



**Anexx no. 8**

**Grids for administrative and eligibility assessment of the Applications for funding**

**Administrative verification grid (admissibility)**

ADMISSIBILITY	CRITERION	YES	NO
	1. Was the financing application received by the deadline?		
	2. Is the financing application submitted in a sealed envelope?		
	3. Is the financing application accompanied by a forwarding letter and the list of documents containing all information mentioned in the Applicant's Guide?		
	4. Are the following elements present on the sealed envelope: applicant's name, project title, project localization (country/region)?		
	5. Is the financing application (annexes included) issued in two copies (1 original) dully marked as such („original”)?		
	6. Is the financing application (annexes included) numbered, signed and stamped by the legal representative / proxy?		
	7. Is the financing application including all mandatory annexes, in the required format?		
	8. Is the financing application (annexes included) submitted also in electronic format on CD (PDF format)?		
	9. Is the statement/commitment included in the annexes filled, dated, stamped, signed in the original copy and bearing the complete name of the signing person?		
	10. Are the applicant/partners identification documents compliant with the annexes, filled, dated, stamped, signed in the original copy and bearing the complete name of the signing person?		
	11. Are the mandatory documents regarding the financial situation of the applicant/partners compliant with the annexes, filled, dated, stamped, and signed by the issuer in the original copy and bearing the complete name of the signing person?		
	12. Is the financing application submitted in printed format (not hand written)?		
	13. Is the financing application (annexes included) written in Romanian and English?		
	14. Is the financing application (annexes included) compliant with the standard format provisioned by the Applicant's Guideline (AG)?		
15. Is the financing application filled in all sections?			

<b>Project is eligible?</b>	<b>YES</b>	<b>NO</b>
<b>Comments:</b>		

Elaborated by,

Evaluation expert

Date:



**Eligibility verification grid**

	CRITERION	YES	NO	N/A
<b>ELIGIBILITY</b>	<b>A. Applicant / Partner eligibility</b>			
	1. Is the Applicant / the Partner belonging to the beneficiary category addressed by the Programme?			
	2. Did the applicant comply with the partner selection criteria, if the case? <sup>1</sup>			
	3. Is the Applicant / the Partner fulfilling all institutional, legal and financial criteria according to the Applicant's Guide:			
	a) Is the Applicant / the Partner <sup>2</sup> a legally constituted entity registered in Romania?			
	b) The Applicant / the Partner are not in any of the below mentioned situations: - Insolvency - It was declared to have been severely non-compliant with legal obligations regarding public procurement and/or contracting procedures assumed by signing a Financing Contract/Agreement involving public funds. - It was convicted through a final Court decision of illegal professional conduct in a jurisdictional Court of Law res judicata (i.e. against which no second appeal can be filed); - It is guilty of severe professional misconduct that the Contracting Authority can prove by any means.  <i>(During this stage, only information provided and assumed according to annex will be considered)</i>			
	c) The legal representative of the Applicant is not to be found in any of the following situations: - Having received a definitive conviction due to illegal professional conduct through a decision issued by an Authority with the power res judicata (i.e. against which no second appeal can be filed); - Having been the subject of a res judicata case for fraud, corruption, involvement in a criminal organization or any other illegal activity.  <i>(During this stage, only information provided and assumed according to annex will be considered)</i>			

<sup>1</sup> It applies only to applicants - public institutions /authorities that have established partnerships with private entities

<sup>2</sup> Only if the Partner is implementing project activities



	<b>B. Project eligibility</b>			
	1. The project falls within the activity categories addressed by the Applicant's Guidelines?			
	2. The period of implementation is comprised between the day of signing the contract and the last eligibility date stipulated in the Guidelines for Applicants?			
	3. The Project observes the legal provisions regarding the equal treatment, the sustainable development, the public procurement, the information and publicity (European policies <sup>3</sup> ) ( <i>During this stage, only information provided and assumed according to annex will be considered</i> )			
	4. The Project hereby proposed for Programme financing did not beneficiated nor beneficiates of financing from other public funds (During this stage, only information provided and assumed according to annex will be considered)			
	5. The Project observes the provisions of the national legislation concerning the eligibility of expenses ( <i>During this stage, only information provided and assumed according to annex will be considered</i> )			

<b>Project is eligible?</b>	<b>YES</b>	<b>NO</b>
<b>Comments:</b>		

**Elaborated by,  
Evaluation expert**

**Date:**

<sup>3</sup> The European policies represent priorities / policies agreed upon by all Member States of the European Union, and they must be transposed in all European community investments. They include equal treatment promotion and nondiscrimination policy; sustainable development, environmental protection and improvement; information technology; public procurement.

