

Annex 2 to the ACC_ BF 01 – Selection criteria and selection procedure

Selection criteria and selection procedure

Formal compliance criteria shall be assessed by the Programme Operator (hereinafter referred to as the “PO”). Travel Grant Application that was awarded “No” for one of the formal compliance criterion shall be excluded from further assessment. If the PO identifies a shortcoming in the Travel Grant Application, the applicant will be asked to rectify identified shortcomings and/or to supplement the missing information. The applicant shall respond to the findings of the PO within 5 working days. Within this period the applicant shall also rectify the identified shortcomings and/or supplement the missing information. Upon the request of the applicant the PO may extend this period. Should the applicant fail to rectify the identified shortcomings and/or supplement the missing information within the set deadline, the Travel Grant Application shall be rejected.

1. FORMAL COMPLIANCE CRITERIA

No.	Control question	YES	No	N/A	Comments
1.	Was the Travel Grant Application delivered by the deadline?				
2.	Are the mandatory attachments attached to the Travel Grant Application?				
3.	Has the applicant submitted the missing information/rectified identified shortcomings within the set deadline? ¹				

2. ELIGIBILITY CRITERIA

No.	Control question	YES	No	N/A	Comments
1.	Are the applicant and its partner(s) eligible?				
2.	Is the timeframe of the initiative implementation in compliance with the length and period specified in the Call? ²				
3.	Was the maximal limit of the Grant applied for observed? ³				
4.	The aim of the initiative / activity is directly related to the outcome/ outputs ⁴ of the SK-Climate programme?				

¹ Relevant in case the PO requested the submission of missing information/rectify shortcomings.

² Duration of the initiative is maximum 7 days including 2 days for the journey. The latest date of eligibility is set out in the Call.

³ The maximum amount is 5 000 EUR.

⁴ Outputs of the Programme according to the “Programme Agreement” <https://www.minzp.sk/files/sekcia-enviromentalnych-projektov-programov/programova-dohoda-financovani-programu-zmiernovanie-prisposobovanie-zmene-klimy-text.pdf>

3. CONTENT RELATED CRITERIA

No.	Control question	YES	No	N/A
1.	Is the objective and content of the initiative/ activity in compliance with the bilateral objective of the EEA and Norway Grants?			
2.	Do all involved parties benefit from the cooperation?			
3.	Are the participating organisations relevant to the implementation of the initiative?			
4.	Is the timeframe of the implementation of the initiative feasible and effective?			
5.	Is the composition of the group adequate to the proposed initiative?			
6.	Is the sustainability of bilateral cooperation expected?			
7.	Is the budget adequate to the proposed initiative/ activity?			
Opinion of the PO		POSITIVE / NEGATIVE		

Every Travel Grant Application meeting the formal compliance and eligibility criteria is circulated to all Donor Programme Partners (voting assessors), along with the PO's initial opinion, based on the Content related criteria. In case at least one control question is answered „No“, the opinion of the PO shall be negative. The negative answer shall be justified in the field “Comments”.

In case the opinion of the PO is positive and no objection is received within three working days following the submission of the application, the Travel Grant Application is supported; otherwise, the Travel Grant Application is rejected and the reservation of funds cancelled.

In case the opinion of the PO is negative and all, but at least two voting assessors raised objection against the opinion, the Travel Grant Application is supported; otherwise, the application is rejected and the reservation of funds cancelled.