

## Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020



### EVALUATION GRID

for the

### FORMAL AND ELIGIBILITY ASSESSMENT

of project proposals

<b>Reference No. of the CfP</b>	<b>HUHR/1601</b>
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<b>1. Basic data</b>	
<b>Data of the project proposal</b>	
Application Form ID	HUHR/1601/
Name of Lead Beneficiary	
Title of the project proposal	
Priority, Specific Objective, Component	
Requested amount of EU contribution	
<b>Data of Assessor 1</b>	
First name	
Last name	
Organisation	
Date of assessment	
Signature	
<b>Data of Assessor 2</b>	

1. Basic data	
First name	
Last name	
Organisation	
Date of assessment	
Signature	

2. Number of items	Yes	No	N.r.	Cmpl
<b>2.1F</b> One original of the project proposal in printed version has been submitted.				
<b>2.2F</b> One identical copy of the project proposal in printed version has been submitted.				
<b>2.3F</b> An electronic data device has been submitted.				
Comments				

3. Formal compliance of the content of the electronic data device	Yes	No	N.r.	Cmpl
<b>3.1F</b> Application Form.				
<b>3.2F</b> Photo documentation.				
Comments				

4. Formal rejection criteria	Yes	No
<b>4.1F</b> The project proposal has been submitted on time.		
<b>4.2F</b> The project proposal contains the certified AF and the following essential supporting documents: (i) declaration of the Lead Beneficiary; (ii) declaration(s) of the Beneficiary / Beneficiaries; (iii)		

<b>4. Formal rejection criteria</b>	<b>Yes</b>	<b>No</b>
Partnership Statement; (iv) extracts from register.		
<b>4.3F</b> The AF published for the present CfP has been used for the project proposal.		
<b>4.4F</b> The AF has been filled in on a computer and not by handwriting.		
<b>4.5F</b> The AF has been filled in in English (technical terms in national languages are acceptable).		
<b>4.6F</b> The budget has been prepared in the format presented in the AF and has been calculated in EUR.		
<b>4.7F</b> The AF is certified (signed by ink, stamped and dated) by the legally authorised representative of the Lead Beneficiary.		
<b>Comments</b>		

<b>5. Eligibility rejection criteria</b>	<b>Yes</b>	<b>No</b>
<b>5.1E</b> The project proposal was submitted to the appropriate Specific Objective. (Sources of information: description of eligible activities and indicator table.)		
<b>5.2E</b> Next to the Lead Beneficiary at least one cross-border Beneficiary eligible for funding participates in the project.		
<b>5.3E</b> The structure of financing of the project proposal is in line with Chapter 2.2 of the Guidelines: size of the project, minimum share of own contribution.		
<b>5.4E</b> The period of implementation of the project is the same or above the minimum- and does not exceed the (Specific Objective dependant) maximum length set out in the CfP (Chapter 2.2, Table 2 of the Guidelines).		
<b>5.5E</b> The project fulfils at least three joint co-operation criteria from the four: joint development (obligatory), joint implementation (obligatory), joint financing and joint staffing.		
<b>Comments</b>		

5. Eligibility rejection criteria	Yes	No
<b>Proposed decision</b>		
The project proposal is not subject to any of the rejection criteria and can be considered for further formal and eligibility assessment. <sup>1</sup>		
The project proposal is subject to one or more of the rejection criteria and has to be rejected.		

6. Formal and eligibility compliance of compulsory annexes for all projects	Yes	No	N.r.	Cmpl <sup>2</sup>
<b>6.1F</b> Establishing documents of the Lead Beneficiary.				
<b>6.2F</b> Extract from register of the Lead Beneficiary, not older than 30 days at the time of submission.				
<b>6.2E1</b> <i>The Lead Beneficiary organisation fulfils the eligibility criteria and is not subject to any of the exclusion criteria.</i> <i>Source: AF Sheet 2, establishing document (if relevant), extract from register, LB declaration</i>				
<b>6.2E2</b> <i>The Lead Beneficiary organisation has its headquarters or a regional/local branch registered and acting in the eligible programme area.</i> <i>Source: AF Sheet 2, establishing document (if relevant), extract from register, LB declaration</i>				
<b>6.3F</b> Establishing documents of the Beneficiaries.				
<b>6.4F</b> Extracts from register of the Beneficiaries, not older than 30 days at the time of submission.				
<b>6.4E1</b> <i>The Beneficiary organisations fulfil the eligibility criteria and are not subject to any of the exclusion criteria.</i> <i>Source: AF Sheets 2, establishing documents (if relevant), extracts from register, declaration(s) of the Beneficiary / Beneficiaries</i>				
<b>6.4E2</b> <i>The Beneficiary organisations have their headquarters or a regional/local branch registered and acting in the eligible</i>				

<sup>1</sup> The formal and eligibility criteria under the tables of Point 6 and 7 have only to be examined if the project proposal is to be considered for further formal and eligibility assessment. In case of rejection due to incompliance with the rejection criteria no further formal or eligibility criteria have to be evaluated.

