



Selection criteria of grant applications

for Preparatory visits and meetings under EEA Scholarship Programme Slovakia

Formal correctness criteria

The grant applications shall be evaluated in the order they are received (FIFO system – “first in, first served/out”). Date of delivery is the date and time of submitting of the grant application in the on-line application system.

If the grant application does not fulfil one of the criteria of administrative compliance specified in points 1 to 7, the grant application will be rejected. If the grant application does not fulfil one of the eligibility criteria set out in Part A, points 1 to 4, the grant application will be rejected. If the grant application does not meet any of the criteria under Part A points 5, 6 and/or Part B points 1, 2, Programme Operator shall approve the grant application with revised scope, duration of the visit/meeting and/or amount of project grant.

If the grant application does not meet formal criteria (administrative compliance and/or eligibility criteria) and was rejected, the applicant is entitled to submit a revised grant application again (that considers also appropriate modification of the period of project implementation). The revised application will be considered as a new application. Date of delivery of such application is the date and time of submitting of the revised grant application in the on-line application system.

Administrative compliance criteria:

No.	Control questions	Yes	No	N/A	Comments
1.	Was the application sent via the on-line system by the deadline?				
2.	Does the application contain the grant application form and all the required annexes defined in the call?				
3.	Are the grant application form and its annexes filled into required forms and templates? ¹				
4.	Are the grant application form and its annexes filled completely and in the required extent?				
5.	Is the Annex <i>Declaration of the Contact person</i> signed?				

¹ Where applicable

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6.	Is the <i>Annex Consent of the Legal representative from the Applicant's organisation</i> signed?				
7.	Are all the <i>Letters of intent</i> signed by authorised persons?				
Are the administrative compliance criteria of the application fulfilled?					

Eligibility criteria:

Part A – The eligibility of the applicant and the grant application					
No.	Control questions	Yes	No	N/A	Comments
1.	Is the applicant eligible under the terms defined in the call?				
2.	Has the applicant at least one eligible Slovak partner under the conditions set in the call? ²				
3.	Is the planned objective and activities of the project in compliance with the conditions defined in the call?				
4.	Are activities and mobility carried out within period of eligibility? ³				
5.	Is the timeframe for the implementation of activities and mobility in compliance with the maximum duration specified in the call? ⁴				
6.	Is the timeframe for visit/meeting adequate to the planned activities, content of the meeting/visit?				
Part B – Financial control of the grant application					
No.	Control questions	Yes	No	N/A	Comments
1.	Is the planned budget in compliance with the financial limits set out in the call?				
2.	Can be costs listed in the budget considered as eligible under the terms defined in the call? ⁵				
Are the eligibility criteria of grant application fulfilled?					

² The participation of a foreign partner is confirmed through letter of intent from the Partner's organisation.

³ At the earliest 6 weeks after the grant application submission. The latest date of eligibility is set out in the call.

⁴ Duration of preparatory visit/meeting is 5 days maximum, including the journey.

⁵ If the expenditures cannot be considered eligible, the Programme Operator will calculate the amount of ineligible costs and determine the reason for ineligibility.

Content-related criteria

The assessment of grant applications is the responsibility of the Programme Operator.

The Programme Operator will answer the control questions and in case of negative statement will explain its decision in Comments box. If the grant application does not meet the criteria in points 1 to 4, the grant application will be rejected. If the answer to question in points 5 and/or 6 is negative, Programme Operator shall approve the grant application with revised scope and/or project grant amount.

The Programme Operator will reflect the fulfilment of cross cutting issues for each grant application. Reflecting the cross cutting issues is not relevant in the case of preparatory visit/meeting project.

No.	Control questions	Yes	No	Comments
1.	Is the objective and content of the visit/meeting in compliance with the overall objective of the EEA SP?			
2.	Is the suggested topic for future cooperation linked to the topics and measures of the EEA SP?			
3.	Do the participating organisations have compatible professional focus?			
4.	Is the intention to establish cooperation and participate in the meeting adequately demonstrated by the partners? ⁶			
5.	Is the composition of the visit/meeting participants adequate to the content of the meeting? ⁷			
6.	Are the costs adequate to mobility planned?			grant amount:
Are the content related criteria of grant application fulfilled?				

No.	Cross cutting issues	Yes	No	Comments
1.	Good governance			
2.	Environmental considerations			
3.	Economic sustainability			
4.	Social sustainability			
5.	Gender equality			
6.	Bilateral and multilateral relations			

All grant applications will be forwarded to the Selection Committee for review. Statute and Rules of Procedure of the Selection Committee are annexed to the call for proposals (Annexes 5 and 6).

⁶ Letter of intent from the Partner/Hosting organisation.

⁷ This criterion shall also consider if the number of persons per institution is adequate and was justified.