**Administrative and Eligibility Check**

**Checklist for Self-Check**

**on Submission of the Application, Supporting Documents and Eligibility**

This checklist shall be filled in by the Lead Beneficiary representing the whole partnership, on the computer or by hand. A check-box against each position shall be ticked. The Lead Beneficiary’s employee responsible for preparation of the application shall sign and put date on the bottom. The checklist shall be submitted together with the application.

This checklist is a tool for self-check by the Lead Beneficiary in order to facilitate preparation of quality applications and submission of full package of supporting documents, as well as to speed up the process of Administrative and Eligibility Check. At the same time, non-submission of this checklist together with the application, or any information in it will not affect the results of Administrative and Eligibility Check.

**Name of the project:**

**Name of the Lead Beneficiary:**

1. **Paper version of the Application**

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| **No.** | **Document** | **YES** | **Not applicable** |
| 1. | Cover Letter by the Lead Beneficiary, preferably on the letterhead of the organisation, duly registered and signed, listing the contents and number of pages of the application.  **In original.** |  |  |
| 2. | * Grant Application Form complete, typed, duly filled-in, in a due form and in English; * with the Declaration by the Applicant duly filled-in, dated, legibly signed by the Lead Beneficiary’s Head of Organisation or authorised representative,   **In original.**  All fields in the Grant Application Form are filled in. In case any of the fields is not applicable for the project, they are filled in by indicating “not applicable” or “n/a”.  It has been verified that all the pages of the paper version of the Grant Application Form are printed and included. |  |  |
| 3. | Detailed Budget (Annex I to the Grant Application Form), complete, typed, duly filled-in, in due form, in English, dated and signed by the Head of the Lead Beneficiary or authorised representative.  **In original.** |  |  |
| 4. | Partnership Statements for each Beneficiary, preferably on the letterhead of the organisations, clearly relating to the submitted project application, on the provided template, duly filled-in, dated and legibly signed by the Heads of Organisations or authorised representatives of each Beneficiary listed in the Grant Application Form.  **In original or copy.**  **IMPORTANT**: the text in the template of the Partnership Statement is not modified, only requested information is included according to the instructions; any other modifications of the text in the template of the Partnership Statement will lead to rejection of the Application. |  |  |
| 5. | Detailed Description and Justification of Equipment and Works (Annex II to the Grant Application Form), complete, duly filled-in, typed, in a due form, in English, dated and signed (only for the applications where the total amount in the Budget Heading 4 “Works and long-term investments” equals or exceeds EUR 50 000).  **In original.** |  |  |
| 6. | Statutes or articles of association or other establishing documents of the Lead Beneficiary and each beneficiary proving their compliance with eligibility requirements in section 2.2.1 i) of these Guidelines  **In copy.**  Please note: existence of the registered operating offices shall be mentioned in the statutes or articles of association. The international organisations shall provide a proof that they are established by intergovernmental agreement; their agencies shall provide a proof that they are established by international organization which in turn is established by intergovernmental agreement. This proof can represent, for example, a link to an establishing agreement or act. Where the Lead Beneficiary and/or (a) beneficiary(-ies) are created by a law, a registration number and the name of the said law as well as the link to this law shall be indicated in the Cover letter.  The requirement to submit copies of the statutes or articles of association or other equivalent documents does not apply for the Lead Beneficiaries and beneficiaries who are national, regional and local public authorities. However it applies for the Lead Beneficiaries and beneficiaries who are separate units (departments) of the public authorities for the purpose of proving that they have rights of the legal person; as well this requirement applies in cases where it is necessary to prove existence of registered operating offices. In any case the JTS reserves the right to request the statutes or articles of association or other equivalent establishing documents from any Lead Beneficiary or beneficiary in order to prove their compliance with eligibility requirements in section 2.2.1 i) of these Guidelines, additionally during administrative compliance and eligibility check. |  |  |
| 7. | Registration certificate or equivalent, proving that the Lead Beneficiary’s and beneficiary’(-ies’) organisations are legal persons, according to national law of the Lead Beneficiary and of each beneficiary organisation  **In copy.**  Please note: the requirement to submit copies of the registration certificates or other equivalent documents does not apply for the Lead Beneficiaries and beneficiaries who are national, regional and local public authorities. For international organisations with a base of operations in the Programme area, a legal proof of having such base of operations in the Programme area shall be provided. |  |  |
| 8. | Lead Beneficiary’s latest accounts (the profit and loss account and the balance sheet, or equivalent according to the national legislation) for the two previous financial years for which the accounts have been closed, dated and signed according to the national legislation.  **In copy.**  Please note: this obligation does not apply to international organisations, to national, regional and local public authorities, to non-commercial bodies governed by public law and financed by the public budget (budgetary institutions), and to Lithuanian organisations which satisfy the following criteria:   1. A public or private legal person, if all or part of its activities are intended for meeting needs of general interest, not having an industrial or commercial character, and meets at least one of the following conditions:    1. the activities thereof are financed, for more than 50 %, with state or municipal budget resources, or with other resources from state or municipal monetary funds, or with the resources of other public or private legal persons specified in this paragraph;    2. it is subject to management (supervision) by the state or local authorities, or other public or private legal persons specified in this paragraph;    3. it has an administrative, management or supervisory body, more than half of whose members are appointed by the state or local authorities or by public or private legal persons specified in this paragraph. 2. An association established by public or private legal persons, those are referred in point 1) above and/or by state or local authorities. |  |  |