<sup>2</sup> In connection to some of the formal and eligibility criteria in the tables under Point 6 and 7 (where the column 'Cmpl' is coloured grey) no completion is possible.

<b>6. Formal and eligibility compliance of compulsory annexes for all projects</b>	<b>Yes</b>	<b>No</b>	<b>N.r.</b>	<b>Cmpl<sup>2</sup></b>
<i>programme area.</i> <i>Source: AF Sheets 2, establishing documents (if relevant), extracts from register, declaration(s) of the Beneficiary / Beneficiaries</i>				
<b>6.5F</b> Certification proving that the head of the branch office is an authorised representative of the organisation to act in connection to the implementation of the relevant project part.				
<b>6.5E</b> <i>In case the regional / local branch of the Lead Beneficiary / Beneficiaries is not a legal entity and the national / regional organisation applies for funding, the situation described in the submitted certification is in line with the requirements.</i> <i>Source: Certification</i>				
<b>6.6F</b> Latest accepted detailed activity report.				
<b>6.6E</b> <i>In case an association applies for funding through its regional / local branch (member association) which is not a legal entity, the submitted activity report supports the presumption that the regional / local branch (member association) is existing and is actively performing tasks in line with the goals of the association.</i> <i>Source: Activity report</i>				
<b>6.7F</b> Original specimen of signature of the legally authorised representative(s) of the Lead Beneficiary and of the Beneficiary / Beneficiaries.				
<b>6.8F</b> Declaration of the Lead Beneficiary.				
<b>6.9F</b> Declaration(s) of the Beneficiary / Beneficiaries.				
<b>6.10F</b> State aid declarations of the Lead Beneficiary and the Beneficiary / Beneficiaries.				
<b>6.11F</b> Declarations on the availability of the own contribution of the Lead Beneficiary and the Beneficiary / Beneficiaries.				
<b>6.11E</b> <i>The amounts of own contribution from the Lead Beneficiary / Beneficiary / Beneficiaries declared to be available for the project match the amounts contained in the budget. [Exceptions are organisations that are 'központi költségvetési szerv (311-es vagy 312-es gazdálkodási forma kód)' in Hungary.]</i> <i>Source: AF Sheet 10, declarations on own contribution</i>				
<b>6.12F</b> Partnership Statement.				
<b>6.13F</b> Curriculum Vitae (CV) of the project team				

<b>6. Formal and eligibility compliance of compulsory annexes for all projects</b>	<b>Yes</b>	<b>No</b>	<b>N.r.</b>	<b>Cmpl<sup>2</sup></b>
members.				
<b>6.13E1</b> From the CV-s of project team members the operational capacity and the professional background can be judged, and the project management proves capable of implementing the project. Source: CV-s of the project team members				
<b>6.14F</b> Attendance sheet and minutes of the preparatory meeting.				
<b>6.14E</b> The documents prove that at least one preparatory meeting was organised between the Lead Beneficiary and the Beneficiary / Beneficiaries before submitting the project proposal. Source: Attendance sheet and minutes				
<b>6.15F</b> Declaration(s) on Value Added Tax.				
<b>6.16F</b> Declaration of support of the territorially competent National Park Directorate (in Hungary).				
<b>6.17F</b> Declaration of support of the territorially competent Disaster Management Authority (in Hungary).				
<b>6.18F</b> Declaration of support of the territorially competent Government Office, Environmental Protection and Nature Conservation Department (in Hungary).				
<b>6.16E, 6.17E, and 6.18E</b> The declarations of support of the territorially competent National Park Directorate and/or the territorially competent Disaster Management Authority and/or the territorially competent Government Office, Environmental Protection and Nature Conservation Department express the support of these organisations for the project's professional content in Hungary. Source: Declarations of support				
<b>6.19F</b> Declaration of support of the territorially competent Nature Park and/or County Environmental Management Authority (in Croatia).				
<b>6.20F</b> Declaration of support of the territorially competent Water Directorate (in Croatia).				
<b>6.19E and 6.20E</b> The declarations of support of the territorially competent Nature Park and/or County Environmental Management Authority and/or the territorially competent Water Directorate express the support of these organisations for the project's professional content in Croatia.				

