CONCEPT NOTE-EVALUATION GRID

Project Acronym:	
Project title:	
Lead Beneficiary:	
MIS:	
Priority axis:	

1. Administrative compliance (YES/NO)	Score	Comments
a) Is the Concept Note submitted within the deadline set:	YES☐ NO☐	
b) Is the Concept Note submitted in the required formats: • Concept Note, signed (with signature authentication)	YES☐ NO☐	

	Score	Comments
c) Are all sections of the Concept Note appropriately filled in?	YES☐ NO☐	
d) Is the Concept Note completed in the Programme's Official Language (English)?	YES☐ NO☐	
2. Eligibility criteria (YES/ NO)	**Score**	**Comments**
1) Are all PBs in the project eligible to participate in the 1st Call for Proposals, i.e. are they: ☐Public Bodies ☐Bodies Governed by Public Law ☐ Non Profit Organizations (bodies governed by private law) ☐ International Organizations ☐ EGTCs	YES☐ NO☐	
2) Are the beneficiaries according to their legal status the competent authorities for developing or delivering the scope of the project?	YES☐ NO☐	
3) Does the project partner demonstrate the specific need the organization had in the past which initiated their involvement in the project?	YES☐ PARTIALLY YES☐ NO☐	
3. SPECIFIC CRITERIA FOR PROJECT ELIGIBILITY (YES/ NO)		
1. Is it clearly specified by the Project Beneficiary which Directorate/Unit or department, is responsible/competent for the preparation and execution of the project activities?	YES☐ PARTIALLY YES☐ NO☐	
2. Is the partner's role clearly described in the project? (Is the specific project partner responsible for delivering specific actions & work packages?). Does the project adequately demonstrate the contribution expected from each partner? Are all project partners actively engaged	YES☐ PARTIALLY YES☐ NO☐	

	in joint activities? Does the project consist of joint and not only simple parallel actions?		

3.	In terms of the project partners capabilities, do the project partners demonstrate that they have the required:
	    a. Specific skills for the successful implementation of the project activities?
	    b. Certain know-how on the topic that the project addresses?
	    c. Effect on the project's and programme's geographical coverage?
		YES☐ PARTIALLY YES☐ NO☐
		
		YES☐ PARTIALLY YES☐ NO☐
		
		YES☐ PARTIALLY YES☐ NO☐	

4.	Does the project fit in the priority axis and specific objective of the call according to the Programme Document?	YES☐ NO☐	
5.	Will the project's overall objectives bring the desired expected change to the programme area addressed as described in the field "Brief Overview of the Project" and "…Overall project objectives and expected change" of the Concept Note?	YES☐ NO☐	
6.	Does the project proposal contain innovative features (new ideas, more effective devices or processes: new solutions, new technologies, and new products)?	YES☐ PARTIALLY YES☐ NO☐	
7.	Is the project's added value apparent? *Added value is defined by:* *- main results of the project proposal, which are significant within the programme area and/or* *- synergies/complementarities/capitalization of the proposed activities with already implemented projects, and/or with relevant European or national/macro-regional/regional policies/strategies*	YES☐ PARTIALLY YES☐ NO☐	
8.	Are the minimum conditions of cross-border character respected? *(EC Regulation 2021/1059, art. 23) that is: a) project beneficiaries of both countries are involved, b) all beneficiaries shall co-operate in the development*	YES☐ NO☐	

	and implementation of operation, c) they shall cooperate either in staffing or/and in financing of the operation		
9.	In case of infrastructure or equipment: Does the project show maturity for the implementation of the proposed activities/deliverables (in terms of (studies, surveys, licensing, approvals, procurement calls etc.)? In the circumstance that the project shows low or no maturity, is the proposed timeline realistic and achievable? Is the required land or property available for the implementation of the project?	YES☐ PARTIALLY YES☐ NO☐	
10.	Is the project budget and costs per action within the limits set in the Call for proposals?	YES☐ NO☐	
11.	Are the output and result indicators selected according to the indicators specified in the Programme Document and Specific Objective?	YES☐ NO☐	
12.	Is the duration of the project in line with the time frame set out in the Call for proposals?	YES☐ NO☐	

IMPORTANT NOTE:
If all evaluation questions are answered with "YES", the proposal is accepted. If a "PARTIALLY YES" is selected, the proposal is accepted but labelled as "weak". Recommendations for improvement regarding the related question will be stated. If a "NO" is ticked in a checkbox, it leads to the rejection of the proposal.