

4th CALL – EVALUATION PROCESS AND TIMETABLE

Training Workshops

Managing Authority



Evaluation process of applications

- The 4th call will be closed on 15.6.2018 with the financial envelope of 8,5 million euros
- The first step is administrative and eligibility check by the MA & BO for all submitted applications
 - Applications that pass this check continue to the quality assessment
 - Applications that don't pass this check are not forwarded to quality assessment
 - Result approved by the Joint Selection Committee and to be recorded to the PROMAS

Administrative and eligibility check

NO	CHECKLIST
A	ADMINISTRATIVE CRITERIA
A.1	Correct application form has been used.
A.2	Original printed and signed application has been received to the Managing Authority.
A.3	The application has been signed by the authorised person.
A.4	Electronic version of the application has been locked to the PROMAS system, and paper and electronic versions are identical.
A.5	The application is in English.
A.6	Administrative and formal data in the application is consistent.
A.7	All required mandatory annexes are downloaded to the PROMAS system and enclosed in the document package.

Administrative and eligibility check

NO	CHECKLIST
B	ELIGIBILITY CRITERIA
B.1	Project fulfils the requirements set for the partners, including their number and location.
B.2	Lead partner and partners are legal entities.
B.3	Duration of the project corresponds to the defined criteria.
B.4	Project is assigned to the correct thematic objective and priority.
B.5	Co-financing is secured and presented according to the requirements.
B.6	Budget requirements are respected.
B.7	Estimated costs of the project activities are assigned to each partner and the project budget is done per partner.
B.8	There is no evidence of the partners not having liability.
B.9	There is no evidence of double funding of the proposed activities.

Quality assessment

- Each project proposal is assessed by 3 experts: one Finnish, one Russian and a representative of the MA or an outsourced expert for the MA
- Maximum score is 10 for every question, minimum 0 (Programme Manual, pages 17-18)

Assessment and selection criteria:

- project's context, relevance and strategy – need for the project (weighting x 3)
- cooperation and cross-border character – what is the added value (weighting x 3)

Quality assessment

- project's contribution to programme's objective, expected outputs and results (weighting x 3)
- partnership relevance (weighting x 2)
- management (weighting x 3)
- communication (weighting x 1)
- work plan – is it realistic, consistent and coherent (weighting x 2)
- budget – is it coherent and proportionate (weighting x 3)

Quality assessment

- Projects selected for funding must reach a quality threshold of 65 %, that is weighted total score 130 or more (max. score 200)
- The Joint Selection Committee will recommend projects for funding
- The Joint Monitoring Committee decides projects to be awarded

Timetable for the evaluation process



The MA shall send to all lead applicants an Executive Order –letter with the information about either rejection or selection of the project after the JMC decisions and approval of the minutes.

Future calls

Further calls will be in 2019 with possible limitations in priorities and available funding.



LESSONS LEARNED FROM THE PREVIOUS ROUNDS

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CALL 1 - STATISTICS

Call 1, closed on 15 March 2017

- 29 submitted applications
- 6 rejected in the administrative and eligibility checks
- 13 rejected in the quality assessment
- 10 awarded for funding with the total grants ca € 7.1 Mio
 - Grant contract negotiation process on-going
 - Projects to be launched after the ratification of the Financial Agreement

CALL 1 - STATISTICS



CALL 2 - STATISTICS

Call 2, closed on 30 June 2017

- 51 submitted applications
- 19 rejected in the administrative and eligibility checks
- 22 rejected in the quality assessment
- 10 awarded for funding with the total grants ca € 7.2 Mio
 - Grant contract negotiation on-going
 - Projects to be launched after the ratification of the Financial Agreement

CALL 2 - STATISTICS

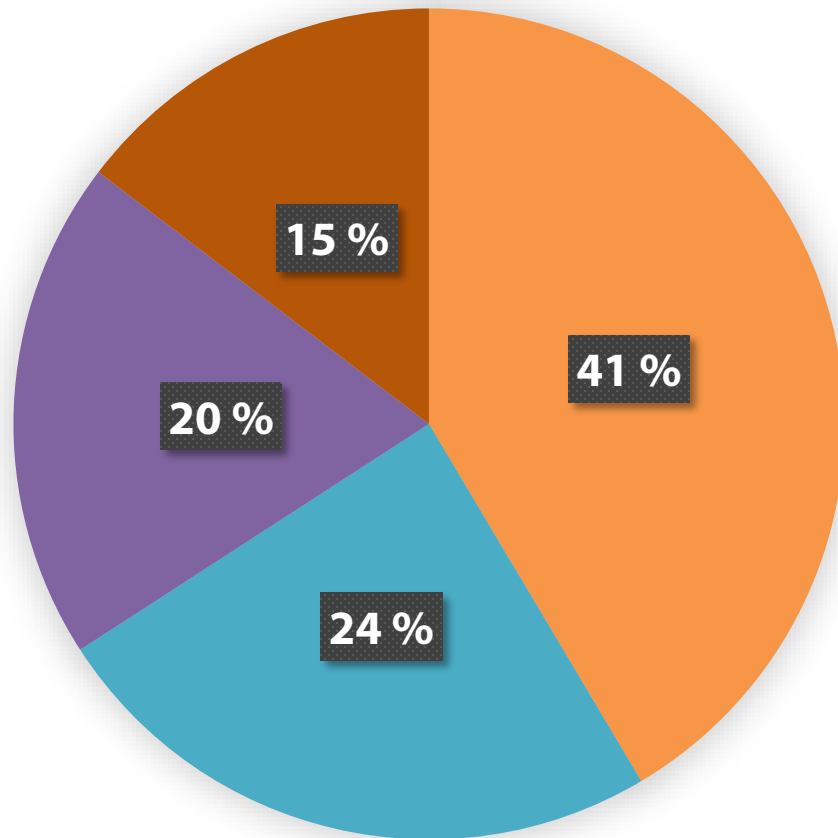


CALL 3 - STATISTICS



- 32 submitted applications
- administrative and eligibility check on-going

MOST COMMON GROUNDS FOR REJECTIONS IN ADMINISTRATIVE AND ELIGIBILITY CHECKS



- Questions concerning financial capacity of the lead partner or partner
- Questions concerning eligibility of the partner(s)
- Requirements concerning budget breakdown
- Questions concerning co-financing (amount or verification)

Information based to results of the administrative and eligibility checks from the calls 1 and 2.

HOW TO IMPROVE?

Few essential tips while preparing project:

- Consider if all partners are relevant for your action.
- Check that their role is clearly described and that all partners have suitable operational and financial capacity.
- Check with your organization's financial unit if the requirements concerning the bookkeeping, accounts and audits can be met.
- Review if the planned budget is reasonable and balanced with the aimed results.

HOW TO IMPROVE?

- Review if your action meets with the programme's objectives and that the indicators are verifiable.
- **Before submitting the application check that all questions are answered and all required annexes are signed and recorded to PROMAS!**

In addition to such types of costs that are not considered relevant, there are only few questions may not apply to all or some partners:

- other public funding
- co-financing from other sources
- question referring to final payment (only for lead partner)
- question referring to added value (only partner outside core area)

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