

## ANNEX D2

### ADMINISTRATIVE AND ELIGIBILITY CHECK

#### Project identification

Project ID number

*Pre-filled from AF*

Project acronym

*Pre-filled from AF*

Name of the lead partner organisation (original language or English language)

*Pre-filled from AF*

#### Administrative compliance

1. The application is submitted within the related deadline provided in the call for proposal (ref. Guide for Applicants, Chapter 4. *How to apply*, 4.1 *Process overview*) – [YES/NO](#)
2. The application form is complete and compiled in English. Information presented in the application form is consistent with the data provided in its annexes: e.g., partner names, etc. If applicable, annexes/documents issued by third parties, in other languages than required, are accompanied by their translation, in their entirety or only for the relevant provisions (ref. Application form and Application annexes) – [YES/NO](#)
3. Mandatory annexes as provided for in the Guide for Applicants, section 4.2, are attached to the application form and provided templates are used, where applicable (ref. Application package):
  - a. Project (Lead) applicant declaration (ref. Application annexes, Annex 1). – [YES/NO](#)
  - b. Copy of the establishing documents of the Applicants -EN excerpt (ref. Application annexes) – [YES/NO/NA](#)
  - c. The official statement 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, e.g. County Council Decision, Local Council Decision, Board of Directors Decision, authorised person, etc. (ref. Application annexes) – [YES/NO](#)
  - d. The job descriptions/CVs for all positions included in the proposed management team AND/OR the Terms of references in case the management is externalized are attached (ref. Application annexes) – [YES/NO/NA](#)
  - e. State-aid-self-assessment (ref. Application annexes, Annex 2/Annex 3/Annex 4) – [YES/NO](#)
  - f. Commitment (e.g. letter, strategy, legislation) of the relevant authority/body (e.g., Local/county council decisions) on the need for the investment covered by the technical plans/feasibility study to be financed from the programme in case of projects involving exclusively the elaboration of technical plans/feasibility studies – [YES/NO/NA](#)

**For hard projects with infrastructure component (see Annex B):**

- g. Title deeds and a written statement 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 – YES/NO/NA
- h. In case the applicant is not the rightful owner, the relevant title deeds must be accompanied by documents providing information regarding the ownership<sup>1</sup> rights or rights of use of real estates affected by the works - (ref. Application annexes) – YES/NO/NA
- i. **For RO applicants:** Feasibility Study / DAIW (if applicable, according to national legislation) (ref. Application annexes) – YES/NO/NA  
**For HU applicants:** Construction technical plans (engineering plans, descriptions), Detailed cost estimation of works, Photo documentation - YES/NO/NA
- j. Bilateral agreements for cross-border infrastructure (other than roads), in force at the time of submission – YES/NO/NA
- k. The project envisages climate change mitigation and adaptation measures, in line with [Technical guidance on the climate proofing of infrastructure in the period 2021-2027](#) (for infrastructure projects with an expected lifespan of at least 5 years) – YES/NO/NA

<b>Eligibility check</b>
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- 4. At least one partner from each side of the border is involved (ref. Application form, AF B.) – YES/NO/NA
- 5. At least three, out of the four cooperation criteria (joint development, implementation, staffing and financing) are met, out of which two are mandatory: joint development and joint implementation – YES/NO/NA
- 6. The Lead applicant and all project partners are eligible organisations according to the Programme rules, section 2.2.1.1 Eligibility of applicants: e.g., legal status (ref. Application form, mandatory annexes to the AF) – YES/NO/NA
- 7. All applicants have legal competencies in the project-relevant field involved (ref. Application form/AF B.1.6, Application annexes) – YES/NO/NA
- 8. The project was not physically completed or fully implemented before the application for funding under the programme (ref. Application form/AF C, Application annexes, Annex 1) – YES/NO/NA

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<sup>1</sup> 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 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 that the applicant is free to perform the investment. RO: Title deed must be issued by the Land Registry, not older than 30 calendar days, for each real estate land and/or building affected by the investment.

9. The implementation period does not exceed the maximum duration provided in the Guide for Applicants for the respective Priority/ Specific objective (ref. Application form, AF A.1) – [YES/NO/NA](#)
10. The value and the related percentages of the financial support (ERDF and state budget) requested are in line with the limits indicated in the Guide for Applicants for the respective Priority/ Specific objective (ref. Application form, AF A.3, AF D) – [YES/NO/NA](#)
11. The budget of activities to be carried out outside the programme area is up to maximum 10% from the total project budget -(ref. AF C.7.5) – [YES/NO/NA](#)
12. The purchase of land does not exceed 10% of the total eligible expenditure for the project; for derelict sites and for those formerly in industrial use which comprise buildings, that limit shall be increased to 15 %. This criterion does not apply to projects concerning environmental conservation (ref. Application form) – [YES/NO/NA](#)
13. No partner has benefited from a financing support from public funds for the same project proposal (in terms of objectives, activities and results) in the past 5 years before the deadline for submitting the application, and does not apply for other funding programmes with this project unless it does not obtain financial support under this Programme (for infrastructure projects this provision refers to the same infrastructure/ segment of infrastructure) (ref. Application annexes, Annex 1) – [YES/NO/NA](#)
14. The project observes the Programme horizontal principles:
  - a. of equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age, or sexual orientation - [YES/NO/NA](#)
  - b. equality between men and women, gender mainstreaming and the integration of a gender perspective - [YES/NO/NA](#)
  - c. sustainable development as set out in Article 11 TFEU, considering the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle - [YES/NO/NA](#)

**The project is formally compliant and eligible – [YES/YES under conditions/NO](#)**

#### **NOTE**

In case of documents required in **criteria 3.f, 3.g, 3.h and 3.j are not submitted until the submission deadline**, and they cannot be provided during 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 documents in the contracting phase.**