

Kolarctic CBC 2014-2020

ADMINISTRATIVE AND ELIGIBILITY CHECK FOR MICRO PROJECTS, 4th CALL FOR PROPOSALS
of the application, to be conducted by the MA / BO

Project number
Name of the project
Name of Lead Partner

Classification information

The project includes an investment component	Yes ()	No ()
The project has actors from outside the programme core area?	Yes ()	No ()
Project keywords (to be filled in in PROMAS)		
Number of participating countries		

Administrative Check

An electronic version of the proposal has been sent via PROMAS-system before the end of the call for proposals	Yes ()	No ()
One original, printed application has been submitted to the Joint Managing Authority by 03.04.2020	Yes ()	No ()
The application and its annexes are written in English	Yes ()	No ()

Annexes and their content			Date of request	Deadline for submission	Date of submission
Annex A: Budget specification form is submitted in PROMAS	Yes ()	No ()			
4.1. The budget is given in EUR	Yes ()	No ()			
4.2. Annex A: "1. Budget TOTAL" sheet is filled in	Yes ()	No ()			
4.3 Annex A: "1.1.-1.2. Budget per country" sheets are filled in	Yes ()	No ()			
4.4 Annex A: "1.3. Budget by Partners" sheet are filled in	Yes ()	No ()			
4.5 Annex A: Amounts indicated in "1.Budget TOTAL" sheet are equal with the amounts in the "1.1.-1.2. Budget per country" sheets	Yes ()	No ()			
4.6 Annex A: "2. Financing plan" sheet is filled in	Yes ()	No ()			
4.7 Annex A, "2. Financing plan": EU financing is requested. If YES, The EU financing + National state co-financing is max 90% of Net eligible costs	Yes ()	No ()			
4.8 Annex A, "2. Financing plan": Norwegian Kolarctic financing is requested. If YES, the financing is max 50% of Norwegian Net eligible costs	Yes ()	No ()			
4.9 Annex A, "2. Financing plan": Own contribution is included. If YES, the own contribution is minimum 10% of Net eligible costs on the project level	Yes ()	No ()			
4.10 Annex A, "2. Financing plan": Co-financing from other sources is included	Yes ()	No ()			

4.11 Annex A, "2. Financing plan": Net eligible costs is equal with the Total Financing on the project level	Yes ()	No ()			
4.12 Annex A, "2. Financing plan": Net eligible costs is equal with the Total Financing on the country level	Yes ()	No ()			
4.13 Annex A: "1.Budget TOTAL" is equal with the "Project Budget" in PROMAS	Yes ()	No ()			
4.14 Annex A: "2. Financing plan" is equal with the "Financing Plan" in PROMAS	Yes ()	No ()			
5. Annex C: the registration certificates from Lead partner is submitted in PROMAS	Yes ()	No ()			
6. Annex D: State co-financing or Norwegian Kolarctic financing from Russian and / Finnish and / Norwegian partners are submitted in PROMAS	Yes ()	No ()			
6.1 Amount of State co-financing or Norwegian Kolarctic financing indicated in the Annex(s) D is equal with the amounts indicated in the Annex A: "2. Financing plan"	Yes ()	No ()			
6.2 The original signed Annex(s) D has been submitted to the Managing Authority by 03.04.2020	Yes ()	No ()			
7. Annex E Partnership statements from all partners are submitted in PROMAS	Yes ()	No ()			
7.1 The sum of the own contribution indicated in the Annex E is equal/or is not less than total amount of the own contribution specified in the Annex A	Yes ()	No ()			
7.2 The original signed Annex(s) E has been submitted to the Managing Authority by 03.04.2020	Yes ()	No ()			

8. Grant application includes the information on the applied co-financing from other sources (public financier-organizations). The applicant shall inform the Managing Authority on the availability of co-financing (decision from public financier-organizations) 4 weeks before the JMC meeting	Yes ()	No ()			
9. Annex G: Decision (copy) of the state aid within the de minimis conditions (if applicable)	Yes ()	No ()			
10. The total budget of the project is maximum of 50 000 euros without Norwegian partner and 100 000 euros with Norwegian partner included	Yes ()	No ()			
11. The duration of the project is maximum of 12 months	Yes ()	No ()			

12. The project fits min. one of the programme thematic objectives	Yes ()	No ()
13. The project actions are aimed at the programme area	Yes ()	No ()
14. Geographical eligibility: The project has a partner from the Russian part of the programme area	Yes ()	No ()
15. Geographical eligibility: the project has a partner from the EU part of the programme area OR Norway	Yes ()	No ()
16. If the project is a bilateral project between Norway and Russia, the eligible activities are oil and gas industry or fisheries	Yes ()	No ()
17. Eligibility of the planned costs: the planned costs are eligible vs. the list of eligible costs given in the JOP (Joint Operational Programme, Kolarctic CBC Programme, 5.10 Rules on eligibility of expenditure)	Yes ()	No ()

Verified by: **Name:**

Date:

Signature:

Admin check: **Result:**

Name:

Date:

Signature: