

Interreg



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NEXT Poland – Ukraine

**Annex 5.
to the Manual for small projects**

SMALL PROJECT QUALITY ASSESSMENT SHEET

Small project number	
Title of small project	
Small project applicant	

The quality assessment consists of:

- substantive assessment,
- cross-border impact assessment and partnership.

The quality assessment is carried out by independent experts from the Polish-Ukrainian Team of Experts appointed by the Small Project Fund Committee. Details are included in the *Rules of Procedure for the selection and work of experts*. Each project is assessed independently by two experts - (1 PL and 1 UA).

Each of the quality assessment criteria is scored on a scale of points from 1 to 5 and has a corresponding weighting assigned to it:

1 point - inadequate

2 pts. - mediocre

3 pts. - sufficient

4 pts. - good

5 pts. - very good

The number of points awarded in each criterion is then multiplied by the weighting of that criterion, giving the final number of points in that criterion. The number of points awarded to a project is the arithmetic average of the assessments of the two experts.

If the difference in the experts' assessment is greater than 15 points, a joint assessment is agreed during the discussion at the panel of experts. If it is not possible to agree on a common position, the SPF Beneficiary appoints an additional expert, who carries out his/her assessment of the project independently of the previous assessment. Also in case the project receives one negative (below 60 points) and one positive score at the assessment stage, a third expert is also appointed. In the described situations, the final project assessment is the arithmetic mean of the assessments of all three experts.

A project can obtain a maximum of 100 points, including 60 points in the substantive evaluation and 40 points in the cross-border impact and partnership evaluation.

In order for a project to be recommended for funding, it must obtain a minimum of 60 points out of a possible 100, including a minimum of 24 points in the cross-border impact and partnership assessment.

SUBSTANTIVE ASSESSMENT					
Criterion no. and name	Criterion description	Rules for the award of points	Weight	Number of points awarded	Result
<p>M1</p> <p>The need for the project and its compatibility with the objectives and scope of the SPF and the Programme</p>	<p>How well is the need for the project justified and how well is the contribution of the project to the objectives and indicators of the SPF demonstrated? <i>(points C.1, C.2, C.3, A.3, D of the Application Form)</i></p> <ol style="list-style-type: none"> 1. there is a real need for the project, which has been well explained and justified 2. the project strongly addresses the needs/expectations of the target groups on both sides of the border and improves the situation of the target groups 3. the objectives of the project clearly contribute to the achievement of the objective of the chosen priority of the SPF 4. the project substantially fulfils the output and result indicators of the selected priority of the SPF 	<p>5 points - the need for the project is very clear and real and has been very well explained and justified, the project strongly addresses the needs/expectations of the target groups and its implementation will improve their situation, the project objectives and indicators contribute very clearly to the achievement of the objectives and indicators of the SPF</p> <p>4 points - the need for the project is real and clear but not well explained/justified, the project definitely addresses the needs/expectations of the target groups and will improve their situation but this impact has not been sufficiently justified, the project objectives and indicators contribute well to the achievement of the objectives and indicators of the SPF</p> <p>3 points - the need for the project is only sufficiently real and has been only sufficiently explained and justified, the project only sufficiently addresses the needs/expectations of the target groups and only sufficiently improves their situation, the project objectives and</p>	3		

		<p>indicators contribute sufficiently to the achievement of the objectives and indicators of the SPF</p> <p>2 points - the need for the project is small but exists, it has been poorly explained and justified, the project addresses the needs/expectations of the target groups only to a limited extent, the project objectives and indicators make little contribution to achieving the SPF objectives and indicators</p> <p>1 point - the need for the project is not very real and not clear, the need is not justified and not explained, the project has very little impact on the needs/expectations of the target group and does not improve their situation, the project objectives and indicators contribute very little to the achievement of the objectives and indicators of the SPF</p>			
Justification of the assessment and the number of points awarded:					
<p>M2 Project logic</p>	<p>To what extent is the project logic coherent and correct? <i>(points C, D, E of the Application Form and the application as a whole)</i></p>	<p>5 points - the project logic is very coherent and correct and the logical relationship between objectives, target groups, tasks, outputs and indicators is very well and visibly demonstrated, i.e.:</p>	<p>3</p>		

