**STEP I Admissibility** Annex H

**ADMINISTRATIVE GRID**

| **Check shall be made for all the partners involved in the application form. In case of NO, the evaluator shall specify the name of the partner who didn’t submit the required document** | | **YES** | **NO** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | The Application Form is entirely filled in and it is in English. |  |  |  |  |
|  | Mandatory annexes are attached to the application form, according to Chapter 2.6.4, are legible, are electronically signed /handwritten signed (in the latter case the signatures and stamps (if required by the relevant legal provisions in force) are visible. |  |  |  |  |
|  | Is presented in the Application Form, the list of locations where the equipment will be installed, regardless of the value of the equipments per location ? |  |  |  |  |
| **LEAD PARTNER - APPLICANT** | | | | | |
| 4.1 | Project Statement from lead partner is using the template provided in Annex A, is fully filled in, electronically signed /handwritten signed by the legal representative (in the latter case the signatures and stamps (if required by the relevant legal provisions in force) are visible, in English |  |  |  |  |
| 4.2 | Official mandate for the person signing Annex A Project Statement, Annex C Financial Capacity Self-assessment, Annex D State Aid self-assessment, in case she/he is not the legal representative of the Lead partner/Partner was provided **(in** English |  |  |  |  |
| 4.3 | *Statutes* or other relevant documents **(in national language)** for the Lead partner. The documents provided must contain at least the following information: headquarters of the organisation, legal representative, empowered body for the approval of the budget of the entity, articles demonstrating that the organization has competences/attributions in the field addressed by the project, appointment/designation/election etc of the legal representative if this information does not appear in the statute, have been provided  In the latter case, the translation contains at least the following information: headquarters of the organisation, legal representative, empowered body for the approval of the budget of the entity, articles demonstrating that the organization has competences/attributions in the field addressed by the project. |  |  |  |  |
| 4.4 | Financial Capacity Self-assessment (Annex C) – –signed by the legal representative in pdf format and Excel file, was provided **in national language** and English translation |  |  |  |  |
| 45 | - Annual accounts for the latest financial year for which the accounts have been closed at the moment of submission of the Application was submitted by the Lead Partner, in national language and English translation, or  - the balance sheet and profit and loss account providing data about revenues, expenditures, profit and losses was submitted.  NB.Annual Accounts containing only the Balance Sheet without the Profit and Loss Account or a document providing data about revenues, expenditures, profit and losses for the latest financial year for which the accounts have been closed, will be considered noncompliant and therefore missing documents. Organisations established in 2024 not having the latest annual accounts must submit the Balance sheet for the last closed month. Organizations that do not present at least one closed Balance sheet are not administratively compliant.  This obligation does not apply to public authorities (e.g. county councils, local councils, district councils, village councils, etc.) |  |  |  |  |
| 4.6 | Certificates of fiscal registration or equivalent of the lead partner was provided, in national language and English translation |  |  |  |  |
| 4.6 | State Aid self-assessment (template in Annex D – one per project) – jointly filled in by the Applicant and each project Partner, electronically or handwritten signed by the legal representatives of each partner was submitted. For documents bearing handwritten signatures, it will also be stamped, if that is required by the relevant legal provisions in force. |  |  |  |  |
| **PROJECT PARTNER 1,2,3** | | | | | |
| 5.1 | Project Partner Statement (templates in Annex B) is using the template provided in Annex A, is fully filled in, electronically signed /handwritten signed by the legal representative (in the latter case the signatures and stamps (if required by the relevant legal provisions in force) are visible, in English |  |  |  |  |
| 5.2 | Statutes or other relevant documents (in national language) for the Lead partner. The documents provided must contain at least the following information: headquarters of the organisation, legal representative, empowered body for the approval of the budget of the entity, articles demonstrating that the organization has competences/attributions in the field addressed by the project, appointment/designation/election etc of the legal representative if this information does not appear in the statute, have been provided. |  |  |  |  |
| 5.3 | Official mandate is provided for the person signing Annex B Project partner Statement, Annex C Financial Capacity Self-assessment, Annex D State Aid self-assessment, in case she/he is not the legal representative of the Applicant, signed by the legal representative |  |  |  |  |
| 5.4 | Financial Capacity Self-assessment (Annex C) – is provided and signed by the legal representative in pdf format and Excel file, was provided in national language and in Enchish |  |  |  |  |
| 5.5 | - Annual accounts for the latest financial year for which the accounts have been closed at the moment of submission of the Application (in national language **and Enchish**) or  - the balance sheet and profit and loss account providing data about revenues, expenditures, profit and losses will be accepted. Annual Accounts containing only the Balance Sheet without the Profit and Loss Account or a document providing data about revenues, expenditures, profit and losses for the latest financial year for which the accounts have been closed, will be considered noncompliant.  N.B. Organisations established in 2024 not having the latest annual accounts must submit the Balance sheet for the last closed month. Organizations that do not present at least one closed Balance sheet are not administratively compliant.  This obligation does not apply to public authorities (e.g. county councils, local councils, district councils, village councils, etc.) |  |  |  |  |
| 5.6 | Certificates of fiscal registration or equivalent, in national language and English translation |  |  |  |  |
| **The Application is administrative compliant.** | |  |  |  |  |