Interreg Co-funded by the European Union
Italy – Croatia
SEAS

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 in MS Excel is submitted and received within the deadline defined in the GfA (date and time of the end of the call)	Yes			
2	Small Project Application form is fully completed and filled out in English	Yes			
3	Partnership Statement sheet is signed, stamped by legally authorised Final Recipient and scanned in PDF format (Small Project Application Form, sheet 11)	Yes			
4	Joint statements of Final Recipients are completely filled in (signed, stamped and scanned in PDF format)	Yes			
5	State-aid declarations of Final Recipients, signed, stamped and scanned in PDF format	Yes			
6	Tax administration certificates of Final Recipients (Croatian FR - not older than 30 days, Italian FR - DURC not older than 120 days)	Yes			
7	Quotations/Market price offers for external expertise and services costs and equipment costs* (not older than 30 days)	Yes			
8	Annual financial report for the previous year – for each FR, accompanied by the confirmation of receipt.	Yes			

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

Admin check:

Criteria

1	2	3	4	5	6	7	8
-	-	-	-	-	-	-	-

Summary:

☐ YES	I recommend the Small Project for eligibility check

☐ NO	I do not recommend the Small Project for for eligibility check

Evaluated by:

_____

(Name and Surname)

_____

(Signature)

Date 2.10.2026