| 9. | Each beneficiary’s latest accounts (the profit and loss account and the balance sheet, or equivalent according to the national legislation) for the last financial year for which the accounts have been closed, dated and signed according to the national legislation.  **In copy.**  Please note: this obligation does not apply to international organisations, to national, regional and local public authorities, to non-commercial bodies governed by public law and financed by the public budget (budgetary institutions), and to Lithuanian organisations which satisfy the following criteria:   1. A public or private legal person, if all or part of its activities are intended for meeting needs of general interest, not having an industrial or commercial character, and meets at least one of the following conditions:    1. the activities thereof are financed, for more than 50 %, with state or municipal budget resources, or with other resources from state or municipal monetary funds, or with the resources of other public or private legal persons specified in this paragraph;    2. it is subject to management (supervision) by the state or local authorities, or other public or private legal persons specified in this paragraph;    3. it has an administrative, management or supervisory body, more than half of whose members are appointed by the state or local authorities or by public or private legal persons specified in this paragraph. 2. An association established by public or private legal persons, those are referred in point 1) above and/or by state or local authorities. |  |  |
|  | The Latest Accounts referred to in positions 8 and 9 above consist of the following:  **Latvia**  For non-governmental non-profit organisations:   * balance sheet (‘bilance’); * income and expenditures account (‘ieņēmumu un izdevumu pārskats’); * summary of donations and gifts/grants (‘ziedojumu un dāvinājumu pārskats’); * statement (‘ziņojums’); * statement by the sworn auditor for NGOs whose turnover is more then 800 000 EUR per year.   For public equivalent bodies having partly industrial or commercial character:   * balance sheet (‘bilance’); * profit or loss account (‘peļņas un zaudējumu aprēķins’); * explanatory notes (‘paskaidrojumi pie bilances un peļņas vai zaudējumu aprēķina’).   **Lithuania**  For non-governmental non-profit organisations:   * balance sheet (‘balansas’); * Profit and Loss Statement or Performance report (‘pelno (nuostolio) ataskaita arba veiklos rezultatų ataskaita ’); * explanatory notes (‘aiškinamasis raštas‘).   For public equivalent bodies having partly industrial or commercial character:   * balance sheet (‘balansas‘); * Performance report (‚veiklos rezultatų ataskaita ‘); * explanatory notes (‚aiškinamasis raštas‘).   **Belarus**  For non-governmental non-commercial organisations:   * balance sheet (‘бухгалтерский баланс’); * profit and loss report (‘отчет о прибылях и убытках’); * report on use of a special purpose funding (‘отчет об использовании целевого финансирования’); * explanatory notes (‘примечания к отчетности’).   For public equivalent bodies having partly industrial or commercial character:   * balance sheet (‘бухгалтерский баланс’); * profit and loss report (‘отчет о прибылях и убытках’); * explanatory notes (‘примечания к отчетности’). |  |  |
| 10. | A full set of technical documentation for works requested under national legislation in order to implement the works and detailed cost estimates in case it is planned to implement works in the project (contents of technical documentation are described in section 2.3.4 of the Guidelines for Grant Applicants and Beneficiaries).  **In copy**  Please note:  The notion “technical documentation” refers to the documents required for implementation of the works.  The notion “works” covers all the aspects related to construction (including building, reconstruction, improvement, modernization, repair, renovation, etc.) as well as installation, supplies, services and other activities implemented with respect to the objects. | To fill in the Checklists for Self-Check on Technical Documentation for Works, for works in Latvia, Lithuania and Belarus (Annexes XVII-XIX). |  |
| 11. | Full feasibility study or equivalent carried out (for projects including an infrastructure component of at least EUR 1 million or more), providing information according to the following questions:   * Social – economic analysis of the situation, justifying need for investments; * Location of investment object and ownership of investments/buildings/land; * Detailed description of object/investments and planned works (construction, reconstruction, modernization), including technical parameters, photos; * Compliance of implementation with national legislation, environmental impact assessment and readiness for implementation; * Estimated results and their quantification (i.e. increase in capacity, improved service by number, %); * Analysis of options (alternatives) and justification of selected option; * Financing plan; * Financial, institutional sustainability and action plan for the future; * Planned social – economic impact of investments for region and target groups; * Impact on environment; * Independent quality review.   The feasibility study or equivalent can be prepared in the national language with a short summary in English.  **In original.** |  |  |
| 12. | For projects including an infrastructure component of at least EUR 1 million or more, the following shall be provided:   1. An assessment of its environmental impact in compliance with the Directive 2011/92/EU of the European Parliament and of the Council (1) and, for the participating countries which are parties to it, UN/ECE Espoo Convention on Environmental Impact Assessment in a Transboundary Context of 25 February 1991. In case of Belarusian Lead Beneficiaries and beneficiaries it shall comply in addition with the national legal acts related to preparation of Environmental Impact Assessment (the Law of 18 July 2016 No.399-З, Decision of the Council of Ministers of 19 January 2017 No. 47), or 2. In case an assessment of environmental impact is not provided, the following documents shall be submitted: 3. For Latvian and Lithuanian Lead Beneficiaries and beneficiaries: an official letter from the national responsible body on environment protection, confirming that the Environmental Impact Assessment (EIA) is not needed. 4. For Belarusian Lead Beneficiaries and beneficiaries: a copy of the document of the implemented screening, and based on this screening - a copy of decision by the national competent authority (Ministry of Natural Resources and Environmental Protection of the Republic of Belarus) confirming absence of harmful impact, including cross border impact, on environment.   **In original or copy.** |  |  |
| 13. | Documents confirming ownership rights, or rights of use, or owner’s permission with respect to the premises/land, where large items of equipment (e.g. indoor showcases, information terminals, etc.) will be stationary installed. If there is more than one owner, the permissions shall be provided from all owners.  **In copy.** |  |  |
| 14. | Duly filled-in, signed and stamped Declaration on Financial Capacity (Annex XX) for each of the Latvian, Lithuanian, Belarusian Lead Beneficiary and beneficiaries (except for public authorities and international organisations) in the partnership.  **In original or copy.** |  |  |
| 15. | If Declaration by the Applicant, or Detailed Budget (Annex I to the Grant Application Form), or Partnership Statements, or Detailed Description and Justification of Equipment and Works (Annex II to the Grant Application Form) are signed not by the Head of Organisation, but by other authorised representative, the copies of the authorising documents are provided (authorisation letter, internal orders, description of responsibilities, etc.) |  |  |

