**STEP I Admissibility** Annex K 1

**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 are attached to the application form, according to Chapter 2.6.4 |  |  |  |  |
| **LEAD PARTNER-APPLICANT** |
| 3.1 | Project Statement from lead partner (template in Annex A), stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative |  |  |  |  |
| 3.2 | Statute or other relevant documents for the lead partner stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative, in national language and English translation. Translation in English it covers at least the following information:- headquarters of the organization - legal representative of the organization - empowered body for the approval of the budget of the entity- articles that demonstrate that the organization has competences/attributions in the field addressed by the project. |  |  |  |  |
| 3.3 | Financial Capacity Self-assessment (Annex C) – Excel file stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative |  |  |  |  |
| 3.4 | - Annual accounts for the latest financial year for which the accounts have been closed at the moment of submission of the Application must be submitted by the Lead Partner, in English (certified through signature by the legal representative of the organisation). - 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 and therefore missing documents. Organisations established in 2023 not having the latest annual accounts must submit the Balance sheet for the last closed month. This obligation does not apply to public authorities |  |  |  |  |
| 3.5 | Certificates of fiscal registration or equivalent of the lead partner, stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representatives, in national language and English translation  |  |  |  |  |
| 3.6 | Valid certificates issued by the competent state authority in participating country proving that the lead partner has fulfilled its obligations related to the payment of debt to the consolidated state budget in accordance with the legal provisions of the country in which it is established, stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative, in national language and English translation; |  |  |  |  |
| 3.7 | Valid certificates issued by the competent local authority in participating country proving that the lead partner has fulfilled its obligations relating to the payment of debts to the local budget if available in accordance with the legal provisions of the country in which it is established –stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative, in the national language and in English translation |  |  |  |  |
| 3.8 | Job descriptions (template in Annex D) for all the functions listed in the Application Form – in English |  |  |  |  |
| 3.9 |  Basic technical information of infrastructure and cost estimation in English or,if available Feasibility Study or equivalent |  |  |  |  |
| 3.10 | Official mandate for the person signing the above-mentioned documents in case she/he is not the legal representative – in original, stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representatives, in English/English translation. |  |  |  |  |
| 3.11 | Evidence of ownership by the lead partner or access to the land |  |  |  |  |
| 3.11.1 | legal acts stating the rights of the lead partner over each location (land/building/space) where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 is to be installed/ used, are valid until at least five years of the final payment to the beneficiary  but not less than 2034 (ownership, long term rent, concession, administration, etc.) – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force) /electronically signed by the legal representative |  |  |  |  |
| 3.11.2 | documents showing registration in the relevant public registers of the rights of the lead partner over each location (land/building/space) where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 is to be installed/ used – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force)/electronically signed by the legal representative |  |  |  |  |
| 3.11.3 | statements by the owner that each location (land/building/space) where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 is to be installed/ used is free of any encumbrances, is not the object of a pending litigation, is not the object of a claim according to the relevant national legislation – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force) / electronically signed by the legal representatives of the owner. |  |  |  |  |
| 3.11.4 | In case the lead partner is not the owner, agreement of the land/building/space owner, stating that the infrastructure may be executed and/or equipment over EUR 60,000 may be installed/used – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force) / electronically signed by the legal representatives of the owner. |  |  |  |  |
| **PROJECT PARTNER 1,2,3** |
| 4.1 | Project Partner Statement (templates in Annex B), stamped (if required by the relevant legal provisions in force)and signed/electronically signed by the legal representatives |  |  |  |  |
| 4.2 | Statutes or other relevant documents stamped (if required by the relevant legal provisions in force)and signed/electronically signed by the legal representatives, in national language and English translation  |  |  |  |  |
| 4.3 | Financial Capacity Self-assessment (Annex C) – Excel file stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative |  |  |  |  |
| 4.4 | - Annual accounts for the latest financial year for which the accounts have been closed at the moment of submission of the Application, in English (certified through signature by the legal representative of the organisation). - 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 and therefore missing documents. Organisations (project Partner) established in 2023 not having the latest annual accounts must submit the Balance sheet for the last closed month. This obligation does not apply to public authorities |  |  |  |  |
| 4.5 | Certificates of fiscal registration or equivalent, stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representatives, in national language and English translation  |  |  |  |  |
| 4.6 | Valid certificates issued by the competent state authority in each participating country proving that the Partner have fulfilled their obligations related to the payment of debt to the consolidated state budget in accordance with the legal provisions of the country in which they are established - stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative, in national language and English translation; |  |  |  |  |
| 4.7 | Valid certificates issued by the competent local authority in respective country proving that the Partner have fulfilled obligations relating to the payment of debts to the local budget if available in accordance with the legal provisions of the country in which they are established –stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representative, in the national language and in English translation |  |  |  |  |
| 4.8 | Job descriptions (template in Annex D) for all the functions listed in the Application Form – in English |  |  |  |  |
| 4.9 |  Basic technical information of infrastructure and cost estimation in English or,if available, Feasibility Study or equivalent |  |  |  |  |
| 4.10 | Official mandate for the person signing the above-mentioned documents in case she/he is not the legal representative – in original, stamped (if required by the relevant legal provisions in force) and signed/electronically signed by the legal representatives, in English/English translation. |  |  |  |  |
| 4.11 | Evidence of ownership by Partner and access to the land |  |  |  |  |
| 4.11.1 | legal acts stating the rights of the respective Partner over each location (land/building/space) where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 is to be installed/ used, must be valid until at least five years of the final payment to the beneficiary but not less than 2034 (ownership, long term rent, concession, administration, etc.) – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force) /electronically signed by the legal representatives |  |  |  |  |
| 4.11.2 | documents showing registration in the relevant public registers of the rights of the respective Partner over each location (land/building/space) where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 is to be installed/ used – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force)/electronically signed by the legal representatives |  |  |  |  |
| 4.11.3 | statements by the owner that each location (land/building/space) where the infrastructure is foreseen to be executed AND/OR equipment over EUR 60,000 is to be installed/ used is free of any encumbrances, is not the object of a pending litigation, is not the object of a claim according to the relevant national legislation – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force) / electronically signed by the legal representatives of the owner. |  |  |  |  |
| 4.11.4 | In case the partner is not the owner, agreement of the land/building/space owner, stating that the infrastructure may be executed and/or equipment over EUR 60,000 may be installed/used – in national language and English translation, signed and stamped (if required by the relevant legal provisions in force) / electronically signed by the legal representatives of the owner. |  |  |  |  |
| **The Application is administrative compliant.** |  |  |  |  |