitoring Committee under conditions that the respective associated partners is eliminated as such.

<sup>15</sup> The project will be accepted for the quality assessment phase, conditioned by necessary budget-cuts

<sup>16</sup> Conditioned by the formulated recommendations (if any).

No.	Criteria	Description	Yes	No	NA	Comments <sup>1</sup>
Recommendations:						