

ANNEX I Checklist for administrative criteria

Small Project Application ID	
Small Project title	
Final Recipient 1	
Final Recipient 2	
Final Recipient 3	

Reference	Name of supporting document	Relevant	Check Yes, No, N/A	Check after a request for clarification	Evaluator's comments
1	Small Project Application form MS Word	Yes			
2	Small Project budget MS Excel	Yes			
3	Small Project Application form signed, stamped and scanned in PDF format*	Yes			
4	Joint statements of Final Recipients signed, stamped and scanned in PDF format	Yes			
5	De minimis declarations of Final Recipients, signed, stamped and 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 with pro-forma offers of the planned works according to the national laws and acts**	Yes			
11	Employment contract for each FR	Yes			
12	Annual financial report for the previous year – for each FR, accompanied by the confirmation of receipt.	Yes			

* In case there is a discrepancy between the Small Project Application form in Word and PDF, the PDF version shall prevail.

** Only if costs are planned in Small Project budget MS Excel.

	Check Yes, No, N/A	Check after a request for clarification	Evaluator's comments
1.1. Small Project Application form is fully completed and filled out in English			
1.2. Small Project budget is fully completed and filled out in English			
1.3. Scanned Partnership Statement and Declaration is signed and stamped by the legally authorised representatives			
1.4. Joint statements of FRs are completely filled in (signed, stamped and scanned in PDF format)			
1.5. De minimis declarations of FRs (signed, stamped and scanned in PDF format)			
1.6. Tax administration certificate of FRs (not older than 30 days)			
1.7. Company register extract of FRs			
1.8. Pro-forma offers for external costs (not older than 30 days)			
1.9. Pro-forma offers for equipment costs (not older than 30 days)			

1.10. In case of small-scale infrastructure: FRs are required to submit a proof of legal interest with pro-forma offers and submit a technical description of the planned works according to the national laws and acts (not older than 30 days)			
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Admin check:

Criteria

1.1.	1.2.	1.3.	1.4.	1.5.	1.6.	1.7.	1.8.
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Summary:

<input type="checkbox"/> YES	I recommend the Small Project for eligibility check
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<input type="checkbox"/> NO	I do not recommend the Small Project for for eligibility check
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Evaluated by:

(Name and Surname)

(Signature)

Date: 29/09/2025