

Second call for proposals Administrative Check grid

Result of the administrative check: (1.Admitted to the operational evaluation - 2. Rejected)

Reference number:

Acronym:

Project title:

Type of project..... (Eco-Youth or Green Transformation)

Lead Applicant (in English or French):

Lead Applicant 's Country:

Starting date of the administrative check:/...../.....

Internal Assessor:

Closing date of the administrative check:/...../.....

Starting date of the control check:/...../.....

Internal Assessor:

Closing date of the control check:/...../.....

Request for clarification sent on:

Clarification received on (Max. within 14 days):

...../...../.....

...../...../.....

Reason(s) for rejection (if any):

Criterion(a) leading to rejection:	Comments
	This field includes Comments in case of at least 1 NO is confirmed by PSC Chairperson/Secretary after the control check and is a knockout criterion

See also Guidelines for Applicants and Guidelines for evaluation § 4.1.1 “Administrative checks”			Internal Assessor 1		Internal Assessor 2	
	KNOCK OUT CRITERION	CRITERION	YES/NO	Comments	YES/NO	
	DEADLINE					
	YES	The submission of the project proposal is within the deadline of the call	YES¹		YES	
	CONTENTS					
	YES	The Application is fully typed in English or French				
	YES	The Lead Applicant organisation does not participate as applicant in another project proposal within the chosen Priority.				
	TECHNICAL REQUIREMENTS					
	YES	Applicants and partners are based in the Programme eligible territories ² with the sole possible exception of the Advisory Partner.	YES³		YES	
	YES	The Advisory Partner ⁴ is not based in an eligible region but it is based in a region of one the 15 Programme participating countries. In addition, the Applicant is not an Advisory Partner.	YES⁵		YES	

¹ Automatic when the application is submitted using the e-AF.

² International Organisations can participate as Applicants or Partners only if they have an operational office in the eligible area see Guidelines par. 4.3.1

³ Automatic when the application is submitted using the e-AF.

⁴ International Organisations can also act as Advisory Partner as for the Guidelines 4.3.1

⁵ Automatic when the application is submitted using the e-AF.

<i>See also Guidelines for Applicants and Guidelines for evaluation § 4.1.1 “Administrative checks”</i>			Internal Assessor 1		Internal Assessor 2	
	KNOCK OUT CRITERION	CRITERION	YES/NO	Comments	YES/NO	
	YES	The Application is specifically targeting only one (1) Programme Specific objective	YES ⁶		YES	
	YES	At least 50% of the total direct costs is dedicated to activities to be implemented in the Mediterranean Partner Countries territories ⁷	YES ⁸		YES	
	YES	A maximum of 35% of the total direct costs is allocated to an organisation.	YES ⁹		YES	
	YES	The requested Interreg NEXT MED contribution is equal to 89% of the estimated total eligible costs	YES ¹⁰		YES	
	YES	The budget dedicated to Cost Category 1 “Staff Costs” is not higher than 40% of the project total eligible costs	YES ¹¹		YES	
	YES	The total project budget is between the minimum and maximum allowed for this call according to the type of project (4.2 of the Guidelines)	YES ¹²		YES	

⁶ Automatic when the application is submitted using the e-AF

⁷ This criterion is fulfilled in the following cases:

- a) foresee to allocate at least 50% of the budgeted direct costs to the partners from the Mediterranean Partner Countries, or
- b) in case the financial allocation to partners from Mediterranean Partner Countries is lower than the said minimum percentage, the difference up to the minimum of 50% shall be justified by activities implemented by the EU Applicant and/or partner/s and/or International Organisations in the Mediterranean Partner Countries. The said budgeted direct costs shall be indicated and justified in the dedicated budget table. During project implementation the MA will monitor the actual achievement of the level of expenditure in MPCs in order to ensure the compliance with this rule.

⁸ Automatic when the application is submitted using the e-AF

⁹ Automatic when the application is submitted using the e-AF

¹⁰ Automatic when the application is submitted using the e-AF

¹¹ Automatic when the application is submitted using the e-AF

¹² Automatic when the application is submitted using the e-AF

<i>See also Guidelines for Applicants and Guidelines for evaluation § 4.1.1 “Administrative checks”</i>			Internal Assessor 1		Internal Assessor 2	
	KNOCK OUT CRITERION	CRITERION	YES/NO	Comments	YES/NO	
	YES	The partnership represents a minimum of 3 participating countries and includes at least one (1) Mediterranean Partner Country and one (1) EU Mediterranean Country	YES ¹³		YES	
	YES	The partnership does not include more than two (2) organisations from the same Country	YES ¹⁴		YES	
	YES	The partnership does not include more than one (1) Advisory Partner	YES ¹⁵		YES	
	YES	The duration of the project is between 24 months and 36 months	YES ¹⁶		YES	

