

Interreg



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NEXT Poland – Ukraine

**Annex 4.
to the Manual for small projects**

**FORMAL AND ELIGIBILITY ASSESSMENT SHEET FOR A SMALL
PROJECT UNDER INTERREG NEXT
POLAND - UKRAINE 2021-2027 PROGRAMME**

Small project number	
Title of small project	
Small project Lead Beneficiary	
Evaluation stage (first, second)	

Part I - FORMAL AND GENERAL ELIGIBILITY ASSESSMENT

Each criterion is assessed on a 'meets - does not meet ' basis.

A small project is subject to rejection on formal grounds if it fails to meet any of criteria no: **F1, F2, F3, F4, F5, F6, F7.**

Projects that are subject to rejection due to failure to meet the above-mentioned criteria are not subject to further formal assessment.

In the event of a first "no" answer to a question under criteria F1 to F7, the application receives a negative result of the formal assessment and is not subject to further evaluation.

If the remaining criteria are not met, the project is sent for one formal correction. After the applicant completes and/or corrects the application, the evaluation process is resumed. At this stage, the evaluators can select the answer "yes" and, at the same time, introduce conditions that the project partners will have to meet before concluding the grant agreement. The conditions concern formal errors in the submitted correction of the application and annexes. The condition cannot concern the correction of the application which would enable the increase of the grant awarded by the Small Project Fund Committee.

No criterion	Criterion name	YES	NO	Comment
COMPLIANCE OF THE APPLICATION WITH THE RULES OF THE PROGRAMME AND THE CALL FOR PROPOSALS				
F1	Was the application submitted by the deadline set in the call for proposals? (If an amendment, was it submitted by the deadline set by the SPF Beneficiary?)			
F2	Has the application been submitted electronically in the generator www.e-interregnext.eu			
F3	Are the small project Lead Beneficiary and small project Beneficiary/-ies eligible?			
F4	Does the small project meet the required minimum criteria (3) for cooperation: <ul style="list-style-type: none"> - joint preparation (mandatory), - joint implementation (mandatory), - joint financing (mandatory), - joint staff (optional)? 			
F5	Will min. 20% of the joint small project budget be allocated to activities on each side of the border?			
F6	Are the types of project activities eligible?			
F7	Does the location of the project comply with the Programme rules as set out in Chapter 1 of the Manual for small projects?			

F8	Does the duration of the project not exceed 12 months?			
F9	Has the level of project co-financing (including from the state budget (<i>if applicable</i>)) been determined correctly?			
F10	Is the total value of the small project between EUR 22 222.22 and EUR 100 000.00?			
COMPLETENESS OF THE APPLICATION AND ANNEXES				
F11	Have all fields been completed as instructed?			
F12	Has the application been completed in English?			
F13	Have all the mandatory statements been ticked correctly?			
F14	Has the " Declaration of the Applicant for a small project " been signed by an authorised person?(In case of an authorised signature, is it verifiable?)			
F15	Is the signed Declaration of Cooperation by the beneficiar-ies attached to the application? (in case of an qualified signature, is it verifiable?)			
F16	Whether additional annexes (e.g. description of the parameters of IT systems, mobile applications, virtual tours, e-learning platforms) have been attached - <i>if applicable</i> .			
HORIZONTAL PRINCIPLES				
F17	Does the project implement the 4 mandatory horizontal principles ie: <ul style="list-style-type: none"> ▪ the principle of respect for fundamental rights and compliance with the Charter of Fundamental Rights of the European Union ▪ the principle of equal opportunities and non-discrimination, including the principle of accessibility of the project to people with disabilities ▪ the principle of gender equality 			

	<ul style="list-style-type: none"> ▪ the principle of sustainable development, including the "do no harm" principle? 			
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FORMAL AND ELIGIBILITY ASSESSMENT OF THE DRAFT BUDGET

