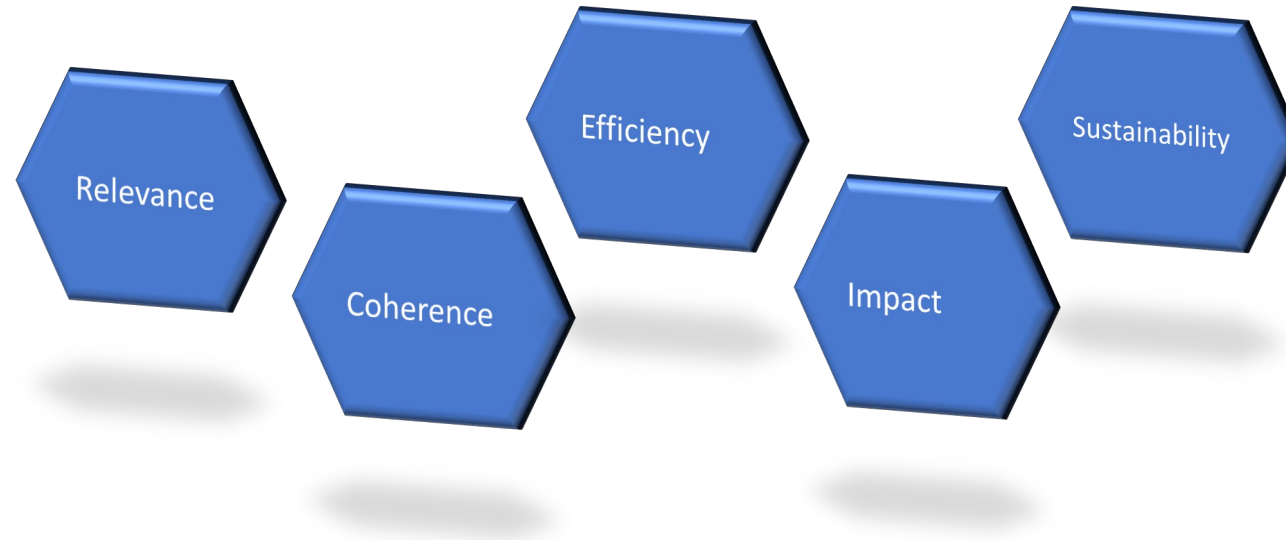


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**SUBMISSION &
EVALUATION PROCESS**

SUBMISSION OF THE APPLICATION

REGULAR projects

SMALL SCALE projects

- ✓ Application form filled in exclusively via the Joint electronic monitoring system (JEMS), in English
- ✓ Supporting documents accompanying the Application Form, scanned and uploaded in JEMS (see 2.6.4 of the guidelines)

Information included in the Application Form shall be cross-checked with the information given by the supporting documents accompanying the Application Form.



Important notice

Submission of both photocopies of original documents in national languages and their English translations, when requested, is compulsory for the purpose of evaluation.

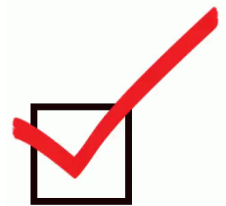
Projects that lack one of these versions of the supporting documentation may be rejected. All documents must be valid at the date of submission of the project in JEMS.

SUPPORTING DOCUMENTS(1/3)

REGULAR projects

SMALL SCALE projects

- a) **Project Statement (annex A(to be filled in by the Lead Partner)) and Project Partner Statements (annex B to be filled in by every project partner)**
- b) **Statutes or other relevant documents** for the Applicant and each project Partner
- c) **Financial Capacity Self-assessment** (Annex C) - to be provided by all project partners.
- d) **Annual accounts for the latest financial year** for which the accounts have been closed at the moment of submission of the Application must be submitted by the Lead Partner and all project partners. Only documents (the balance sheet and profit and loss account) providing data about revenues, expenditures, profit and losses will be accepted.

