

Checklist for the application .

Applicant's name:	Yes	No
Title of the application:		
PART 1 (ADMINISTRATIVE)		
1. The correct project application form (Annex A) has been used.		
2. The applicant's declaration (Annex C) has been filled in and signed. The applicant has filled in the declaration on honour, on exclusion criteria and selection criteria		
3. The proposal is typed and is in Albanian (Annex A+B+C).		
4. One original and one copy in A4 size are included		
5. An electronic version of the application is enclosed in USB stick/CD Rom		
6. The budget (Annex B) is enclosed, in balance, presented in the format requested, and stated in EUR.		
7. All the annexes and supporting documents have been enclosed to the application, as prescribed in Section 3 of the Guideline for applicants.		
PART 2 (ELIGIBILITY)		
10. The project will be implemented in Permet Municipality.		
11. The duration of the project is between 3 months and 6 months (the minimum and maximum allowed).		
12. The requested contribution is between 4.000 EUR and 8.000 EUR (the minimum and maximum allowed).		
13. The capital investment component is 30% and 60% of the total eligible costs of the sub grant (minimum and maximum percentage allowed).		
14. At least 2% of the sub grants is allocated for communication and visibility activities		
14. The applicant satisfies the eligibility criteria in section 2.1.1 and 2.1.2 of the guidelines.		

Assessment grid FOR the application

Applicant's name: Title of the application:	YES	NO
Step 1: Opening & administrative check		
1. The submission deadline has been met.		
2. The application satisfies all the criteria specified in the checklist for the application.		
DECISION: The committee has decided to evaluate the application, which passed the administrative checks.		
Administrative compliance has been checked by the Evaluation Committee. Date:		
Step 2: Evaluation of the application		
Decision: The application got a score at least 50 points and will be formally notified for the date for the presentation of their business idea.		
The application has been evaluated by the Evaluation Committee. Date:		
Step 3: Presentation of the business idea		
Decision: A. The application has been provisionally selected as one of the top ranked applications within the available financial funds and the committee has recommended eligibility checking.		
B. The application has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking		
The application and presentation has been evaluated by the Evaluation Committee. Date:		
Step 4: Eligibility verification		
4. The applicant satisfies the eligibility criteria in Section 2.1 of the guidelines.		
6. The supporting documents for the eligibility criteria were submitted as prescribed in Section 3 of the Guideline for applicants		
Eligibility has been assessed by the Evaluation Committee. Date:		
Decision: The committee has checked the proposal's eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding.		