

CHECKLIST FOR CALLS FOR PROPOSALS

This checklist provides guidance to Programme Operators/National Focal Points for drafting call for proposals.

It is recommended that the Programme Operator/National Focal Point checks the call for proposals against each of the guidance points below and indicates to the FMO that the call for proposals has been checked against this list.

Ideally the call for proposal should include all the information as required below and defined in Article 7.3 of the Regulation. However, it is acknowledged that some of this information might be contained in guidelines, or similar documents published together with the call announcement. Therefore, the checklist also includes recommendation on **the minimum content of the call announcement. These are marked bold.** All other provisions could be placed in other documents, with clear reference to these in the call for proposal /announcement.

Notwithstanding this guidance, it is the responsibility of the National Focal Point to ensure that call for proposals comply with the legal framework of the Financial Mechanisms in accordance with Article 7.3.4. Therefore, it is recommended that adequate time is provided for the National Focal Point to review the call for proposals documents before sending these to FMO.

1. Guiding articles and principles

Legal basis for call texts:

Regulation, especially Article 7.3, Guidelines
Programme Agreement Annex I and Annex II

2. Provisions on publishing the call for proposals

- An English translation of the call text shall be shared with the FMO, together with the National Focal Point's confirmation in accordance with Article 7.3.4, no later than two weeks prior to the scheduled launch of the call. NB: for the first calls within a programme FMO appreciates if earlier submission is followed ie three weeks
- The calls shall be published on the website of the Programme Operator in the national language(s) and in English (Article 7.3.3.)
- The calls should be widely publicised with a view to reach a maximum number of potential applicants (7.3.2. a)

3. Call text

3.1. Focus of the call (Article 1.3.4 Results Guideline pg .32)

- The call states the aim of the call and the nature of projects which may be supported under it**
- The call refers to the relevant parts of the programme results framework (i.e. the relevant outcome, outcome indicator(s), outputs and output indicator(s), that the projects shall contribute to, as well as the relevant programme-level indicators where these apply. For ease of presentation, this information can be presented in tabular form in the call. A format is suggested below:

Expected programme results	Indicator	Guidance for applicants
<i>Programme Objective</i>		
<i>Outcome 1 A text</i>	Outcome indicator	Select this indicator if your project will contribute to it
	Outcome indicator	Select this indicator if your project will contribute to it
	Outcome indicator	Select this indicator if your project will contribute to it
Output.1 text	output 1 indicator 1	Select this indicator if your project will contribute to it
	output.1 indicator 2	Select this indicator if your project will contribute to it
Output.2 text	output .2 indicator 1	Select this indicator if your project will contribute to it
	output .2 indicator 2	Select this indicator if your project will contribute to it

- The call text provides examples of what kind of activities are eligible (Article 7.3.2 (e). The examples of eligible activities are consistent with the outcome, outcome indicator(s)m outputs and output indicator(s) that the projects shall contribute to.

3.2. Eligibility of applicants/partners

- The call clearly specifies the eligible applicants including any restrictions, limitations or exclusions that they may be subject to (as specified in Article 2.1 of Annex II to the Programme Agreement)**

- The call specifies the eligible partners including any restrictions, limitations or exclusions that they may be subject to (as specified in Article 2.1 of Annex II to the Programme Agreement)**

3.3. Eligibility of projects

- The call clearly states the total amount available through the call (Article 7.3.2 h)**
 - Specific allocations to outcomes/outputs/types of activities/areas of support, etc. if any shall also be published. (In accordance with Section 4.1 of Annex II to the Programme Agreement)
 - If it is likely that additional funds will be allocated to the call while the call is still running, this likelihood and the means for publishing the additional funding shall be indicated in the call text
- The call clearly states the minimum and maximum amount of each project grant which are to be in line with section 4.1 of Annex II to the Programme Agreement.**
- The call clearly states the co-financing requirements, in line with Article 7.3.2 j) and section 4.3 of Annex II to the Programme Agreement**
- The call text specifies any other eligibility criteria for the application, for example:
 - The requested grant amount and proposed implementation period are within the permissible limits provided in the call
 - No more applications have been submitted by the project promoter or project partner than explicitly authorized in the call text

3.4. Financial conditions

- The call text provides a clear and detailed description of eligible expenditure and specifies what kinds of expenditure are eligible in accordance with Chapter 8 of the Regulation including any restrictions as specified in section 2.2 of Annex II to the Programme Agreement
- The call text specified the final date of eligibility of expenditures**
- The call text provides information on the payment model, in line with Article 7.3.2 i) and section 6.1 of Annex II to the Programme Agreement.
- It is recommended that the Programme Operator provides applicants with a standard template for preparing the project budget. In addition, the call text should clearly indicate that the inclusion of an expenditure item in a project budget template approved by the Programme Operator, cannot be considered as confirmation of eligibility of that expenditure item.