	<ol style="list-style-type: none"> 1. Project objectives are specific, realistic and achievable 2. Target groups have been defined according to the theme and scope of the project 3. The planned project outputs are necessary to achieve the project objectives 4. The project outputs that contribute to the achievement of the indicators are realistic, i.e. they can be achieved within the project implementation period with the given resources - i.e. time, partners, budget, and the quantitative values of the indicators are realistically estimated 5. The project demonstrates a logical relationship between objectives, target groups, tasks, outputs and indicators 	<p>objectives are specific, realistic and achievable, target groups were selected very well and comprehensively for the topic and scope of the project, project outputs are necessary to achieve the objectives and realistic and their quantitative indicators were estimated very realistically</p> <p>4 points - the project logic is coherent to a good extent and the logical link between objectives, target groups, tasks, outputs and indicators is discernible, the project objectives are well defined and achievable, the target groups correspond well to the project themes, the planned outputs are important for the achievement of the project objectives and are achievable during the implementation period, the quantitative values of the indicators are correctly defined</p> <p>3 points - project logic is sufficient, although the logical link between objectives, target groups, tasks, outputs and indicators is not sufficiently demonstrated, project objectives are sufficiently defined and achievable, target groups are sufficiently defined, although too narrowly defined in relation to the scope and focus of the project, project outputs are sufficiently defined</p>			
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		<p>2 points - the project logic is weak, but there is a minimal link between some elements of the project, e.g. objectives, target groups, tasks, outputs and indicators, project objectives are defined too generally, target groups are defined too generally, project outputs are poorly defined</p> <p>1 point - the project logic is very weak or not at all, the link between objectives, target groups, tasks, outputs and indicators is very weak, project objectives and outputs are inadequately defined, target groups relate very poorly to the subject and scope of the project</p>			
<p>Justification of the assessment and the number of points awarded:</p>					
<p>M3 Project durability</p>	<p>To what extent does the project ensure the durability of the objectives and outputs achieved? <i>(points C.5, D of the Application Form)</i></p> <ol style="list-style-type: none"> 1. The project outputs will be durable and provide a lasting solution to the project's target needs/challenges 2. It has been ensured that the products of the project are maintained and used after its completion in such a way as to achieve the objectives of the project (including equipment, use of documents developed, continuation of activities) 	<p>5 points - the durability of the project, its objectives and its products is very good: all products will be durable and provide durable solutions to the identified challenges/needs of the project, the applicant ensures the maintenance and use of the products after the end of the project, target groups on both sides of the border will benefit from the project products</p> <p>4 points - the durability of the project, its objectives and its outputs is good, all</p>	<p>2</p>		

	<p>3. The target groups on both sides of the border will be able to use the products of the project also after its completion</p>	<p>project outputs will be durable, the maintenance of the project outputs after their completion and their use by the target groups is ensured, although not to a great extent</p> <p>3 points - the durability of the project, its objectives and its products is sufficient, but the maintenance and use of the products by target groups on both sides of the border will be limited</p> <p>2 points - the durability of the project, its objectives and its outputs is weak, the outputs will not provide durable solutions to the project's target needs/challenges, the maintenance of the outputs will be poor and their uptake after the end of the project by target groups on both sides of the border will be limited</p> <p>1 point - the durability of the project, its objectives and its products is very poor and insufficient, it is not guaranteed that the products will be durable and will be maintained and used after the end of the project, the target groups from both sides of the border will not use the products of the project after its completion</p>			
		<p>Justification of the assessment and the number of points awarded:</p>			

