**FORMAL AND SUBSTANTIVE ASSESSMENT SHEET**

**FORMAL AND SUBSTANTIVE ASSESSMENT SHEET 2014-2021**

**Project Title:**

**Project Promoter:**

**Filled on the basis of the last approved ORF:**

|  |  |
| --- | --- |
| **Percentage of certified expenses** |  |
| **Amount remaining to be spent (EUR)**  |  |
| **Degree of substantial performance of the project (%)** |  |
| **Fulfillment of programme and bilateral indicators (if applicable)** |  |

**Assessment**

|  |  |  |
| --- | --- | --- |
| FORMAL CRITERIA which cannot be supplemented | YES/NO/NOT APPLICABLE | NOTES |
| 1. | The application was received by the Programme Operator within the deadline |  |  |
| 2. | The application was prepared on the appropriate form |  |  |
| 3. | The applicant is eligible to apply for additional funding under the procedure for the allocation of savings  |  |  |
| 4. | The amount of additional funding applied for is in accordance with the rules provided for in the announcement |  |  |
| FORMAL CRITERIA which cannot be supplemented within 3 working days | YES/NO/NOT APPLICABLE | NOTES |
| 1. | The application was submitted on the form required by the announcement |  |  |
| 2. | The application was submitted in Polish |  |  |
| 3. | The data indicated in the application is complete (all required fields have been filled in) |  |  |
| 4. | The application is signed by the applicant – the person authorized to sign the application[[1]](#footnote-1) |  |  |
| 5. | The completion date of the project does not exceed the date of eligibility of expenditures under the Programme |  |  |
| 6. | The application is accompanied by the required/declared attachments |  |  |
| 7. | The data indicated in the application is complete (all required fields have been filled in) |  |  |
| SUBSTANTIVE CRITERIA | Max points | Mark | NOTES |
| 1. | Justification of the need to allocate funds for additional activities/current activities whose cost of performance has increased  | 3 |  |  |
| 2. | Mitigating of the risk of not achieving Programme/project results – to what extent inability to implement activities proposed within additional funds will have negative impact on achieving goals of the Programme/project  | 3 |  |  |
| 3. | Impact on programme indicators (whether the “target value” is increased, whether indicators have been added, whether additional indicators are relevant to planned activities) | 3 |  |  |
| 4. | Assessment of the project implementation to date (overall disbursements, status of tasks which are yet to be implemented) | 3 |  |  |
| 5. | Reasonableness (necessity) of incurring particular costs | 3 |  |  |
| 6. | Compliance of expenditure with eligibility criteria | 2 |  |  |
| 7. | Accounting correctness of the prepared budget | 1 |  |  |
| 8. | The impact of planned expenditures on the proportion of investment expenditures in the Programme | 2 |  |  |
| TOTAL | 20 |  |  |
| **NOTES/RECOMMENDATIONS/COMMENTS** |
|  |

|  |
| --- |
| **EXPERT 1/2\*** |
| **Full name of the assessor**  |  |
| **Date of assessment** |  |
| **Signature** |  |

\*circle as appropriate

1. If the signature is provided by a person other than the person listed in the charter or other document of the applying entity, the original or a copy of the document certifying the authority of such person to represent the applicant must be attached. [↑](#footnote-ref-1)