**STEP I Admissibility** Annex H

**ADMINISTRATIVE GRID**

| **Check shall be made for all the partners involved in the application form. In case of NO, the evaluator shall specify the name of the partner who didn’t submit the required document** | **YES** | **NO** |  **N/A** | **Comments** |
| --- | --- | --- | --- | --- |
|  | The Application Form is entirely filled in and it is in English. |  |  |  |  |
|  | Mandatory annexes ( according to Chapter 2.6.4) are attached to the Application Form, are legible, and the signatures and stamps (if required by the relevant legal provisions in force) are visible. |  |  |  |  |
|  | Is presented in the Application Form, the list of locations where the equipment will be installed/stationed, regardless of the value of the equipment per location?  |  |  |  |  |
| **LEAD PARTNER - APPLICANT** |
| 4.1 | **Project Statement from lead partner** is using the template provided in Annex A, is fully filled in, electronically signed /handwritten signed by the legal representative (in the latter case the signatures and stamps (if required by the relevant legal provisions in force) are visible**, in English** |  |  |  |  |
| 4.2 | Official mandate for the person signing Annex A Project Statement, Annex C Financial Capacity Self-assessment, Annex D State Aid self-assessment, in case she/he is not the legal representative of the Lead partner/Partner was provided **(in national language)** |  |  |  |  |
| 4.3 | *Statutes* or other relevant documents **(in national language)** for the Lead partner. The documents provided must contain at least the following information: headquarters of the organisation, legal representative, empowered body for the approval of the budget of the entity, articles demonstrating that the organization has competences/attributions in the field addressed by the project, appointment/designation/election etc of the legal representative if this information does not appear in the statute, have been provided.  |  |  |  |  |
| 4.4 | Financial Capacity Self-assessment (Annex C) – signed by the legal representative, in pdf format and Excel file, was provided, **in national language** |  |  |  |  |
| 4.5 | - Annual accounts for the latest financial year for which the accounts have been closed at the moment of submission of the Application was submitted by the Lead Partner, **in national language**. or - the balance sheet and profit and loss account providing data about revenues, expenditures, profit and losses was submitted. *NB.Annual Accounts containing only the Balance Sheet without the Profit and Loss Account or a document providing data about revenues, expenditures, profit and losses for the latest financial year for which the accounts have been closed, will be considered noncompliant. Organisations established in 2024 not having the latest annual accounts must submit the Balance sheet for the last closed month.* *Organizations that do not present at least one closed Balance sheet are not administratively compliant.**This obligation does not apply to public authorities (e.g. county councils, local councils, district councils, village councils, etc.)* |  |  |  |  |
| 4.6 | Certificates of fiscal registration or equivalent of the lead partner was provided **in national language** |  |  |  |  |
| 4.7 | State Aid self-assessment (template in Annex D – one per project) – **jointly filled in** by the Applicant and each project Partner, electronically or handwritten signed by the legal representatives of each partner was submitted. In case of handwritten signatures, it was also stamped, if so required by the relevant legal provisions in force. |  |  |  |  |
| **PROJECT PARTNER 1,2,3** |
| 5.1 | Project Partner Statement from project partner is using the template provided in Annex B, is using the template provided in Annex A, is fully filled in, electronically signed /handwritten signed by the legal representative (in the latter case the signatures and stamps (if required by the relevant legal provisions in force) are visible**, in English**  |  |  |  |  |
| 5.2 | Statutes or other relevant documents (in national language) for the Lead partner. The documents provided must contain at least the following information: headquarters of the organisation, legal representative, empowered body for the approval of the budget of the entity, articles demonstrating that the organization has competences/attributions in the field addressed by the project, appointment/designation/election etc of the legal representative if this information does not appear in the statute, have been provided. |  |  |  |  |
| 5.3 | Official mandate was provided for the person signing Annex B Project partner Statement, Annex C Financial Capacity Self-assessment, Annex D State Aid self-assessment, in case she/he is not the legal representative of the Applicant, signed by the legal representative |  |  |  |  |
| 5.4 | Financial Capacity Self-assessment (Annex C) – signed by the legal representative in pdf format and Excel file, was provided (**in national language)** |  |  |  |  |
| 5.5 | - Annual accounts for the latest financial year for which the accounts have been closed at the moment of submission of the Application , (**in national language)**, or - the balance sheet and profit and loss account providing data about revenues, expenditures, profit and losses will be accepted. Annual Accounts containing only the Balance Sheet without the Profit and Loss Account or a document providing data about revenues, expenditures, profit and losses for the latest financial year for which the accounts have been closed, will be considered noncompliant. *NB Organisations (project Partner) established in 2024 not having the latest annual accounts must submit the Balance sheet for the last closed month.**Organizations that do not present at least one closed Balance sheet are not administratively compliant.**This obligation does not apply to public authorities (e.g. county councils, local councils, district councils, village councils, etc.).* |  |  |  |  |
| 5.6 | Certificates of fiscal registration or equivalent, was provided( **in national language)**. |  |  |  |  |
| **The Application is administrative compliant.** |  |  |  |  |