

FORMAL ASSESSMENT		
A) Check of formal requirements	YES	NO
1. The application was filled in the prescribed form – 1 original and 1 copy (electronically).		
2. The application was received at least 30 working days before starting the planned initiative. If not, the subsequent submission should be duly justified.		
3. All required information had been filled in the application, including the signature of responsible person for the institution of the applicant and duly filled data.		
4. The applicant has duly filled in all the marked fields.		
5. Required attachments are documented.		
B) Eligibility check		
6. The applicant is eligible.		
7. Initiatives are eligible, they are non-profit nature and to contribute to the development of bilateral relations.		
8. All indicated expenditures are eligible.		
9. The maximum amount of expenditures is in accordance with Annex I of the Guidelines for the applicants and recipients of a grant from the Fund for bilateral relation at national level and the items do not exceed the maximum eligible expenditures.		
C) Complementarity check		
10. Proposed initiatives cannot be paid from the Fund for bilateral relation at programme level.		
During the check of formal requirements , the applicant may be invited to supplement the missing or additional information needed for an assessment. The applicant shall complete the following information not later than 10 working days from the invitation (by e-mail) .		
Submission of an application for assessment		
The application is submitted for assessment if all the points 1-10 are answered „YES“ . If the answer of any of questions 6-10 is „NO“ , the Application for funding from the Fund shall not be submitted for assessment and will be not approved.		

DETAILED ASSESSMENT	Max. score
Description and justification of the application	52
Initiative is in line with the Fund objectives.	
Initiative contributes to strengthening of bilateral relations/cooperation.	
Initiative is well structured with mutually linked activities which guarantee the achievement of expected results.	
Time schedule is comprehensible and realistic.	
Budget and limits	30
Budget is in line with the proposed activities.	
Benefit to the Czech Republic – proposed initiative is to the Czech Republic benefit in the respective area.	15
Benefit to the annual priority area – proposed activities are to the bilateral cooperation benefit in the annual priority area.	3
Total max. score	100
The application is approved if the average score of both assessments is at least 75 points .	