Administrative and eligibility check chart

The administrative and eligibility check of project proposals is conducted by the Programme Operator on a pass/ fail basis for every criterion.

Project proposal identification/details – basic information about the proposal

The Programme Component covered by the call:	
Project proposal ID number:	
Applicant's Name:	
Project title:	

1. **Formal criteria (not subject to amendment).**
   Failure to meet any of the conditions results in the rejection of the application without a request to remedy the deficiency.

	YES	**NO**
1. The proposal is the Applicant's last proposal submitted on time. *Note: selecting NO results in the rejection of the application without a request to remedy the deficiency and without the need for further formal assessment.*		
2. The applicant is an entity entitled to apply for funding under the announced call for proposals. *Note: selecting NO results in the rejection of the application without a request to remedy the deficiency and without the need for further formal assessment.*		
3. The national partner is an entity entitled to apply for funding under the announced call for proposals. *Note: selecting NO results in the rejection of the application without a request to remedy the deficiency and without the need for further formal assessment.*		
4. The Applicant and the Partners adhere to the principles and values of the NFM 2021-2028 referred to in Article 1.3.1 of the Regulation, i.e. the principle of respect for human dignity and the principles of freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities.		

Compliance with this condition is verified on the basis of declarations submitted by the Applicant and the Partners. Submitting the above declaration does not preclude the Programme Operator from independently verifying whether, for example, a final court judgment or supervisory authority decision has been issued against the applicant or the partner, establishing a violation of the above-mentioned values and principles. In particular, the Programme Operator will consider the adoption of an anti-immigration resolution by the applicant or the partner to be non-compliant with these values and principles.		
5. The proposal was submitted within the deadline specified in the Call for Proposals.		
6. The proposal was submitted on the appropriate application form.		
7. The proposal was submitted in electronic form, bearing a qualified electronic signature of the person/s authorized to represent the Applicant, to the electronic mailbox address of the Ministry of Development Funds and Regional Policy, via eDoręczenia / ePUAP.		
8. The amount of funding for the project is within the minimum and maximum amounts indicated in the Call for Proposals.		
9. Thematic areas: • For the Sustainable City call: the proposal covers the mandatory thematic area “Institutional” and at least one other thematic area. • For Smart City call: not applicable. • For the Resilient City call: the application covers the mandatory thematic area “Information Integrity” and a maximum of 2 other thematic areas.		
10. The project implementation deadline is within the time specified in the Call for Proposals.		

RESULT:

☐ The application is subject to rejection (failure to meet any of the formal requirements 1 - 3 results in the rejection of the application without a request to remedy the deficiency or the need for further formal assessment).

☐ The application is subject to rejection (failure to meet any of the formal requirements 4 - 10 results in the rejection of the application without a request to remedy the deficiency).

2. Formal criteria (subject to amendment)

	YES	NO
1. The proposal was countersigned by the municipal treasurer (or a person authorized by him/her).		
2. The submitted proposal is accompanied by the following mandatory attachments, in accordance with the call for proposals documentation: - a document confirming the authorization of the person signing the application for funding to represent the city, if the proposal is signed by a person other than the president/mayor, - a document confirming the authorization of the person countersigning the proposal on behalf of the municipal treasurer, if the proposal is countersigned by a person other than the municipal treasurer, - letter(s) of intent signed by the Applicant and the national Partner(s) (if applicable), - documents confirming the authorization of the persons signing the letter of intent on the part of the national Partner(s) and the Applicant (if applicable), - a declaration by each partner on compliance with the principles and values of the NFM 2021-2028 referred to in Article 1.3.1 of the Regulation, i.e. the principle of respect for human dignity and the principles of freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, - declaration of partners' VAT eligibility, - documents confirming the authorization of the person/s signing the partner ’s declaration on compliance with the principles and values of the NFM 2021-2028 and the declaration on VAT eligibility (if applicable).		

A request for amendment was made regarding:

Completed within the specified timeframe:

Result of the formal assessment of the proposal:

☐Positive

☐Negative