<p>M4 Project activities, including promotion</p>	<p>To what extent are the planned tasks and activities realistic and coherent? <i>(point D of the Application Form)</i></p> <ol style="list-style-type: none"> 1. The project tasks and the activities planned within them are necessary to achieve the planned objectives and outputs 2. The tasks are logically linked to each other and arranged in a logical time sequence 3. Schedule of activities is planned effectively and will enable their implementation on time 4. Adequate time is foreseen for each activity's implementation 5. The participation of target groups from both sides of the border in the activities carried out under the tasks is planned. 6. The promotional activities planned in the project are adequate to reach the indicated target group and to ensure the effectiveness of the dissemination of the project results 7. Task activities are innovative 8. The project's tasks are complementary to other cross-border projects/projects/products (principle of the territorial dimension of projects and networking) 	<p>5 points - all planned tasks and activities are very realistic and coherent to a very good extent - all activities are necessary to achieve project objectives and products, they are logically timed and very well connected to each other, all activities will involve target groups from both sides of the border, promotional activities are appropriate, will allow to reach all target groups and ensure very effective dissemination of project results, moreover activities show innovative character and are complementary with other projects</p> <p>4 points - all activities are realistic and well coherent - all activities are essential to realise the project's objectives and outputs, they are well linked and timed, the vast majority of activities involve target groups from both sides of the border, the promotion is good and will ensure that all target groups are reached to a good extent, furthermore the activities show an innovative character or are complementary to other projects</p> <p>3 points - the activities are realistic and coherent enough, but not all activities are necessary to achieve the project's objectives and outputs, the activities are sufficiently interlinked, the time sequence of the activities is sufficient, the majority of the activities will involve</p>	<p>2</p>		
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		<p>target groups from both sides of the border, the promotion is sufficient and will ensure sufficient reach of the target groups, the project has no innovative activities and is not complementary to other projects</p> <p>2 points - the activities are realistic and coherent to a poor degree - most of the activities are not necessary for the realisation of the project's objectives and outputs, target groups from both sides of the border participate only in some of the activities, some activities are not connected to each other, the timing of the activities is not entirely logical, promotional activities are weak and will do little to reach the target groups and disseminate the project's results, the activities are not innovative or complementary to other projects</p> <p>1 point - activities are not realistic and are not coherent - activities are not necessary to achieve project's objectives and products, activities are not interrelated and lack logical temporal sequence, activities do not involve target groups from both sides of the border, promotion is very weak and insufficient, it will not ensure reaching the target groups and dissemination of project's results, activities are not innovative and are not complementary to other projects</p>			
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	Justification of the assessment and the number of points awarded:				
M5 Project budget	<p>To what extent has the adequacy of the budget for the planned activities been ensured? <i>(point D of the Application Form)</i></p> <ol style="list-style-type: none"> 1. Expenditure is linked to the activities and outputs of the project 2. Sufficient, reasonable and realistic expenditure has been planned to ensure the implementation of the project and the achievement of its outputs and objectives 3. The need for the expenditure is justified and the budget information is clear and sufficient 4. Expenditure on promotion and information activities has been planned and is appropriate to the activities and objectives of the project 	<p>5 points - the project budget is adjusted to the planned project activities to a very good extent - all expenses are related to the project activities and products, expenses are planned in a sufficient, reasonable and realistic way to ensure the project implementation and the achievement of all project outputs and objectives, all expenses are justified and budget information is clear and sufficient, expenses for promotion and information activities are provided to a very good extent</p> <p>4 points - the project budget is well adjusted to the planned project activities - the expenditure is related to the project activities and products and is sufficient, reasonable and realistic to ensure the implementation of the project and the achievement of its products and objectives, the need to incur the expenditure is well justified, but the information in the budget is not sufficient and/or transparent, the minimum necessary expenditure on promotion and information activities is planned</p> <p>3 points - the project budget is</p>	2		

		<p>sufficiently aligned with the planned project activities - not all expenditure is related to activities and outputs, some expenditure is not sufficient, reasonable and/or realistic to ensure the implementation of the project and the achievement of its outputs and objectives, the need for the expenditure is not sufficiently justified and some information in the budget is not sufficiently clear and sufficient, expenditure on promotion and information activities is planned only to a sufficient extent</p> <p>2 points - the project budget is poorly aligned with the planned activities of the project - most of the expenditure is not related to activities and outputs, most of the expenditure is not sufficient, reasonable and/or realistic to ensure the implementation of the project and the achievement of its outputs and objectives, the need for the expenditure is poorly justified, most of the information in the budget is non-transparent and insufficient, expenditure on promotion and information activities is poorly planned</p> <p>1 point - the project budget is insufficiently adjusted to the planned project activities - the expenditure is not related to the project activities and products, the expenditure does not</p>			
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		ensure the implementation of the project and achievement of its products and objectives, the need for the expenditure is not justified, information in the budget is non-transparent and insufficient, expenditure on promotion and information activities is missing			
	Justification of the assessment and the number of points awarded:				
	TOTAL SUBSTANTIVE ASSESSMENT		---	---	

CROSS-BORDER IMPACT AND PARTNERSHIP ASSESSMENT					
Criterion no. and name	Criterion description	Rules for the award of points	Weight	Number of points awarded	Result
T1 Cross-border nature of the project	<p>To what extent has the cross-border nature of the project and its outputs been ensured? <i>(points C.4, D of the Application Form and the application as a whole)</i></p> <ol style="list-style-type: none"> the project addresses the needs/challenges of the communities on both sides of the border project benefits both sides of the border 	<p>5 points - the cross-border character of the project and its results is very strong - the project strongly addresses the needs/challenges of the communities on both sides of the border and is of benefit to them, the project outputs have a clear cross-border character, the target groups and participants in the</p>	4		