## Grid for technical and financial evaluation of Applications for Financing

Note: In order for the Project to qualify, the following scores must be obtained in a cumulative manner:

- For each major criterion - relevance, maturity and sustainability - it is necessary to obtain the minimum qualification score.
- Each criterion/sub criterion have a maximum and a minimum score established by the Applicant's Guide for the specific call.
- The final score required for the selection of the project application for funding must be at least 60 points.
- Each major criterion includes subscriptions.
- The evaluation of each sub-criterion is between 0 and the maximum score corresponding to the sub-criterion

	CRITERION	Maximum score	Minimum score	Score	Comments (score explanation)
<b>EVALUATION</b>	<b>1 Relevance</b>	<b>20</b>	<b>9</b>		
	<b>1.1 Contribution to the Programme objectives</b>	<b>10</b>	<b>6</b>		
	1.1.1. The general objective (the purpose) and the specific objectives of the project contribute to the achievement of the general objective of the Program, respectively the result of PA13 <sup>4</sup> in the Program Agreement.	3	2		
	1.1.2. The expected activities are correlated with the project result (adaptation and mitigation plan in municipalities)	3	2		
	1.1.3. The Applicant submitted, as appropriate: <ul style="list-style-type: none"> <li>- a statement on one's own responsibility by which it undertakes that the outcome of the project will be integrated into the Local Climate Change Adaptation Strategy, if this will be done later</li> <li>or</li> <li>- a statement on one's own responsibility by which it undertakes that the outcome of the project will be in accordance with local adaptation strategy to climate change, if this is already done.</li> </ul>	4	2		

<sup>4</sup> PA13: Increased capacity at local level to mitigate and adapt to a changing climate

<b>1.2. Added value</b>	<b>10</b>	<b>3</b>		
1.2.1. The Project provides activities contributing to the dissemination of its achievements.  The Project Promoter proposes Project achievements dissemination activities, and these activities address all relevant target groups and all identified stakeholders.	2	1		
1.2.2. The activities proposed in the project lead to a result, in the field of climate change, which can be replicated by other local public authorities?	3	2		
1.2.3. Was a Partnership established with a Donor State Partner? <sup>5</sup>	5	N/A		
<b>2. Maturity</b>	<b>60</b>	<b>37</b>		
<b>2.1 Quality of the technical offer.</b>	<b>35</b>	<b>24</b>		
2.1.1. How is the elaboration of mitigation and adaptation plans in municipalities described and carried out correctly and in detail? For example: public points (installed or repaired) for water distribution and aquatic recreational systems with the role of zonal cooling (wells, street water taps, etc.), green-blue urban planning (green roofs, green facades, green corridors, wetlands, planting trees in parking lots and along roads, urban gardens or institutional gardens), warning plans, pedestrian and / or road surfaces reconfigured to adapt to climate change and infrastructure for underground electrical and / or telecommunication cables	8	6		
2.1.2. Are the objectives, activities and result of the project presented clearly and concisely?	6	4		
2.1.3. The duration of the planned activities is in accordance with the project implementation period.	5	4		
2.1.4. The result of the project is in accordance with the national and EU policies in the field of climate change?	4	3		
2.1.5. The procurement plan complies with the legislation in force and is correlated with the schedule of activities.	3	2		

<sup>5</sup> In Norway, Iceland and Liechtenstein



2.1.6. Are the information and communication requirements met within the project?	3	1		
2.1.7. Risks are identified in a coherent manner and risk prevention and mitigation measures are presented and detailed.	4	3		
2.1.8. The project respects the principles of promoting equal opportunities, non-discrimination and sustainable development (protection and improvement of the environment)	2	1		
<b>2.2 Project implementation framework (capacity and staff)</b>	<b>10</b>	<b>5</b>		
2.2.1. The responsibilities of the people involved are well defined and in line with the job descriptions.	2	1		
2.2.2. The Applicant's ability to cover other expenses, related to the project, than the eligible ones, as appropriate.	4	2		
2.2.3. Experience of the Promoter / Partners in other actions which aimed at environmental protection.	2	1		
2.2.4. The material resources related to the activities provided by the project, the endowments, IT equipment owned and used for the implementation of the project were presented. Has the need to purchase new equipment been justified and for what activities are they needed?	2	1		
<b>2.3 Quality of the financial offer</b>	<b>15</b>	<b>8</b>		
2.3.1. The costs of the project are detailed, coherent and realistic?	5	3		
2.3.2. Has the budget broken down been specified for each type of activity?	5	3		
2.3.3. Do the project costs comply with the provisions of the Applicant's Guide and the Regulation on the implementation of the EEA Financial Mechanism 2014-2021 regarding the eligibility of expenditure?	5	2		



<b>3 Sustainability</b>	<b>20</b>	<b>14</b>		
<b>3.1 Future actions identified to ensure project continuity (planning future activities / planning measures)</b>	<b>15</b>	<b>11</b>		
3.1.1. The Applicant has identified the necessary actions to ensure the sustainability of the project.	7	5		
3.1.2. The Applicant presented financing modalities for the subsequent implementation of the elaborated plan.	8	6		
<b>3.2 Dissemination of project results / experience after completion of its implementation</b>	<b>5</b>	<b>3</b>		
3.2.1. The Applicant presented the way in which the results / experience obtained through the project will be disseminated and at the same time will produce effects after completion.	5	3		
<b>Total maximum / minimum score for all criteria</b>	<b>100</b>	<b>60</b>		
<b>PROJECT APPLICATION SCORE GRANTED BY THE EVALUATOR</b>	(arithmetic mean of the scores awarded on criteria)			

The proposal obtained a score of ..... points and is it recommended / qualified following the evaluation process for funding?  YES  NO

Evaluation expert comments

Elaborated by,

Evaluation expert

Date: