# 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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|  | (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)