	<ol style="list-style-type: none"> 3. the project products have a cross-border character 4. target groups and project participants are identified at the both sides of the border 5. the project demonstrates the potential and sustainability of cross-border cooperation 6. the cross-border cooperation generates synergy effect (thanks to the Partner's cooperation the results of the project may have stronger impact, which would not be possible without their cooperation) 	<p>project have been identified from both sides of the border, the project strongly demonstrates the potential and sustainability of cross-border cooperation</p> <p>4 points - the cross-border character of the project and its outputs is good - the project addresses the needs/challenges of the communities on both sides of the border in a good way and benefits them, the project outputs have a good cross-border character, the majority of the target groups have been identified on both sides of the border, the project has potential and sustainability for cross-border cooperation</p> <p>3 points - the cross-border character of the project and its results is sufficient - the project addresses the needs/challenges of the communities on both sides of the border sufficiently and brings them sufficient benefits, although these are not evenly distributed on both sides, the target groups of the project are not evenly defined on both sides of the border, the project has little potential and sustainability for cross-border cooperation</p> <p>2 points - the cross-border character of the project and its effects is weak - the</p>			
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		<p>project addresses the needs/challenges of the communities on both sides of the border poorly or unevenly and brings poor benefits, the target groups are mostly from one side of the border, the project has very low potential and sustainability for cross-border cooperation</p> <p>1 point - the cross-border character of the project and its effects is very weak and insufficient - the project addresses the needs/challenges of the community on one side of the border only, it does not benefit the communities on both sides of the border, the target groups are from one side of the border only, the project does not ensure the potential and sustainability of cross-border cooperation</p>			
Justification of the assessment and the number of points awarded:					
<p>T2 Nature of partnership and cooperation</p>	<p>To what extent are partnership and collaboration relevant to the project? <i>(point B. C.4, D of the Application Form)</i></p> <ol style="list-style-type: none"> the project meets a minimum of 3 criteria for cooperation, i.e. joint preparation, joint implementation and joint staffing and/or joint financing of the project the project partners have been appropriately selected in terms of the type of activities and project 	<p>5 points - partnership and cooperation are very important for the project - the project fulfils at least 3 criteria for cooperation, partners are very well selected in terms of type of activities and project objectives and have adequate competences, cooperation is essential to achieve project objectives and indicators, partners' roles are specific and clearly defined, cooperation</p>	<p>4</p>		

	<p>objectives and have the necessary competences as well as sufficient capabilities (financial, personnel, etc.)</p> <ol style="list-style-type: none"> 3. the roles of the partners are clearly defined, each partner plays an important and well defined role in the project, the division of tasks between the cross-border partners is balanced 4. the cooperation of partners is needed to achieve project objectives and indicators 5. the project envisages a sustainable cooperation between the partners in the future 	<p>of partners will definitely continue in the future</p> <p>4 points - partnership and cooperation are important for the project - the project fulfils the 3 criteria for cooperation, partners are sufficiently well matched in terms of the type of activities and project objectives, roles of partners are well matched, cooperation of partners is needed to achieve project objectives and indicators, continuation of cooperation of partners in the future is assumed</p> <p>3 points - partnership and cooperation are sufficiently important for the project - the project fulfils the 3 cooperation criteria, partners are sufficiently matched in terms of the type of activities and project objectives, their roles in the project are sufficiently defined, the cooperation of these partners is sufficiently necessary to achieve project objectives and indicators, there is a chance for sustainable cooperation of partners in the future</p> <p>2 points - partnership and cooperation are of low relevance to the project - the project fulfils the 3 cooperation criteria, but partners are poorly matched in terms of the type of activities and project objectives, roles of partners are</p>			
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		<p>poorly defined, cooperation of partners is not essential to achieve project objectives and indicators, partners are unlikely to cooperate in the future</p> <p>1 point - partnership and cooperation are very poorly relevant to the project - the project fulfils at least 3 criteria for cooperation, but partners are not properly selected in terms of type of activities and project objectives, roles of partners are not defined, cooperation of partners does not have any impact on achieving project objectives and indicators, the project does not assume continuation of cooperation of partners</p>			
Justification of the assessment and the number of points awarded:					
	TOTAL CROSS-BORDER IMPACT AND PARTNERSHIP		---	---	

SUMMARY OF QUALITATIVE ASSESSMENT

	Number of points awarded	Maximum number of points	Required minimum recommendation for a small project
SUBSTANTIVE ASSESSMENT		60	nd
CROSS-BORDER IMPACT AND PARTNERSHIP ASSESSMENT		40	24
TOTAL		100	60

Important!

The maximum score the application can obtain is 100 points.

The minimum score the application has to achieve in order to be taken into consideration for possible financing is 60 points.

In addition, it has to achieve at least 24 points from the cross border impact.

Project recommended for funding	YES / NO	
Comments on the evaluation of the whole project		

Date	Signature of expert