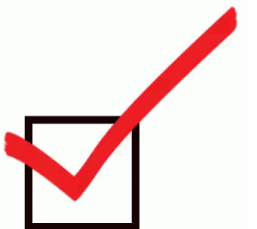


SUPPORTING DOCUMENTS(2/3)

REGULAR projects

SMALL SCALE projects

- e) **Certificates of fiscal registration or equivalent** of the Applicant and each project Partner,
- f) **Self-Declarations** stating the fact that the Applicant and its Partners have fulfilled their obligations related to the payment of debt to the consolidated state budget and local budget in accordance with the legal provisions of the country in which they are established
- g) **State Aid self-assessment** made by the Applicant and each project Partner (template in Annex G)
- h) **Job descriptions** (template in Annex D) for all the functions listed in the Application Form (SectionC7);



SUPPORTING DOCUMENTS(3/3)

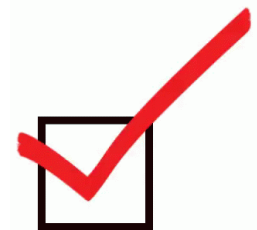
REGULAR projects

SMALL SCALE projects

i) Basic technical information of infrastructure and cost estimation (**Template in Annex F**), or, if available at the submission date, *Feasibility Study (Template in Annex E) or equivalent, in accordance with applicable national legislation.*

j) **Official mandate** for the **person signing** the above-mentioned documents in case she/he is not the legal representative

k) **Evidence of ownership** by the Applicant and/or Partners and access to the land where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 (**legal acts, registration in the relevant public registers, statements/agreement**).



SUPPORTING DOCUMENTS REQUIREMENTS (1/2)

REGULAR projects

SMALL SCALE projects

- ✓ The copies (**scanned version**) of the requested supporting documents must show legible stamps according to the relevant legal provisions in force, signatures/electronic signatures and dates.
- ✓ Where documents are in the national language, **an English translation of the relevant parts reflecting the main content and proving the eligibility of the Applicant and his partners is required.**
- ✓ Translation must bear “**According to the original**”, **be signed and stamped** (if required by the relevant legal provisions in force) by **the legal representatives**/electronically signed and will prevail for the purpose of the eligibility check.

Pay close attention

ANY MISSING DOCUMENT FROM THE LIST MAY LEAD TO THE REJECTION
OF THE PROJECT

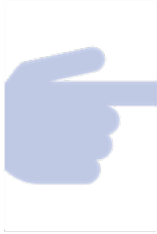
SUPPORTING DOCUMENTS REQUIREMENTS (2/2)

STAGE	REGULAR PROJECTS	SMALL SCALE PROJECTS
Submission	Section 2.6.4 Supporting documents	Section 2.6.4 Supporting documents
Contracting	Section 4.1 Additional documents, before signing the grant contract	Section 4.1 Additional documents, before signing the grant contract
Implementation	Section 4.2.4 Other documents within 6 months from date of the grant contract signature	Section 4.2.4 In case of small scale infrastructure, other documents within 6 months from date of the grant contract signature

SUBMISSION OF THE APPLICATION

APPLICATIONS ARE SUBMITTED ON-LINE, ONLY BY THE LEAD PARTNER

Other users (consultants or Partners) allowed to fill in sections of the Application –they can read or add /modify data in the Application form, only after the Lead Partner gives the necessary permissions



REGISTER ON **EC PARTICIPANT REGISTER** PRIOR TO SUBMISSION OF THE APPLICATION!
accessible [here: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)

!!! Partners will also be required to register

What's new?

- ✓ Pre-submission checks automatically made by JeMS - verifies that all sections are filled in with text, not the quality of information!
- ✓ JeMS does not allow submission of Application unless all fields are filled in.
- ✓ Take sufficient time for verifications!



EVALUATION STEPS

1

ADMISSIBILITY

- **Administrative** check
- **Eligibility** checks

**2**

QUALITY ASSESSMENT

- **Strategic** assessment
- **Operational** assessment

Step 1. ADMISSIBILITY

What for?

- ☐ To verify if the **formal requirements of the Calls** are met (e.g. before the deadline, correct templates are used)
- ☐ To check if the **project, the Lead Partner and partners** are eligible.

How is done?

By using the grids included in the Guidelines for grant applicants

- ✓ **Annex K1 Administrative grid**, and
- ✓ **Annex K2 Admissibility-Eligibility grid**



Step 2. QUALITY ASSESMENT (1/2)

What for?

- ❑ The assessment will consider **relevance** and coherence of the proposal, its **contribution** to the programme's objectives, **outputs and results**, the **cooperation character of the proposal**, the **relevance of the partnership**, **quality** of the **work package** and **budget** effectiveness.