<b>6. Formal and eligibility compliance of compulsory annexes for all projects</b>	<b>Yes</b>	<b>No</b>	<b>N.r.</b>	<b>Cmpl<sup>2</sup></b>
<i>Source: Declarations of support</i>				
<b>Comments</b>				

<b>7. Formal and eligibility compliance of compulsory annexes for projects with works components</b>	<b>Yes</b>	<b>No</b>	<b>N.r.</b>	<b>Cmpl</b>
<b>7.1F</b> One feasibility assessment for every individual works activity (investment) that exceeds 50.000 EUR as planned in the project part of the Lead Beneficiary / Beneficiaries.				
<i>7.1E The feasibility assessment is in line with the requirements (see Appendix 3 of the Guidelines)</i> <i>Source: Feasibility assessment</i>				
<b>7.2F</b> Land or building registration certificate ( <i>tulajdoni lap</i> / <i>ZK uložak</i> ), not older than 30 days at the time of submission.				
<i>7.2E The land or building registration certificates properly support the ownership and usage rights situation described in the project proposal.</i> <i>Source: AF Sheet 12, certificates</i>				
<b>7.3F</b> Necessary documentation about proof of ownership of land or buildings.				
<i>7.3E The ownership of the property concerned is in line with the requirements prescribed in Chapter 4.2.2 of the Guidelines.</i> <i>Source: Land or building registration certificates, necessary documentation about proof of ownership</i>				
<b>7.4F</b> Documents (detailed cost estimation / detailed price quotation) supporting the financial aspects of construction activities.				
<i>7.4E The cost estimation, issued by a designer, or the price quotation, issued by a contractor, is properly detailed and sufficiently indicates unit prices and the costs of materials and works.</i> <i>Source: Cost estimation, price quotation</i>				
<b>7.5F</b> Construction plans (engineering plans, descriptions), in line with the relevant legislation in force				

<b>7. Formal and eligibility compliance of compulsory annexes for projects with works components</b>	<b>Yes</b>	<b>No</b>	<b>N.r.</b>	<b>Cmpl</b>
in Hungary / Croatia				
<p><b>7.5E</b> The construction plans (in case the works activity is not subject to permission, the technical description, the diagrammatical plan and the general plan of the building site, all indicating the lot numbers) are in line with the requirements.</p> <p>Source: Construction plans, technical description, diagrammatical plan, general plan and map of the building site</p>				
<p><b>7.6F</b> Building permits or documents certifying the exemption of the construction from building permit.</p>				
<p><b>7.6E</b> The building permits, the notification of the procedure initiated for obtaining the building permit or the documents certifying the exemption of the construction from building permit are in line with the requirements and correspond to the activities described in the project proposal.</p> <p>Source: AF Sheet 5, AF Sheet 6, AF Sheet 12, building permits or documents certifying the exemption</p>				
<p><b>7.7F</b> Environmental documentation of the investment in Hungary.</p>				
<p><b>7.7E</b> The environmental permit</p> <p>or</p> <p>the certification that the Lead Beneficiary / Beneficiary has initiated the environmental permission process, certified by the respective authority in Hungary (authority / body responsible for issuing environmental permits)</p> <p>or</p> <p>the declaration that environmental permission is not relevant, issued by the designer or by the respective authority in Hungary.</p> <p>Source: AF Sheet 5, AF Sheet 6, AF Sheet 12, environmental documentation</p>				
<p><b>7.8F</b> Environmental documentation / approvals of the investment in Croatia.</p>				
<p><b>7.8E</b> Original approval of the responsible body for the acceptance of the intervention in the environment (Rješenje o prihvatljivosti zahvata na okoliš)</p> <p>or</p> <p>the certification of the responsible body in Croatia that the Lead Beneficiary / Beneficiary has initiated the assessment process (or if it is the case: request of the Lead Beneficiary / Beneficiary for exemption from environmental impact Assessment)</p> <p>or</p> <p>the declarations of the responsible body in Croatia that the conduction of an environmental assessment is not relevant</p>				



