# ANNEX I

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| **Small Project Application** |
| **Checklist for administrative criteria** |
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| **Small Project title:** |  |
| Final Recipient 1: |  |
| Final Recipient 2: |  |
| Final Recipient 3: |  |
| Final Recipient 4: |  |
|  |   |  |  |  |
| **Reference** | **Name of supporting document** | **Relevant** | **Number of documents** |
| **1** | Small Project Application form MS Word | Yes |  |
| **2** | Small Project budget MS Excel | Yes |  |
| **3** | Small Project Application form signed, scanned in PDF format[[1]](#footnote-1) | Yes |  |
| **4** | Joint statements of Final Recipients signed, scanned in PDF format | Yes |  |
| **5** | De minimis declarations of Final Recipients, signed, scanned in PDF format | Yes |  |
| **6** | Tax administration certificates of Final Recipients | Yes |  |
| **7** | Company register extract of Final Recipients | Yes |  |
| **8** | Pro-forma offers for external costs\* | Yes |  |
| **9** | Pro-forma offers for equipment costs\* | Yes |  |
| **10** | In case of small-scale infrastructure: FRs are required to submit a proof of legal interest and submit a technical description of the planned works according the national laws and acts\* | Yes  |  |
| **11** | Employment contract for each FR | Yes |  |
| **12** | Annual financial report for the previous year – for each FR | Yes |  |
| \* Only if costs are planned in Small Project budget MS Excel.  |
| Please mark  | **Yes** | **No** |
| All relevant fields in Small Project Application form (MS Word) are filled in |  |  |
| All relevant fields in Small Project budget (MS Excel) are filled in |  |  |
| Small Project Application Form is completely filled in English |  |  |
| Small Project budget is filled in English |  |  |
| Scanned Partnership Statement and Declaration is signed by the legally authorised representatives |  |  |
| Joint statements of FRs are completely filled in (signed and scanned in PDF format) |  |  |
| De minimis declarations of FRs (signed and scanned in PDF format) |  |  |
| Tax administration certificate of FRs (not older than 30 days) |  |  |
| Company register extract of FRs |  |  |
| Pro-forma offers for external costs (not older than 30 days) |  |  |
| Pro-forma offers for equipment costs (not older than 30 days) |  |  |
| In case of small-scale infrastructure: FRs are required to submit a proof of legal interest and submit a technical description of the planned works according the national laws and acts (not older than 30 days) |  |  |

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| [ ]  Yes, SPA is complete | I recommend the Small Project for further evaluation |
| [ ]  No, SPA is not complete | I do not recommend the Small Project for further evaluation |

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|  | Evaluated by: |  |  |  |  |  |  |  |  |  |  |
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|  | (Name and Surname) |  |  |  |  |  |  |  |  |  |
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|  | (Signature) |  |  |  |  |  |  |  |  |  |  |

1. In case there is a discrepancy between the Small Project Application form in Word and PDF, the PDF version shall prevail. [↑](#footnote-ref-1)