

Checklist for Applicants

The purpose of this checklist is to help applicants carry out a pre-check of their application before submission, improving the quality of their application.

Admissibility check (completeness)

The Programme Manual outlines a number of admissibility criteria for applications, see chapter 3.3. Project proposals failing to meet any of the requirements below will be deemed inadmissible, unless rectified within a set period.

<input checked="" type="checkbox"/>	Admissibility check	Guidance
<input type="checkbox"/>	1. My application is submitted by the deadline of the call.	See call Terms of Reference, and Jems countdown inside application. Note: the deadline always refers to Copenhagen time. Please be aware of time zone differences!
<input type="checkbox"/>	2. My application annexes include signed Lead Partner and partner statements.	The forms must be signed by a person authorised to sign off on behalf of the organisation, usually the legal representative listed in the application, or someone else at head of unit or director level.
<input type="checkbox"/>	3. My application package has been completed in English.	Please use plain English! When answering the questions, please be specific and follow the guidance in the application form template. Please avoid technical jargon unless absolutely necessary, avoid quoting from NPA programme documents, avoid repeating the same text in multiple answers, and avoid long answers. The maximum character limit is not a target
<input type="checkbox"/>	4. My application is correctly filled in, and all sections have been completed.	
<input type="checkbox"/>	5. Information presented in my application form and in the annexes is consistent.	Please double check that the correct funding source has been selected for each partner. In addition, please check that the source and legal status of the partner contributions is correct.
<input type="checkbox"/>	6. Budget restrictions for partners from Non-Member states have been checked.	Applicants from Non-Member states are strongly advised to check if there are any national restrictions to budget levels, for example by checking national information websites, or by contacting their Regional Contact Point.

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Eligibility check

If admissible, your application will undergo an eligibility check to determine, if it qualifies for funding under the Interreg NPA 2021-2027. The eligibility criteria can be found in chapter 3.3 of the Programme Manual. Project proposals failing to meet any of the requirements below will be deemed ineligible.

<input checked="" type="checkbox"/>	Eligibility check	Guidance
<input type="checkbox"/>	7. My project partnership meets the minimum criteria for geographical coverage.	The minimum requirement is the involvement of partners from at least 3 programme partner countries, at least one of which from an EU Member State. The partnership should clearly have a transnational character.
<input type="checkbox"/>	8. The Lead partner is an eligible organisation inside the NPA programme area.	The minimum requirement is that the Lead Partner is a public organisation. In addition, the Lead Partner should be based inside the NPA Programme area, unless the organisation has a national remit ¹ that covers the Programme area. For more information about the Lead Partner role, see Programme Manual chapter 2.2.
<input type="checkbox"/>	9. All project partners are eligible organisations.	The minimum requirements for partners are an eligible legal status, and being located in the programme area, unless in exceptional circumstances when sufficient justification is provided, in which case you are asked to contact the Joint Secretariat prior to submitting. In addition, the partners should be correctly attributed to a NUTS 3 region or equivalent. For more guidance on eligible partners, see Programme Manual chapter 2.2.
<input type="checkbox"/>	10. The duration of my project meets the criteria for the project type as outlined in the call Terms of Reference	The duration is up to 3 years for a regular main project, and 18 months for a Priority 3 small-scale project.
<input type="checkbox"/>	11. The budget size of my project meets the criteria for the project type as outlined in the call Terms of Reference.	A main project has an average total budget of 1500 000 EUR. Exceeding this amount needs to be justified and represent value-for-money. For Non-EU partners, please also check if there are any national budget limits. For Priority 3 small-scale projects, the maximum total budget is 200 000 EUR.
<input type="checkbox"/>	12. The three mandatory	The mandatory criteria are joint development,

¹ A national remit means that the organisation is tasked by the national government to perform a certain task in the entire country. Organisations with a national remit are typically national government authorities (e.g. ministries), national institutions, and national agencies, but they can also for example include supranational bodies.

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	cooperation criteria have been selected.	joint implementation, and joint financing. See Programme Manual chapter 2.3.3.
<input type="checkbox"/>	13. My project will adhere to the horizontal principles, and is in line with the "Do No Significant Harm" principle.	See Programme Manual chapter 2.5.

Quality check

Eligible applications will undergo a quality check, looking at strategic and operational aspects of the project, in short looking at the project's relevance and feasibility. The quality criteria are outlined in chapter 3.3. of the Programme Manual. The main points are highlighted below.

<input checked="" type="checkbox"/>	Quality check	Guidance
<input type="checkbox"/>	14. My project addresses the common challenges or opportunities of the programme area identified in the programme document - there is a real need for my project.	See website and Cooperation Programme, chapter 1.2 and 1.3.
<input type="checkbox"/>	15. My project fits well with the chosen programme specific objective.	See Cooperation Programme, chapter 1.4-1.6.
<input type="checkbox"/>	16. My project demonstrates new solutions that go beyond the existing practice, but also builds on available knowledge, avoiding duplication.	
<input type="checkbox"/>	17. The importance of transnational cooperation for the topic addressed by my project is clear.	
<input type="checkbox"/>	18. My project's logic is plausible. Project objectives are specific, realistic and achievable.	Please see Programme Manual chapter 2.3 for guidance on project logic.
<input type="checkbox"/>	19. My project outputs and results are needed to achieve my project goals, and their contributions to the indicators are realistic.	Please see Programme Manual chapter 2.3 for an explanation of deliverables, outputs, and results. Note: Please carefully read the definitions for the indicators in your chosen specific objective, Programme Manual chapter 5. Please do not count the same solution in each partner region (double counting).
<input type="checkbox"/>	20. My project outputs are durable, and they can be used and replicated by other organisations/regions/countries outside of my partnership.	
<input type="checkbox"/>	21. My project makes a positive contribution to the horizontal	See Programme Manual chapter 2.5.

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	principles, in particular sustainable development, gender equality, and non-discrimination and accessibility.	
<input type="checkbox"/>	22. My project partnership involves the relevant actors to address the chosen topic, with the necessary competence and capacity to implement the project.	
<input type="checkbox"/>	23. My partnership is balanced with respect to levels, sectors, territory, and consists of partners that complement each other, playing a defined role in the project.	
<input type="checkbox"/>	24. The work plan is realistic, consistent and coherent according to my project's logic.	It is recommended to have up to 3 work packages. Each work package should represent a milestone, or major implementation step in the project lifecycle. Note: projects should <u>not</u> create separate work packages for management and communication. Instead, communication is integrated in each work package, and management is addressed in application section C.7.
<input type="checkbox"/>	25. In the partner section, I have clearly outlined if there are any State Aid relevant partners (undertakings receiving direct aid), or State Aid relevant project activities, involving support to enterprises (indirect aid).	Please see Programme Manual chapter 2.9 for more guidance about State Aid in projects.
<input type="checkbox"/>	26. The communication activities contribute to my project's objectives, and they are appropriate to reach, engage and influence the relevant target groups and stakeholders.	Please see Programme Manual chapter 2.4.2 for more information about the expectations for project communications.
<input type="checkbox"/>	27. My project's management structures and procedures are in line with the project size, duration and needs.	
<input type="checkbox"/>	28. My project budget is in line with the eligibility rules of expenditure.	Please see Programme Manual chapter 2.7 for eligibility rules per cost category.
<input type="checkbox"/>	29. My project budget is transparent, and proportionate to the proposed work plan, project outputs and the partner roles. My application represents value-for-money.	The need for engaging external expertise should be justified and the costs should be realistic and proportionate.