1. **Electronic version**

The documents in the electronic version must be submitted on a CD-ROM or on USB flash memory, in separate and unique file (e.g. the Grant Application Form must not be split into several different files).

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| 14. | A digital version of the Grant Application Form, saved as a Filemaker file.  **IMPORTANT**: The Identification number (id number) in the digital version of the Grant Application Form and on each page of the paper version of the Grant Application Form are identical. |  |  |
| 15. | A digital version of the Detailed Budget (Annex I to the Grant Application Form), saved as an Excel file.  The digital version and the paper version of the Detailed Budget (Annex I to the Grant Application Form) are identical. |  |  |
| 16. | A Detailed Description and Justification of Equipment and Works (Annex II to the Grant Application Form), saved as a Word file, if applicable.  The electronic version and the paper version of the Detailed Description and Justification of Equipment and Works (Annex II to the Grant Application Form) are identical. |  |  |

1. **Eligibility**

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| **Requirement** | **Yes** | **No** |
| 1. The Lead Beneficiary (Applicant) complies with the eligibility requirements. |  |  |
| 1. All the beneficiaries (partners) comply with the eligibility requirements. |  |  |
| 1. All the beneficiaries are free from being in the situations, indicated *in section 2.2.1 point iv) of these Guidelines.* |  |  |
| 1. In the Grant Application Form there is at least one entity from the Programme area in Latvia or Lithuania and at least one entity from the Programme area in Belarus. |  |  |
| 1. The duration of the project is no longer than the maximum allowed duration. |  |  |
| 1. The requested EU funding (grant) is not less than the set minimum size for EU funding (grant) and does not exceed the set maximum size for EU funding (grant). |  |  |
| 1. The requested EU funding (grant) is 90 % of the total eligible cost of the project. The total co-financing by the Lead Beneficiary (Applicant) and/or by the beneficiaries (partners) is 10 % of the total eligible costs of the project. |  |  |
| 1. The proposed activities are located in the Programme area.   Please note: refer to provisions of the sections 2.2.1, 2.2.2 c) of the Guidelines for Applicants and Beneficiaries. |  |  |

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| *Date* | *Signature* | *Name, Surname, Position of the Lead Beneficiary’s Employee* |