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Romanian Ministry of Regional Development and Tourism

Directorate for International Crossborder Cooperation

Joint Managing Authority of the

Joint Operational Programme “BLACK SEA BASIN 2007-2013”

GUIDELINES FOR EVALUATION OF PROPOSALS

METHODOLOGY FOR STEP 3 OF THE EVALUATION PROCEDURE
(QUALITY ASSESSMENT)

Reference: 1st Call for Proposals

Deadline for submission of proposals: 12th of October 2009

~~March-June~~ 2010



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Foreword

This document is addressed to all actors involved in the preparation, management and execution of the evaluation and selection of project applications in the framework of the Joint Operational Programme “Black Sea Basin 2007-2013” (*hereinafter referred to as “Black Sea Programme”*). It will also be used as a complementary material for training the relevant actors before initiating the selection process as well as a reference tool during their work.

This document covers the steps after the administrative check and verification of eligibility (hereafter also referred to as Steps 1 and 2) have been closed.

Contents have been developed taking into account the relevant **legal framework** applying to the implementation and management of the Black Sea Programme, in particular:

- Regulation (EC) No.1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument (ENPI);
- Commission Regulation (EC) No.951/2007 of 9 August 2007 laying down implementing rules for cross-border co-operation programmes financed under Regulation (EC) No.1638/2006 of the European Parliament and of the Council laying down general provisions establishing a European Neighbourhood and Partnership Instrument (ENPI);
- Practical Guide to Contract procedures for EC external actions 2008 (PraG) with specific reference to the sections 6.4.7 and 6.4.8.;
- Approved Joint Operational Programme, with special attention to section 7.1;
- Approved Rules of Procedure of the Joint Monitoring Committee;
- Application Pack of the first call for proposals with specific reference to the Guidelines for Grant Applicants (referred to also as Guidelines in the document) and the Grant Application Form;

In this document, the **general principles** applicable to the overall evaluation process are not presented, as they are already described in the document “Guidelines for Evaluation of Proposals - generalities of the evaluation process and methodology for steps 1 and 2 of the evaluation procedure (administrative check and verification of eligibility)”.

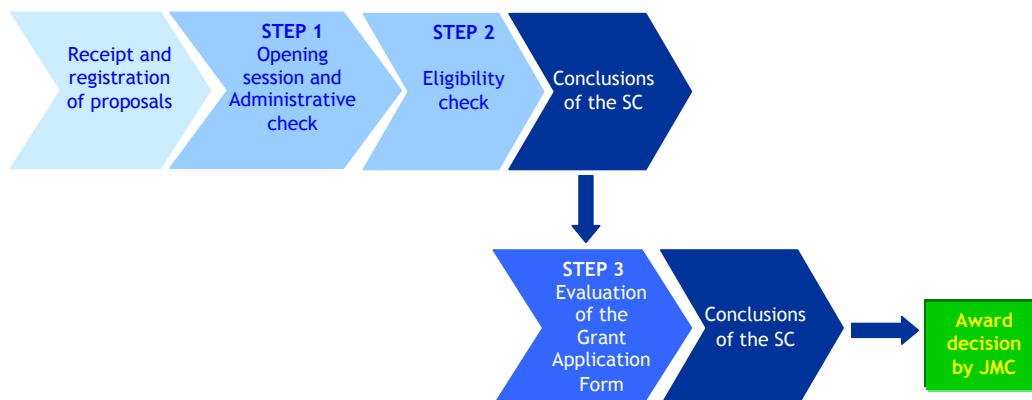
The document entails only the **specific procedures** to be followed concerning the **third step of the evaluation process (quality assessment)** and the decision taking process afterwards.

The document has been prepared by the staff of the Joint Managing Authority, **with the support of the INTERACT ENPI Project and the contribution of RCBI experts.**



DESCRIPTION OF THE PROCESS FOR STEP 3

The different steps of the assessment process in the framework of the Black Sea Programme can be summarized as follows:



In the following pages, the full procedure starting after the recommendations of the SC at the end of Step 2 and ending with the Award decision by JMC is described. The necessary and possible steps after the award decision are described as well.

The objective of the quality assessment (Step 3) is to obtain a list of proposals for each of the priorities of the Programme addressed by the call ranked according to the score attributed to them for funding. This is a fundamental step of the overall process because it ensures that proposals to be funded are of high quality against the criteria defined in the Guidelines for Grant Applicants.

In this step the **quality of each Grant Application Form** is assessed against the criteria as defined in the Guidelines for Grant Applicants and consisting of:

The selection criteria are intended to help evaluate the Applicants' and partners' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the Action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed Action. This also applies to any partner of the Applicant and also to IPA Financial Lead Beneficiary (if it is the case).

