**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, signed by the Lead Beneficiary’s Head of Organisation or authorised representative (in original).   All fields in the Grant Application Form must be 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”. |  |  |
| 3. | Detailed Budget (Annex I to the Grant Application Form), duly completed, typed, in due form, in English, dated and signed by the Lead Beneficiary (in original). |  |  |
| 4. | Partnership Statements for all Beneficiaries, preferably on the letterhead of the organisations, corresponding to the provided template, duly filled-in, dated and signed by each of the beneficiaries’ Heads of Organisations or authorised representatives (in original or copy). |  |  |
| 5. | Detailed Description and Justification of Equipment and Works (Annex II to the Grant Application Form), duly filled-in, in a due form and in English, signed and dated (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 certified as true).  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 certified as true).  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 (in copy certified as true).  Please note: this obligation does not apply to international organisations, to national, regional and local public authorities, and to bodies governed by public law and financed by the public budget (budgetary institutions). |  |  |
| 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 (in copy certified as true).  Please note: this obligation does not apply to international organisations, to national, regional and local public authorities, and to bodies governed by public law and financed by the public budget (budgetary institutions). |  |  |
|  | The Latest Accounts referred to in positions 8 and 9 of this table 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); * cashflow statement (naudas plūsmas pārskats); * statement of changes in equity (pašu kapitāla izmaiņu pārskats); * explanatory notes (paskaidrojumi pie bilances un peļņas vai zaudējumu aprēķina).   **Lithuania**  For non-governmental non-profit organisations:   * balance sheet (‘balansas’); * Statement on income and costs or Profit (loss) account (‘veiklos rezultatų ataskaita arba pelno (nuostolio) ataskaita’); * explanatory notes (‘aiškinamasis raštas‘).   For public equivalent bodies having partly industrial or commercial character:   * balance sheet (‘balansas‘); * profit (loss) account (‚pelno (nuostolių) ataskaita‘); * cashflow statement (‚pinigų srautų ataskaita‘); * statement of changes in equity (‚nuosavo kapitalo pokyčių 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 construction works requested under national legislation in order to implement the works and detailed cost estimates, in case it is planned to implement construction works in the project (contents of technical documentation are described in section 2.3.4). | To fill in Checklist for technical documentation for construction. |  |
| 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. showcases, information terminals, etc.) will be stationary installed (in copy). |  |  |
| 14. | 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**

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| 14. | A digital version of the Grant Application Form, saved as a Filemaker file.  The Identification number (id number) in the digital version of the Grant Application Form and in 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. |  |  |
| 16. | A Detailed Description and Justification of Equipment and Works (Annex II to the Grant Application Form), saved as a Word file, if applicable. |  |  |

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. |  |  |

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