How is done?

By using the grids included in the Guidelines for grant applicants

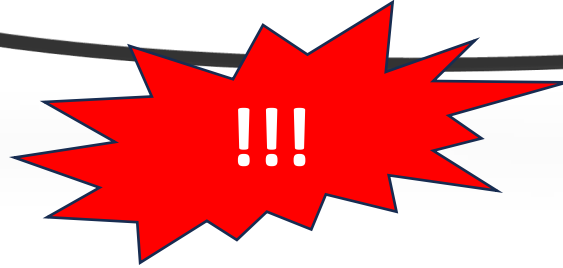
- ✓ **Annex K3 Quality assesment grid**



Step 2. QUALITY ASSESMENT (2/2)

QUALITY ASSESMENT		Scores (100)
Strategic criteria		55
A1	Project relevance	20
A2	Cooperation character	12
A3	Project intervention logic	15
A4	Partnership relevance	8
Operational criteria		45
B1	Work package	20
B2	Budget	19
B3	Communications	6

STRATEGIC ASSESSMENT CRITERIA



Eliminatory criteria/sub-criteria

☐ A1 Project Relevance

2. contribution to the Programme's objectives and indicators – **scores for each 3 sub-criteria must be greater than 0=eliminary** (min. 3 points out of 9)

☐ A2 Cooperation character

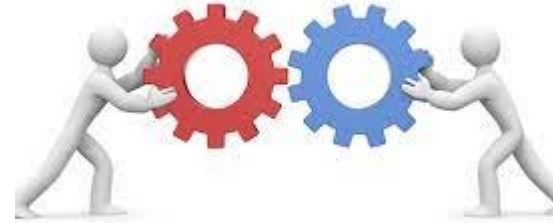
4. Added value of cooperation – **scores for each 3 sub-criteria must be greater than 0 = eliminary** (min. 3 points out of 9)

5. Mandatory cooperation criteria – **for each 3 sub-criteria must be greater than 0 = eliminary** (min. 3 points out of 3)

☐ A4 Partnership relevance = **eliminary** (min. 4 points out of 8)

**Minimum total score = 40 points
out of 55 points available**

OPERATIONAL ASSESSMENT CRITERIA



- ☐ **B1 Work plan – maximum 20 points**
- ☐ **B2 Budget – maximum 19 points**
- ☐ **B3 Communication activities - maximum 6 points**

Total score: 45 points available

CLARIFICATIONS

- To be requested from the Lead partner, when information provided is **unclear/ missing**.
- The **deadline** set in the clarification letter must be respected.
- All the **technical conditions** for receiving the requests for clarifications must be ensured by the Lead partner.
- The requests for clarifications will be send using the **contact details** given in the **online version** of the Application Form (the JEMS). Ensure they are correct and updated.

Pay close attention

- In case the Lead partner fails to provide the information requested as clarification, the project will be assessed in the absence of the concerned information, and will be scored accordingly (by scoring "0" the section/subsection of the grid concerning the unclear or missing information). The "0" score given to the eliminatory criteria, will automatically lead to the **rejection** of the project.
- In case the Lead partner fails to provide missing document(s), the proposal will be rejected.

CLARIFICATION

The maximum score that a project can get is 100 points.

If several proposals will be awarded the same overall score at the end of Step 2, supplementary criteria are to be taken into account, in the following sequence:

- a) the score awarded at section **A 2 Cooperation character**
- b) the score awarded at section **A 3 Project intervention logic**
- c) the score awarded at section **B 2 Budget**

Only projects having an overall score of at least 70 points will be included on a **reserve list**.

The Monitoring Committee will issue a decision concerning the list of the **provisionally selected** projects and the reserve list.

- An appeal is **admissible** only if it complies with the requirements set in the Guidelines (see [section 3.3](#))
- **Clearly** describe the **infringement** considered as being made by the Monitoring Committee, and make clear references to the corresponding provisions of the Guidelines for the present Call for proposals and to the information provided through the notification announcing the result of the concerned evaluation step;
- **Answer** is communicated in writing in **max. 60 calendar days** from receipt of the appeal.



Thank you for attention!

Joint Secretariat

INTERREG NEXT ROMANIA - UKRAINE

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