

## ANNEX D: ADMINISTRATIVE AND ELIGIBILITY CHECKLIST

<b>Project title:</b>		<b>Publication reference:</b>	
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<b>PART 1 (ADMINISTRATIVE)</b>	<b>Yes</b>	<b>No</b>
<b>1. The Application is submitted within the deadline and following the instructions provided in the Guidelines for Applicants</b>		
<b>2. The Application Form (Annex A) is included, signed and filled in all its parts</b>		
<b>3. The Budget (Annex B) is included and signed</b>		
<b>4. The Declaration letter (Annex C) is included and signed</b>		
<b>5. This checklist is included and signed for acknowledgement</b>		
<b>6. The proposal is typed and is in English</b>		
<b>7. Evidence of the representative's authorisation to act for and on behalf of the Applicant is included</b>		
<b>8. Confirmation from relevant Ministries is included (only if needed)</b>		
<b>9. An electronic version of the Project Proposal (Annexes A and B) is included</b>		
<b>PART 2 (ELIGIBILITY)</b>	<b>Yes</b>	<b>No</b>
<b>10. The action will be implemented in an eligible municipality</b>		
<b>11. The duration of the action is between the minimum and maximum allowed</b>		
<b>12. The requested contribution is between the minimum and maximum allowed</b>		
<b>13. The activities of the action comply with the criteria specified in the Guidelines for Applicants</b>		

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<b>The Application is accepted? (Yes / No)</b>		
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<b>Chairperson's name</b>	
<b>Chairperson's signature</b>	
<b>Date</b>	