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of applications which the Joint Managing Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing¹. They cover such aspects as the relevance of the Action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

The additional criteria are intended to give *priority to integrated projects* (actions).

¹ http://ec.europa.eu/europeaid/work/visibility/index_en.htm.



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The Selection Committee shall take into consideration the ENPI and IPA budgets available for each priority and that only 10% of this Call for Proposals budget will be available for projects implemented mainly or entirely in a single participating-country, but having a cross-border impact.

1. Processing the evaluation of the Grant Application Forms

Once the number of proposals admitted to the quality assessment as well as their thematic contents (priorities or measures) are known, assessors must be appointed taking into account the need to cover all the thematic contents addressed (following the priorities and measures of the Programme) as well as the fact that **each proposal should be assessed independently by at least two assessors.**

According to section 7.1. *Project application and selection* of the programme document, the SC members are supported by external independent assessors. The two assessors for each project proposal are assigned by the Chairperson or Secretary - on behalf of the Chairperson - from a pool of experts selected in an open competition. The assignment shall be approved by the JMA.

Assessors work under the supervision of the Chairperson of the SC.

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In performing their work, the assessors:

- will be invited to a central location (JMA headquarters) to carry out the evaluation under the supervision of the SC Chairperson, or
- will carry out the evaluation at their place of work (remote evaluation) through a Web Application and the results of the evaluation will be available on the Management Information System - European Territorial Cooperation (MIS-ETC) system. Nevertheless assessors should be available to the SC should the Committee require further explanation of points made by assessors in evaluated projects. Assessors could be invited as observers to the meetings of the SC so that Committee members can put them questions and clarifications on their comments, etc. The SC Chairperson must keep close contact with the individual experts to assist them on any query during the whole qualitative evaluation step. In case of remote evaluation, the Joint Managing Authority takes full responsibility for ensuring the principle of confidentiality, as according to Section 2.8.2 of PraG.

The evaluation is made **exclusively on the basis of the Grant Application Form** and each proposal must be **assessed on its own merits** without regard to other proposals or views of any parties.

The **same proposal shall be attributed to at least two different assessors working separately** on “four eyes” principle and producing their own independent assessment under the supervision of the Chairperson of the SC. The Chairperson/Secretary will attribute applications to assessors matching the content of each proposal with their field of expertise. The SC Chairperson/Secretary shall keep a record of the proposals attributed to each assessor and the names of the experts carrying out the assessment must be kept confidential.

In carrying out the evaluation the **assessors must:**

- Strictly use the evaluation grid given to them by the SC Chairperson/Secretary (**Annex 2**) and fill it in giving scores and providing comments and recommendations following the guidance provided. Assessors are expected to assess applications in a highly professional manner and objectively and they must be conscious that their comments and arguments for or against a proposal will constitute the basis for the approval or rejection of the full application.



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- Strictly comply with any rules defined by the Programme for ensuring the impartiality and the confidentiality of the evaluation process. Therefore they must be clearly requested:
 - to sign the Declaration of impartiality and confidentiality before assessing any proposal;
 - not to discuss any proposal with each others, including other experts or the JMA staff not directly involved in the evaluation of the proposals or with any third party;
 - not to communicate with applicants and partners. Only the Chairperson of the SC is authorised to contact in written the applicants on issues related to the evaluation process. This includes communications related to clarifications, the announcement of the results of the administrative check phase as well as dealing with requests for information and questions raised by the applicants themselves about the results;
 - not to disclose the names of other assessors participating in the evaluation;
 - to erase or destroy all confidential documents or files upon completing the evaluation where it has been decided that assessors will work from their own premises. Where the evaluation takes place in an office controlled by the JMA, assessors are not allowed to take outside the building any parts of proposals, copies or notes, either on paper or in electronic form, relating to the evaluation of proposals. All information concerning the proposals will be securely stored during the assessors' absence from the evaluation building.

Assessors must be aware that failure to comply with these rules shall result in exclusion from the immediate and future evaluation processes.

- Immediately inform the SC Chairperson/Secretary if during the evaluation she/he discovers being directly or indirectly connected with a proposal which she/he has been asked to evaluate and which impairs her/his impartiality. Indicatively, a person involved in the evaluation process is deemed to have direct link with a proposal if she/he is currently or has recently (last two years) been employed by one of the proposing organisations; or she/he has been involved in the preparation of the proposal that she/he may be required to assess; or she/he is related to an applicant or partner organisation; or she/he may be knowingly involved in the publication or utilisations of the information about and/or results of the evaluation process. Grounds for being deemed to have an indirect link with a proposal are the following: she/he is employed by an organisation which has contractual links with one of the proposing organisations in the field covered by the proposal or she/he has to the best of her/his knowledge any direct link or works for an organisation submitting a competing proposal. The Chairperson will take all necessary actions to remove the conflict of interest preventing her/him from participating in the evaluation of the proposals under the priority concerned.
- Strictly follow the deadlines given to her/him for finalising the evaluation of the assigned proposals and send the signed evaluation grids to the SC Chairperson. Those assessors who do not finish their evaluation tasks within the allocated time period will be deemed not to have evaluated the proposal and such proposal will be re-allocated to other assessors.

