**Annex No. 4 of the call - Checklist** **for assessing formal requirements and general criteria for eligibility**

Name of applicant:

Project name:

Reference number:

Project number:

Date and time of delivery to the data box:

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|  | **Formal criteria – 1st Round** | **YES**  **NO**  **N/A** |
| 1. | The application for support was submitted within the deadline set out in the Call for Applications. |  |
| 2. | The application for support was submitted to the data box of the Programme Operator - the Ministry of the Environment (ID: 9gsaax4). |  |
| 3. | The subject line of the data message reads "SWISS-Czech COOPERATION PROGRAMME CALL - DO NOT OPEN BEFORE EVALUATION". |  |
| 4. | The data message contains an application for support filled in according to the published template (the form in Annex 1 of the Call). |  |
| 5. | The data message contains a completed project proposal concept (Annex 2 of the Call) in DOC/DOCX format. |  |
| 6. | The data message contains a completed project proposal concept (Annex 2 of the Call) in PDF format. |  |
| 7. | The application for support is prepared in the required language in accordance with the Call for Applications. |  |
| 8. | All mandatory fields in the application for have been completed. |  |
| 9. | The application for support shall be accompanied by a qualified electronic signature of the applicant's statutory representative or their authorised representative. |  |
| 10. | The data message shall include a power of attorney (scan), if applicable. |  |
| 11. | All mandatory annexes are provided. The annexes are complete and meet the requirements of the Call documentation. |  |
| 12. | The project meets the minimum threshold for total eligible expenses. |  |
| 13. | The requested grant amount is in accordance with the conditions set out in the Call. |  |
| 14. | The project completion date complies with the timeframe set out in the Call. |  |
| 15. | The project is assigned to one of the pillars of the Programme. |  |
| 16. | Project partners are eligible. |  |

**The following criteria are non- remediable:**

* The application for support was submitted within the deadline set out in the Call for Applications.
* The application for support was submitted to the data box of the Programme Operator - Ministry of the Environment (ID: 9gsaax4).
* The data message contains an application for support filled in according to the published template (the form in Annex 1 of the Call).The data message contains a completed project proposal concept (Annex 2 of the Call).

**The other formal application criteria are remediable.**

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|  | **Formal criteria – 2nd round** | **YES**  **NO**  **N/A** |
| 1. | The full project application was submitted within the deadline set out in the notification letter of the advancement of the project to the second round. |  |
| 2. | The full project application has been submitted to the data box of the Programme Operator - Ministry of the Environment (ID: 9gsaax4). |  |
| 3. | The subject line of the data message reads "SWISS-Czech COOPERATION PROGRAMME CALL - DO NOT OPEN BEFORE EVALUATION". |  |
| 4. | The data message contains a completed full project application form (Annex 3 of the Call) in DOC/DOCX format. |  |
| 5. | The data message contains a completed full project application form (Annex 3 of the Call) in PDF format. |  |
| 6. | The full project application is prepared in the required language in accordance with the Call. |  |
| 7. | All mandatory fields in the full project application have been completed. |  |
| 8. | The full project application shall be accompanies by a qualified electronic signature of the applicant's statutory representative or their authorised representative. |  |
| 9. | The data message shall include a authorisation for representation/power of attorney (scan), if applicable. |  |
| 10. | All mandatory annexes are provided. The annexes are complete and meet the requirements of the Call documentation. |  |
| 11. | The project meets the minimum threshold of total eligible expenditure. |  |
| 12. | The requested grant amount is in accordance with the conditions set out in the Call. |  |
| 13. | The project completion date complies with the timeframe set out in the Call. |  |
| 14. | The project is assigned to one of the pillars of the Programme. |  |
| 15. | Project partners are eligible. |  |

**The following criteria are non- remediable:**

* The full project application was submitted within the deadline set out in the notification letter of the advancement of the project to the second round.
* The full project application has been submitted to the data box of the Programme Operator - Ministry of the Environment (ID: 9gsaax4).
* The data message contains a completed full project application form (Annex 3 of the Call).
* The full project application, including annexes, is prepared in the required language in accordance with the Call.

**The other formal application criteria are remediable.**

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| --- | --- |
| **General eligibility criteria – applicable for the 1st round only** | **YES/NO** |
| The applicant is eligible. |  |
| The location of the project is in accordance with the terms of the Call.[[1]](#footnote-1) |  |

**The above-mentioned eligibility criteria are non-remediable.**

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| **Evaluation of the formal check – 1st round / 2nd round[[2]](#footnote-2)** | |
| Comment on identified deficiencies: |  |
| Corrective Action: |  |
| Date and method of sending a request to the applicant to address the deficiencies/complete the application: |  |
| Deadline for addressing deficiencies/completing the application: |  |
| Date of receipt of the completed application: |  |

In Prague on:

...................................................

Name and signature of the evaluator

...................................................

Name and signature of the evaluator

1. Activities implemented within the territory of the capital city Prague are not eligible under the Programme. [↑](#footnote-ref-1)
2. Strike out what does not apply. [↑](#footnote-ref-2)