<b>7. Formal and eligibility compliance of compulsory annexes for projects with works components</b>	<b>Yes</b>	<b>No</b>	<b>N.r.</b>	<b>Cmpl</b>
<i>according to national legislation in Croatia.</i> <i>Source: AF Sheet 5, AF Sheet 6, AF Sheet 12, environmental documentation</i>				
<b>7.9F</b> Photo documentation.				
<b>7.9E</b> <i>The photo documentation of the scene of the works activities, the list of location of works is complete, can be interpreted and corresponds to the documentation of the works component. Every photograph is identifiable through the indication of a lot number and/or street name and house number.</i> <i>Source: Photo documentation, AF Sheet 12, construction plans, technical description, diagrammatical plan, general plan and/or map of building site</i>				
<b>7.10 F</b> Geographical map of the investment site(s).				
<b>7.10 E</b> <i>From the geographical map the investment site(s) can be precisely identifiable with clear identification of lot number(s) (territories / building sites and/or river sections)</i>				
<b>7.11F</b> Land evaluation by an independent expert, not older than 6 months at the time of submission.				
<b>7.11E</b> <i>The land evaluation supports the related costs planned in the project budget.</i> <i>Source: Land evaluation, AF Sheets 8</i>				
<b>7.12 F</b> Water licence documentation of the investment in Hungary				
<b>7.12E</b> <i>In case of water management related investments the relevant water right establishment licence (vízjogi létesítési engedély) has to be submitted – issued by the respective authority in Hungary</i> <i>or</i> <i>the certification that the Lead Beneficiary / Beneficiary has initiated the water licensing process – certified by the respective authority responsible for issuing water licences</i> <i>or</i> <i>the declaration that the conduction of a water licensing is not relevant – issued by the designer or by the respective authority.</i>				
<b>Comments</b>				

8. Compliance with the eligibility criteria	Yes	No	Cmpl
<b>8.1E</b> The Lead Beneficiary / Beneficiaries are experienced and are able to manage their share of activities from the project. Source: AF Sheets 2, AF Sheet 6, AF Sheet 14			
<b>8.2E</b> The financial capability of the organisations concerned can be judged. Source: AF Sheets 2			
<b>8.3E</b> The project activities are implemented in the eligible Programme area. Source: AF Sheet 1, AF Sheet 5, AF Sheet 6, AF Sheet 12			
<b>8.4E</b> The Lead Beneficiary / Beneficiaries are directly responsible for the preparation and management of the project and of their respective project parts, and are not acting as intermediaries. Source: Lead Beneficiary declaration, Beneficiary declarations			
<b>8.5E</b> The present project (or any part thereof) did and does not receive any funding from other EU- or national or international financial sources, and the project proposal has not been submitted for funding to other programmes. Source: LB declaration			
<b>8.6E</b> The project activities and the related costs are eligible (with special respect to the indicative lists set in connection to every Specific Objective in Chapter 3.2 of the Guidelines, furthermore in line with Chapter 3.3 of the Guidelines). Source: AF Sheet 5, AF Sheet 6, AF Sheets 8			
<b>8.7E</b> In case of a project proposal submitted to Specific Objective 2.1 – Developments are exclusively targeting municipalities located in Zone B as defined by the Tourism Handbook.			
<b>8.8E</b> In case of a project proposal submitted to Specific Objective 3.1 – There are no costs related to works planned in the project budget.			
<b>8.9E</b> The project proposal contains communication activities that fulfil the relevant minimum criteria. Source: AF Sheet 13			
<b>8.10</b> The project proposal has provided detailed information about how it addresses the horizontal principles of sustainable development, equal opportunities and non-discrimination, and			

<b>8. Compliance with the eligibility criteria</b>	<b>Yes</b>	<b>No</b>	<b>Cmpl</b>
equality between men and women. Source: AF Sheet 5			
<b>8.11E</b> The budget was planned respecting the VAT status of the Lead Beneficiary / Beneficiaries as indicated in their respective declarations. Source: AF Sheet 10, AF Sheets 8, declarations on VAT			
<b>Comments</b>			

<b>9. Proposed decision after first round of formal and eligibility evaluation</b>	
The project proposal is to be considered compliant from the formal and eligibility point of view.	
The formal / eligibility <sup>3</sup> compliance of the project proposal cannot be judged, a request for missing documents is to be issued.	
The project proposal is to be rejected due to formal / eligibility <sup>4</sup> reasons.	

<b>10. Missing documents / completions to be requested as a result of formal and eligibility evaluation</b>
<b>11. Comments after completion</b>
<b>12. Proposed final decision after completions made by the Lead Beneficiary</b>
The project proposal is to be considered compliant from the formal and eligibility point of view.
The project proposal is to be rejected due to formal / eligibility <sup>5</sup> reasons.

<sup>3</sup> Please underline the relevant word. (It is possible to underline more than one option.)

<sup>4</sup> Please underline the relevant word. (It is possible to underline more than one option.)

<sup>5</sup> Please underline the relevant word. (It is possible to underline more than one option.)

Date of proposal of final decision	
Signature of Assessor 1	
Signature of Assessor 2	