No criterion	Criterion name	YES	NO	Comment
F18	Is the planned expenditure eligible under the Programme and the priority under which the application is made?			
F19	Is the lump sum for each task drafted correctly?			
F20	Have the expenditures been justified in accordance with the instructions?			
F21	Are the quantitative and qualitative parameters of the expenditure given in the description of the expenditure?			
F22	Is the project draft budget correct in accounting terms?			
F23	Is all expenditure necessary to achieve the project's tasks and outputs?			
F24	Does the project implement at least one Programme output indicator and at least one small project fund output indicator and at least one Programme result indicator?			
F25	Have the target values of the outputs indicators been defined adequately to the description of the tasks and task related lump sum obtaining criteria?			
F26	Have the documents to prove that the task has been carried out (in terms of criteria, indicators, expenditure from the draft budget and description of the project) been selected correctly (as defined in the Annex No. 3 to the Manual for small projects)?			
F27	In the case of expenditures estimated on the basis of the "List of expenditures under the SPF", do these expenditures comply with the limit specified in this list constituting Annex No. 2 to the Manual for small projects?			

F28	Are the expenses self-assessed accompanied by documents confirming the value of the expenses in accordance with the Manual for small projects? Applicable only to expenditures that are not on the list (Annex No. 2 to the Manual for small projects)			
F29	Is the estimation of the value of the expenditure carried out reliably and confirms that the expenditure will be incurred in a reasonable, efficient and economic manner? (<i>verification by the SPF Beneficiary of the estimated value of the expenditure</i>)			

ASSESSMENT OF THE EXISTENCE OF *DE MINIMIS* AID

No criterion	Criterion name	YES	NO	Comment
P1	Is the applicant an entrepreneur within the meaning of state aid regulations, i.e. does he offer goods and services on the market and will the funding be used for business activities ¹ ?			
P2	Is there a risk of <i>de minimis</i> aid based on public aid criteria in the project ² : 1. Support from state funds 2. Selective support 3. The support benefits the applicant, i.e. the applicant offers goods and services in the project for a fee, which is a source of income. ³			
P3	Does the <i>de minimis</i> aid received by the applicant/project partner not			

¹ Activities related to culture, preservation of cultural heritage and nature conservation, if they are mainly financed from public funds, are not of an economic nature, e.g. museums, national parks, MOK - according to the Commission Notice on the notion of State aid as defined in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01) point 2.6. 1 of the Treaty on the Functioning of the European Union (2016/C 262/01) point 2.6.

² The impact on competition and trade is not examined, as *de minimis* aid is not intended to affect competition in the EU single market.

³ In the case of subsidies for non-economic infrastructure, the ancillary activities carried out there do not constitute aid if their productivity does not exceed 20% of the productivity of that infrastructure in a given year.

	exceed the limit specified in the regulation on the date of submission of the application ⁴ ?			
P4	Is there a risk in the project that other entities (recipients of activities within the small project) that conduct business activities within the meaning of the regulations on public aid will receive economic benefits (e.g. lower rent for rental)? ⁵			

SUMMARY OF THE ASSESSMENT OF THE EXISTENCE OF *DE MINIMIS* AID

Is there <i>de minimis</i> aid in a small project?	YES / NO
In the case of <i>de minimis</i> aid, determining whether the entire project will be supported or whether selected tasks will be supported and assigned lump sums	
Applications, necessary conditions, documents and information to be provided by the Applicant in order for the <i>de minimis</i> aid to be granted in accordance with the legislation (if applicable)	

SUMMARY OF THE FORMAL AND ELIGIBILITY ASSESSMENT OF THE SMALL PROJECT

Project accepted for qualitative assessment	YES/NO/CONDITIONAL	Comment

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⁴ COMMISSION REGULATION (EU) 2023/2831 of 13 December 2023.. It should be verified in the system in SHRIMP or SUDOP and IS SEMP, and then re-verified before signing the grant agreement, based on the information in the de minimis aid information form submitted by the applicant.

⁵ Examination of the occurrence of indirect aid in a small project and the transfer of benefits to third parties.

NAME OF EVALUATOR	
Date, Signature of assessor	