

**Annex B.1 - Administrative and Eligibility grid**

No.	Question	Comment	Section	Yes/No	Accepted/Rejected
1.	The application form uploaded in the electronic system contains all the annexes and documents requested in the Applicant Guide.		Administrative		
2.	All sections of the application form and budget form and all the prescribed Annexes, have been properly and accurately filled in, in English and are typed (documents issued by third parties in other language are accompanied by their English translation – in their entirety or only for the relevant provisions).		Administrative		
3.	All annexes are signed and complete.		Administrative		
4.	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/ Specific objective.		Administrative		
5.	The value of the financial support requested is in line with the limits indicated in the Applicant Guide for the respective Priority/ Specific objective		Administrative		



6.	The percentage of the financial support requested from IPA and state budgets are within the limits indicated in the Applicant Guide		Administrative		
7.	The feasibility study/ Conceptual Design has been submitted (in English) and is elaborated or updated earlier than one year before the deadline for submission (for infrastructure projects)		Administrative		
8.	The written agreement signed/ modified between the two countries, according with the applicable law, specifying the nature and statute of the border-crossing point and that the cross-border point will be functional at the latest at the end of the implementation period has been submitted (if applicable)		Administrative		
9.	The job descriptions of the entire project team or terms of reference are submitted		Administrative		
10.	A Lead Partner is appointed among the project partners.		ELIGIBILITY of Applicant		
11.	At least one partner from each side of the border is involved.		ELIGIBILITY of Applicant		
12.	The maximum number of partners in a project is five (5), including the Lead Partner.		ELIGIBILITY of Applicant		

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).		ELIGIBILITY of Applicant		
14.	All partners are eligible organisations according with the Applicant’s Guide (assessment based on the Project partner statement, Legal documents of the applicants).		ELIGIBILITY of Applicant		
15.	The partner(s) holds the land and/or building/ item of infrastructure under a concession/on long term contract/ in administration/ bailment contract/ rent contract/ any other right under the real property law		ELIGIBILITY of Applicant		
16.	The partner(s) has/have the ownership/ concession/ long term contract/ administration agreement (only for public authorities)/ bailment agreement/ for at least 5 years after the completion of the operation and the owner has given it’s written agreement saying that the applicant may perform the investment on/ in the relevant land/ building/ item of infrastructure for at least 5 years after the completion of the operation.		ELIGIBILITY of Applicant		
17.	Declaration from the land and/or building/ item of infrastructure owner that the land or building/ item of infrastructure is: <ul style="list-style-type: none"> <li>- free of any encumbrances;</li> <li>- not the object of a pending litigation;</li> <li>- not the object of a claim according to the relevant national legislation</li> </ul> has been submitted.		ELIGIBILITY of Applicant		
18.	Documents related to the registration of the land and/or building/ item of infrastructure in the relevant public registers have been submitted.		ELIGIBILITY of Applicant		



19.	The partners are the entities entitled to take action in the field/ fields addressed by the project.		ELIGIBILITY of Applicant		
20.	The beneficiaries have the capacity to ensure their own contribution and the financing for non-eligible expenditures of the project; they must also have the capacity to ensure the temporary availability of funds until they are reimbursed by the programme.		ELIGIBILITY of Applicant		
21.	The project is in line with one of the specific objectives within one of the priority of the programme.		ELIGIBILITY of Actions		
22.	If part of the operation is to be implemented outside the programme area, it is within the territory of the countries participating to the Programme, and the activities contribute to the objectives of the programme, in the benefit of the programme area.		ELIGIBILITY of Actions		
23.	The project was not physically completed or fully implemented before the application for funding under the programme.		ELIGIBILITY of Actions		
24.	At least 3 of the cooperation criteria are clearly fulfilled: mandatory cooperation in development, implementation and financing of the project + optional cooperation in staff.		ELIGIBILITY of Actions		
25.	The project complies with the EU and programme requirements regarding information and publicity and the project includes provisions regarding information and publicity.		ELIGIBILITY of Actions		



26.	The proposed operation has at least 50% of the budget allocated to an investment component (infrastructure and works and/or purchase of equipment)		ELIGIBILITY of Actions		
27.	The project falls within the types of actions under the specific objective of the programme.		ELIGIBILITY of Actions		