

ADMINISTRATIVE ASSESSMENT GRID

SPF UP AdAG

IDENTIFICATION

Call for proposals ID	SKHU/1701/
Specific objective ID	
Registration number of the application	
Name of the statutory representative	
State	
Town, municipality	
Postal code	
Street and number	
PO BOX	
Name of the contact person	
E-mail address of the contact person	
Project ID	

2. COMPLETENESS CRITERIA

2.1 APPLICATION PACKAGE

Application package has to be submitted completely in paper format beside the original in two copies and on three pieces of CD/DVD. Applicant shall verify hard copies proving that copies are identical with the original version.

Number of Application packages	
LB verification on identical versions	
Number of CD/DVDs	
Application package was submitted completely	
<i>List of packages or documents to be completed:</i>	

2.2 GENERAL ANNEXES

General annexes are mandatory in case of every SPF Umbrella Project proposal. Binding document regarding the mandatory annexes is the Call for the Small Project Fund Umbrella Project.

Annex 1: Declarations of the SPF Umbrella Project Partners (G1)

Declaration of the SPF Umbrella Project partner is a declaration on honour filled in, signed (and stamped) by each Project partner in native language. There are two different templates available in the Call depending on the registered location (country) of the Project partner (Annex I.A; Annex I.B).

Number of beneficiaries according to the Application form	
Number of signed (and stamped) declarations	
Declarations of the Project partners were submitted	
<i>List of documents to be completed:</i>	

Annex 2: Declaration on Partnership (G2)

Declaration on partnership is proving that the project was prepared jointly and the Project partners wish to implement the SPF Umbrella project in partnership. The declaration is texted in English and has to be signed by the legal representative(s) of each Project partner (on a separate piece of paper - Annex II.).

Number of beneficiaries according to the Application form	
---	--

Number of signed (and stamped) declarations	
---	--

Declarations on Partnership were submitted	
---	--

List of documents to be completed:

Annex 3: Letter(s) of foundation (G3)

Each Project partner – except municipalities and public organizations established by law in case they are not performing economic activity – is obliged to attach the copy of the Letter of foundation of the organization issued in national language.

Number of relevant beneficiaries	
----------------------------------	--

Number of submitted foundation letters	
--	--

Letter(s) of foundation were submitted	
---	--

List of documents to be completed:

Annex 4: Resolution(s) about the own contribution (G4)

In case the own contribution or a part thereof is secured from the budget of a municipality, city or county, the relevant project partner is obliged to attach a resolution of the respective council to the application in national language. The resolution must state the name of the project and the amount of allocated own commitments.

Number of relevant beneficiaries	
----------------------------------	--

Number of submitted resolutions	
---------------------------------	--

Resolution(s) were submitted	
-------------------------------------	--

List of documents to be completed:

2.3 SPECIFIC ANNEXES

Specific annexes are mandatory for the Lead Beneficiary of the SPF Umbrella Project according to the conditions stated in the Call for the SPF Umbrella Project Proposals.

Annex 5: Copy of the registration list(s) of the employees to the Social Insurance Authority (Sociálna poisťovňa) / National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal) (S1)

Lead Beneficiary of the SPF Umbrella Project is obliged to attach the copy of the registration list(s) of the employees to the register kept by the Social Insurance Authority (Sociálna poisťovňa) / National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal) in national language.

Number of submitted registration list(s)	
--	--

Registration list(s) was submitted	
---	--

List of documents to be completed:

Annex 6: Copy of the financial (profit and loss) statements for the last two completed financial years (S2)

Lead Beneficiary of the SPF Umbrella Project proposal is obliged to attach the copy of the financial statements for the last two completed financial years of the organisation in national language.

Number of submitted financial statements	
--	--

Financial statements were submitted	
<i>List of documents to be completed:</i>	
Annex 7: Declaration on professional indemnity (S3)	
<i>Lead Beneficiary of the SPF Umbrella Project is obliged to attach the Declaration on professional indemnity. Declaration signed (and stamped) by the legal representative(s) of the Lead Beneficiary shall be submitted in English language.</i>	
Number of submitted financial statements	
Declaration on professional indemnity was submitted	
<i>List of documents to be completed:</i>	
Annex 8: Description on system of 'Internal reporting and control arrangements' (S4)	
<i>Lead Beneficiary of the SPF Umbrella Project is obliged to attach the Description on system of 'Internal reporting and control arrangements' demonstrating the internal reporting and control arrangement supporting the sound management of Small Project Fund. Description shall be submitted in English language.</i>	
Number of submitted descriptions	
Description of 'Internal reporting and control arrangements' was submitted	
<i>List of documents to be completed:</i>	
Annex 9: Description on system of 'Accounting policies and procedures' (S5)	
<i>Lead Beneficiary of the SPF Umbrella Project is obliged to attach the Description on system of 'Accounting policies and procedures' that separate accounting policies and procedures are laid down in its accountancy for purpose of registering financial flows of Small Project Fund. Description can be submitted in native language.</i>	
Number of submitted descriptions	
Description on system of 'Accounting policies and procedures' was submitted	
<i>List of documents to be completed:</i>	
Annex 10: Declaration on Service level agreements (S6)	
<i>Lead Beneficiary of the SPF Umbrella Project is obliged to attach a Declaration on Service level agreements demonstrating the overall responsibility for safety of the transfer of data and services provided by third party in relation to implementation of the SPF towards the Managing Authority. Declaration signed (and stamped) by the legal representative(s) of the Lead Beneficiary must be submitted in English language.</i>	
Number of submitted declarations	
Declaration on Service level agreements was submitted	
<i>List of documents to be completed:</i>	
Annex 11: Declaration on first level control activities (S7)	
<i>Lead Beneficiary of the SPF Umbrella Project is obliged to attach a Declaration on first level control activities ensuring the responsibility for 100% formal, eligibility and financial control of the small projects' costs and their compliance with all EU and national legislation. Declaration signed (and stamped) by the legal representative(s) of the Lead Beneficiary shall be submitted in English language.</i>	
Number of submitted declarations	

Declaration on first level control activities was submitted	
<i>List of documents to be completed:</i>	

Annex 12: Strategy for implementation of the SPF (S8)	
<i>Strategy for implementation of the SPF must be submitted and must follow the predefined structure and conditions set in the Call for SPF Umbrella Project Proposals.</i>	
Strategy for implementation of the SPF was submitted according to the predefined structure	
<i>List of documents to be completed:</i>	

SUMMARY

Identification
0

Completeness of versions
Application package was submitted completely

General annexes	
Declarations of the Project partners were submitted	
Declarations on Partnership were submitted	
Letter(s) of foundation were submitted	
Resolution(s) were submitted	
Registration list(s) was submitted	
Financial statements were submitted	
Declaration on professional indemnity was submitted	
Description of 'Internal reporting and control arrangements' was submitted	
Description on system of 'Accounting policies and procedures' was submitted	
Declaration on first level control activities was submitted	
Declaration on first level control activities was submitted	
Strategy for implementation of the SPF was submitted according to the predefined structure	

Overall completeness	
Application form is submitted completely with all annexes	

Documents to be completed

Assessment accomplished by	
Name of the assessor	
Date	
Signature of assessor	

Name of the assessor	
Date	
<i>Signature of assessor</i>	