<i>See also Guidelines for Applicants ch. 4 and par. 5.3.1 “Administrative checks”</i>			Internal Assessor 1		Internal Assessor 2	
	KNOCK OUT CRITERION*	CRITERION	YES/NO	Comments	YES/NO	Comments
	Declaration by the Applicant					

¹³ Automatic when the application is submitted using the e-AF

¹⁴ Automatic when the application is submitted using the e-AF

¹⁵ Automatic when the application is submitted using the e-AF

¹⁶ Automatic when the application is submitted using the e-AF

<i>See also Guidelines for Applicants ch. 4 and par. 5.3.1 “Administrative checks”</i>			Internal Assessor 1		Internal Assessor 2	
	YES	All mandatory information included in the form of the Declaration by the Applicant are reported in the file uploaded onto the e-AF – The file has not been modified				
	NO	The Declaration by the Applicant is either stamped or on headed paper				
	YES	The Declaration by the Applicant is signed and dated				
	YES	The Declaration by the Applicant is referred to the submitted project (title/acronym)				
	Partner Statements					
	YES	All mandatory information included in the form of the Partner Statement are reported in the files uploaded onto the e-AF – The file has not been modified				
	NO	The Partner Statements is either stamped or on headed paper				
	YES	The Partner Statements are signed and dated				
	YES	The Partner Statements are referred to the submitted project (title/acronym)				

	Declaration on Youth Declaration					
	YES	All mandatory information included in the form of the Applicant Declaration on Youth Projects are reported in the file uploaded onto the e-AF – The file has not been modified				
	NO	The Declaration on Youth Declaration is either stamped or on headed paper				

	YES	The Declaration on Youth Declaration is signed and dated				
	YES	The Declaration on Youth Declaration is referred to the submitted project (title/acronym)				
	YES	The Declaration on Youth Declaration is referred to the project partners with a clear indication of the requirements to be met				
	Advisory Partner Declaration (if applicable)					
	YES	All mandatory information included in the form of the Advisory Partner declaration are reported in the file uploaded onto the e-AF – The file has not been modified				
	NO	The Advisory Partner Declaration is either stamped or on headed paper				
	YES	The Advisory Partner Declaration is signed and dated				
	YES	The Advisory Partner Declaration is referred to the submitted project (title/acronym)				
	YES	The Advisory Partner Declaration is referred to the project partners with a clear indication of the requirements to be met				

	International Organisation (IO) Declaration(s) (if any)					
	YES	All mandatory information included in the form of the IO Declaration are reported in the file(s) uploaded onto the e-AF – The file has not been modified				
	NO	The IO Declaration(s) is/are either stamped or on headed paper				

	YES	The IO Declaration(s) is/are signed and dated				
	YES	The IO Declaration(s) is/are referred to the submitted project (title/acronym)				
	Associated partners Declaration(s) (if any)					
	NO	All mandatory information included in the form of the Associated partner(s) Declaration are reported in the file(s) uploaded onto the e-AF - The file has not been modified				
	NO	The Associated partners Declaration(s) is /are either stamped or on headed paper				
	NO	The Associated partners Declaration(s) is /are signed and dated				
	NO	The Associated partners Declaration(s) is /are referred to the submitted project (title/acronym)				
	Other mandatory documents					
	YES¹⁷	The “Financial Capacity Form” (for both Applicant and partners) has been filled in in the e-AF				
	YES	The file(s) “State Aid Self-assessment check grids” (for both Applicant and partners) are available in the e-AF				
	Environmental check					
	YES	The Check list A of the e-Form is filled in (only for proposals under Programme specific objectives related to PO1 and PO2;)				
	NO	If the answer to the Question 5 of the Check list A is Yes , the questions from 6 to				

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		10 have been answered				
	NO	<p>The Check list B has to be requested - to be checked taking into consideration the answers provided by the Applicant to the following Questions of the Check list A:</p> <p>Question 1 - Does the project foresee the realization of infrastructures? If the answer is Yes, the Check list B is required</p> <p>Question 2 - Does the project take into account the principles of environmental protection and sustainable development? If the answer is No, the Check list B is required</p> <p>Question 3 - Does the project take into account the relevant International, National and Regional directives/laws/agreement/strategies with regard to environmental and sustainable development issues? If the answer is No, the Check list B is required</p> <p>Question 4 - Has the environmental context been taken into account when deciding on the strategies and activities of the project proposal? If the answer is No, the Check list B is required</p> <p>Question 9 - Does the project foresee an environmental monitoring system? If the answer is No, the Check list B is required</p>				
	NO	Check list C is filled in (mandatory only for those proposals including an infrastructure of at least 1 million Euro)				