



Checklist for Applicants

Fourth Call for Main Project Applications

1st May – 30th November 2016

The purpose of this checklist is to help you carry out a quality check of your application before submission, and to avoid that you forget anything important.

Admissibility

The Programme Manual outlines a number of admissibility criteria for applications. If these criteria are not met, the application will not be considered.

- The application is submitted by the deadline of the call; latest 30th November 2016 at 23:59 CET.
- The application is correctly filled in, and all sections have been completed. The application is completed in English.
- The application is signed by the authorised signatory. A Lead Partner signature template has been attached.
- Supporting documents are attached, as a minimum signed match funding commitments in Euros for each partner.

Eligibility check

If admissible, your application will undergo an eligibility check to determine if it qualifies for funding under the NPA 2014-2020. The eligibility check takes about 10 days, and you will be notified of the outcome.

- The project involves a minimum of 3 partners from 3 different programme partner countries, one of which is located in a European Union Member State.
- The Lead Partner organisation is eligible: the Lead Partner organisation is **public** (please remember the legal status assessment form), and it is located in an EU programme partner country, Norway or Iceland. The Lead Partner is located inside the Programme area unless the organisation has a national remit.
- All project partners are eligible organisations: they have an eligible legal status (please remember the legal status assessment form), and are located in the programme area, unless in exceptional circumstances when sufficient justification is provided for the use of geographical flexibility. The partnership is clearly transnational rather than cross-border.
- The project duration is no longer than three years, and will finish before the end of 2021.
- The budget and request for funding is within the limits agreed by the Monitoring Committee in the call for applications. If exceeding the recommended budget size, this is justified in the application.
- Match funding is secured according to the minimum requirements regarding its type, and intervention rate. **Note:** the intervention rate is maximum 65% (although 50% for Norwegian partners, and 60% for Icelandic partners). For SMEs a maximum intervention rate of 50% applies.
- The project complies with relevant European legislation (in particular eligibility of expenditure and State Aid rules).
- There is no evidence of double funding of activities.
- The project takes into account horizontal principles of environmental sustainability, inclusion and diversity, and equality between men and women.
- The project will result in the development of a defined transboundary product or service.

Quality assessment

Eligible applications undergo a quality assessment to check how well your application fits with the objectives of the programme and how relevant it is to the programme area. It also assesses the quality of the project setup, management and financing. In addition, your application will also be assessed against the [Terms of Reference for the Fourth Call](#). The quality assessment includes input from Regional Advisory Groups from each programme partner country. The assessment ends with a decision proposal for the Monitoring Committee, who will take project decisions on 2nd March 2017.

Note: successful main projects will be expected to attend a Lead Partner Seminar on 5-6 April 2017 in Stornoway, Scotland.

Further guidance

For further guidance on any of the issues above, please see [Programme Manual](#) chapter 2 for further details, or contact Christopher Parker, christopher.parker@interreg-npa.eu.

In case you have any technical questions about eMS, please contact the eMS Helpdesk: <https://npaems.freshdesk.com/support/home>.