

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
APPLICATION METHOD AND DEADLINE	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	YES: 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. NO: The application was not submitted in English in electronic form through the portal on the Fund's website and was not submitted within the deadline specified in the Public call.
THE DURATION OF THE PROJECT	The duration of projects is at least 12 and at most 36 months	YES: The duration of the project is at least 12 and at most 36 months. NO: The duration of the project is not at least 12 and at most 36 months.
REQUIRED FUNDS	The amount of funds requested from the Fund is not less than 50,000 and not more than 200,000 euros	YES: The applicant did not ask for less than 50,000 and more than 200,000 euros. NO: The applicant requested less than 50,000 and more than 200,000 euros.
APPLICANT'S STATUS	The applicant has the status of a micro, small or medium-sized enterprise according to Schedule 1 of the GBER Regulation	YES: By checking the register of business entities (available on the Internet), it was established that the applicant has the status of a micro, small or medium-sized enterprise. NO: By checking the register of business entities (available on the Internet), it was determined that the applicant is NOT in the status of a micro, small or medium-sized enterprise.
REGISTRATION OF THE APPLICANT	The applicant is registered in the Central Register of Business Entities of Montenegro	YES: By checking the Central Register of Business Entities of Montenegro (available on the Internet), it was determined that the applicant was registered in the register. NO: By checking the Central Register of Business Entities of Montenegro (available on the Internet), it was determined that the applicant was NOT registered in the register.
BALANCE SHEET STATUS	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.	YES: The balance sheet on the day 31.12.2023 shows that the applicant has positive capital value. NO: The balance sheet on the day 31.12.2023 shows that the applicant has negative capital value.

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CO-APPLICANT	The co-applicant is a research organization that meets the definition of an organization for research and dissemination of knowledge, in accordance with the Community Framework for State Aid for Research and Development and Innovation (2022/C 414/01), chapter 1.3., point 16. (ff).	<p>YES: The co-applicant is a research organization that meets the definition of an organization for research and dissemination of knowledge, in accordance with the Community Framework for State Aid for Research and Development and Innovation (2022/C 414/01), chapter 1.3., point 16. (ff).</p> <p>NO: The co-applicant is not research organization that meets the definition of an organization for research and dissemination of knowledge, in accordance with the Community Framework for State Aid for Research and Development and Innovation (2022/C 414/01), chapter 1.3., point 16. (ff).</p>
REGISTRATION OF THE CO-APPLICANT	The co-applicant is registered in the Register of Centers of Excellence, licensed institutions, and organizational units maintained by the Ministry of Education, Science and Innovation.	<p>YES: By consulting the Register of Centers of Excellence, licensed institutions, and organizational units (available online), it has been determined that the co-applicant is registered.</p> <p>NO: By consulting the Register of Centers of Excellence, licensed institutions, and organizational units (available online), it has been determined that the co-applicant is NOT registered.</p>
APPLICATION FORM	The applicant submitted the Application Form	<p>YES: The applicant has attached the Application Form, signed and scanned.</p> <p>NO: The applicant did not attach the Application Form, signed and scanned.</p>
APPLICANT'S STATEMENT	The applicant has submitted all three Statements (stamped and signed by authorized representative): - Applicant's statement - Statement on (ir)recoverability of VAT - Related Party Disclosure	<p>YES: The applicant has submitted all three Statements stamped and signed by authorized representative</p> <p>NO: The applicant did not submit all three Statements stamped and signed by authorized representative.</p>
CO-APPLICANTS	The Co-applicant has submitted the three Statements (stamped and signed by authorized representative): - Applicant's statement - Statement on (ir)recoverability of VAT - Statement on non-economic activities	<p>YES: The Co-applicant has submitted the three statements signed and stamped by authorized person of the co-applicant</p> <p>NO: The Co-applicant did not submit the three statements signed and stamped by authorized person of the co-applicant</p>
FINANCIAL PLAN	The applicant submitted an excel "Financial Plan", in which all fields were filled	<p>YES: The applicant submitted an excel "Financial Plan" - in which all fields are filled</p> <p>NO: The applicant did not submit an excel "Financial Plan" - in which all fields are filled</p>
PROJECT TEAM BIOGRAPHIES	The applicant has submitted CVs of the project manager and other members of the	YES: The applicant submitted biographies of the project manager and other members of the project team involved in the project

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	project team involved in the project	NO: The applicant did not submit biographies of the project manager and other members of the project team involved in the project