3.5. Deadline and submission (7.3.2 b)

- Deadline for submission is clear and reasonable (at least two months from the date of the publication)**
- Address for submission is provided**
- The call specifies the date and hour when the call expires**
- The permissible method(s) of delivery is/are specified**
- The call specifies if the deadline refers to a post stamp, time stamp or actual delivery time to the office of the Programme Operator**
- The call specifies whether one or more copies of the application (or only electronic submission) are required**
- The call provides contact information for queries and the timeframe/method for answering them** (in order to ensure equal treatment of applicants it is advisable to publish all questions and answers regarding the call). Article 7.3.2 m)

3.6. Selection process -Article 7.2.3 c) d) f)

- The call clearly distinguishes between administrative criteria, eligibility criteria and evaluation criteria
- The call text provides a description of the selection process and decision-making structure in line with section 4.2 of Annex II to the Programme Agreement (what are the steps in the selection process and which bodies make the recommendations / decisions).
- The appeal procedure as applicable should be clearly mentioned in the call text. (In accordance with section 4.2 of Annex II to the Programme Agreement)
- It is recommended to give applicants a possibility to rectify certain administrative and eligibility shortcomings (e.g. missing annexes to the project application) within a certain deadline.
- The call text should provide information on how to submit a complaint (eg link provided to the complaint mechanism of the Beneficiary State , see Article 12.7 of the Regulation)
- If experts are allowed to ask questions or if field visits are carried out during the process of selecting projects, this should be described in the call text.
- The call gives an indicative timeframe of the selection process and the method in which the applicants will be informed about the decision.

3.7. Administrative criteria

Administrative criteria are conditions for accepting the project application. Without compliance with the administrative criteria, the application shall not be further assessed. The administrative criteria should be easy to assess and should be preferably limited to the deadline and submission rules (see section 3.5).

- The call text provides administrative criteria that are easily determinable. Verification of administrative criteria should not require any review of the content of the application.
- The call text clearly indicates whether the Programme Operator may request additional information/documents from the applicant to determine the compliance with these criteria and, if so:
 - The time available and the method for the submission of such information/documents
 - The criteria that could lead to automatic rejection of the project application, in case of non-compliance with them
- It is recommended that the Programme Operator provides a checklist in the call text and/or guide for applicants, which enables the applicant to self-assess whether they have complied with all administrative criteria.
- The call text states that a communication plan is required as part of the project application

3.8. Eligibility criteria

Eligibility criteria are conditions to assess whether the applicant/partner and the application are qualified for funding. It should be clear whether the criteria relate to the eligibility of the applicant or the eligibility of the application. The eligibility criteria should be assessed only once it has been determined that the application has fulfilled the administrative criteria

- The call text provides eligibility criteria in order to assess compliance with the eligibility criteria listed in 3.2, 3.3 and 3.4 above
- Should the Programme Operator decide that some of the eligibility criteria could be clarified by additional information, this should be clearly stated in the call for proposals, together with the deadline and method to comply with such a request.
- It is recommended that the PO provides a checklist in the call text and/or guide for applicants, which enables the applicant to self-assess whether they have complied with all eligibility criteria.

3.9. Evaluation criteria

- The call text contains clearly defined evaluation/selection criteria, as well as a scoring chart listing the criteria and their weighting. Criteria which have a heavier weighting should preferably be listed first in the list, for clarity.
- The call text indicates the different scores available for each of the criterion and provides guidance on what is assessed under each criterion. The maximum achievable total score, and preferably also the minimum total score a project application needs to be recommendable for funding should be mentioned.

3.10. Additional requirements for the call text

- The call text provides a clear reference or a link to the application form and guideline for applicants (Article 7.3.2 g)
- The call text provides clear references to further information, including reference to the Regulation and relevant guidelines of the Financial Mechanisms as well as other documentation prepared by the Programme Operator that are relevant to the call (Article 7.3.2 l)
- The call text shall require the disclosure of any consultant involved in the preparation of the project application (Article 7.3.2 k)