

## **The assessment of project proposals in relation to administrative criteria**

Administrative verification of project proposals is carried out in accordance with established criteria, which will be carried out by Fund Managers or other persons employed by the Fund as determined by the Executive Director. They determine whether the project proposals meet the administrative criteria specified in the Public Call. These criteria are strictly applied and any project proposal that does not meet all the administrative criteria specified in the Public Call is not included in the further process. The verification of the fulfilment of the administrative criteria is carried out before the start, and continues during the evaluation of the project proposals in relation to the selection criteria. Below are the administrative criteria along with their detailed explanation. In this evaluation phase, the only possible ratings are 'YES', 'NO' or not applicable. **If any answer in the 'Checklist' is negative ('NO') the application is rejected.**

## Administrative verification checklist

Criterion	The project meets the administrative criteria	Grading guide
<b>APPLICATION METHOD AND DEADLINE</b>	The application was submitted in English in electronic form through the portal on the Fund's website within the deadline specified in the Public Call	<b>YES:</b> The application <b>was</b> submitted in English in electronic form through the portal on the Fund's website within the deadline specified in the Public call. <b>NO:</b> The application <b>was not</b> submitted in English in electronic form through the portal on the Fund's website and <b>was not</b> submitted within the deadline specified in the Public call.
<b>THE DURATION OF THE PROJECT</b>	The duration of projects is at least 4 and at most 12 months	<b>YES:</b> The duration of the project <b>is</b> at least 4 and at most 12 months. <b>NO:</b> The duration of the project <b>is not</b> at least 4 and at most 12 months.
<b>REQUIRED FUNDS</b>	The amount of funds requested from the Fund is not less than 20,000 and not more than 40,000 euros	<b>YES:</b> The applicant did not ask for less than 20,000 and more than 40,000 euros. <b>NO:</b> The applicant requested less than 20,000 and more than 40,000 euros.
<b>ELIGIBLE ACTIVITIES</b>	The applicant has foreseen acceptable activities in the project	<b>YES:</b> The applicant <b>has</b> foreseen acceptable activities in the project. <b>NO:</b> The applicant <b>did not</b> foresee acceptable activities in the project.
<b>APPLICANT'S STATUS</b>	The applicant has the status of a micro, small or medium-sized enterprise according to Schedule 1 of the GEBER Regulation	<b>YES:</b> By checking the register of business entities (available on the Internet), <b>it was established</b> that the applicant has the status of a micro, small or medium-sized enterprise . <b>NO:</b> By checking the register of business entities (available on the Internet), it was determined that the applicant <b>is NOT</b> in the status of a micro, small or medium-sized enterprise .
<b>REGISTRATION OF THE APPLICANT</b>	The applicant is registered in the Central Register of Business Entities of Montenegro	<b>YES:</b> By checking the Central Register of Business Entities of Montenegro (available on the Internet), it was determined <b>that</b> the applicant was registered in the register. <b>NO:</b> By checking the Central Register of Business Entities of Montenegro (available on the Internet), it was determined that the applicant <b>was NOT</b> registered in the register.

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<b>BALANCE SHEET STATUS</b>	From the AFS (Annual Financial Report – Balance sheet and profit and loss sheet) for the last business year (year 2023) it is evident that MSME has positive capital value.	<p><b>YES:</b> The balance sheet on the day 31.12.2023 shows that the applicant <b>has positive</b> capital value.</p> <p><b>NO:</b> The balance sheet on the day 31.12.2023 shows that the applicant <b>has negative</b> capital value.</p>
<b>APPLICATION FORM</b>	The applicant submitted the Application Form	<p><b>YES:</b> The applicant <b>has</b> attached the Application Form.</p> <p><b>NO:</b> The applicant <b>did not</b> attach the Application Form.</p>
<b>APPLICANT'S STATEMENT</b>	The applicant has submitted the Statement (including the statement on co-funding)	<p><b>YES:</b> The applicant <b>has</b> submitted the Statement - which also includes the statement on co-funding, signed and stamped by the authorised person.</p> <p><b>NO:</b> The applicant <b>did not</b> submit the Statement - which also includes the statement on co-funding, signed and stamped by the authorised person.</p>
<b>DECLARATION OF (IR)RECOVERABILITY OF VAT</b>	The applicant has submitted a Statement on (ir)recoverability of VAT	<p><b>YES :</b> The applicant <b>submitted</b> the Statement, signed and stamped by the authorised person.</p> <p><b>NO:</b> The applicant <b>did not</b> submit the Statement, signed and stamped by the authorised person.</p>
<b>FINANCIAL PLAN</b>	The applicant submitted an excel "Form" (Financial Plan), in which all fields were filled	<p><b>YES:</b> The applicant <b>submitted</b> an excel " Financial Plan " - in which all fields are filled</p> <p><b>NO:</b> The applicant <b>did not</b> submit an excel " Financial Plan" - in which all fields are filled</p>
<b>PROJECT TEAM BIOGRAPHIES</b>	The applicant has submitted CVs of the project manager and other members of the project team involved in the project	<p><b>YES:</b> The applicant <b>submitted</b> biographies of the project manager and other members of the project team involved in the project</p> <p><b>NO:</b> The applicant <b>did not</b> submit biographies of the project manager and other members of the project team involved in the project</p>