1.1 How to score and write comments and recommendations

Scores will be attributed according to the schemes set out in the Guidelines for Grant Applicants. The evaluation grid (**Annex 2**) is divided into sections and sub-sections (with comments/recommendation for each sub-section following the specified questions). **Each sub-section will be given a score between 1 and 5** (never 0) in accordance with the following rating:



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- 1 = very poor (the information is incomplete, not clear or not convincing for the evaluation criterion being assessed);
- 2 = poor (weaknesses are more important than strengths and there are no specific aspects which single out the proposal from others);
- 3 = adequate (the proposal demonstrates overall adequate features with regards to the evaluation criterion towards which it is being assessed even though it may contain some notable weaknesses);
- 4 = good (the proposal has identifiable features which demonstrate that is of good quality with regards to the criterion towards which it is being assessed);
- 5 = very good (the content of the proposal assessed cannot be improved with regards to the evaluation criterion towards which it is being assessed).

Decimal scores (e.g. 4,2) may not be attributed.

In addition, the assessors must take into account that, according to the Guidelines for Grant Applicants, a minimum threshold (**elimination threshold level**) is defined for section 1 ('Technical, financial and operational capacity of the partnership') and section 2 ('Relevance'). However they must complete the evaluation and not stop when a minimum threshold for a given block of criteria is not met. In fact the final score attributed to the proposal is the average of the two different evaluations (except in the case of a re-evaluation of an application) and therefore all must be fully evaluated even if the scores of her/his evaluation do not surpass the minimum required threshold.

A final score of 90-100 (or closer) should be given only to projects that are excellent and need no adjustments in activities, budget etc.

Assessors will justify their scores with **concise, clear, objective and relevant comments** for each section. The assessors should focus on points that they consider to be extremely positive or negative in answer to the questions of the evaluation grid. Assessors should be aware that **comments serve:**

- as inputs to the SC to deliberate about proposals provisionally selected. When using value statements, such as "excellent", "adequate" or "weak", assessors should always provide some evidence explaining on which aspect this conclusion is based.
- to provide feedback to applicants help them to improve their proposals in an eventual later call by clarifying the reason(s) for the proposal's failure. They should always be formulated in a diplomatic and constructive way and must be based on facts in order to minimize possibilities of contestation. In particular, for scores below the eliminating thresholds it is essential to provide a clear justification for the corresponding recommended rejection.
- as inputs to the JMA to understand on which aspects to insist more when providing information to potential applicants in order to strengthen the quality of the proposals during next calls for proposals.

Comments and scores must be coherent and consistent. Therefore a high score combined with critical or negative comments or a low score accompanied by positive comments would be incomprehensible and rather confusing for the SC to appreciate. The Chairperson, supervising the work done by the assessors will check this ensuring coherence and eventually requesting a re-assessment.

The assessors will make **final conclusions/recommendations** on each application. They will consist of a short critical analysis of the proposal, followed by a list of the main strong and weak points for each section of the evaluation grid.



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They will contain concrete and objective reasons for the scoring of a given proposal and they must be coherent with the final score and justify it in a relevant/pertinent way. The conclusions/recommendations must be formulated in such a way that they may be used “as such” for informing the applicants about the global assessment of a given application.

An assessor may also recommend that one or more details of the proposal is/are checked, monitored or amended should it be selected for funding. Such potential modifications should be clearly indicated in the comments sections as “recommendations” and they can only be accepted in justified cases. However, it is important to remind that proposals must be evaluated as submitted and assessors should not assume that any recommendation for negotiation will be successfully completed. Such recommendation could be e.g. if he/she deems a budget item/line as not eligible, not realistic or over calculated (please see also section 1.3 below). Any clarification or minor correction brought to the description of the action or the budget as a result of these recommendations must not call into question the grant award decision or be contrary to equal treatment of applicants.

1.2 Request for clarification

In case the technical adequacy cannot be judged properly or if deficiencies are identified (e.g. a budget line is not clear), **the assessor has the right to request an answer from the Applicant via the SC Chairperson**. The assessor may request clarification **only one time** during the assessment process (**Annex 3**). The assessor shall not have any direct contact with the Applicant. The Chairperson shall collect all clarifications from the assessors per each application and prepare the request for clarification.

The request will have to be justified and be based on an obvious incoherence of the proposal. The principle of equality must be guaranteed as well as the fact, that the applicant should strictly not have any possibility to add more information than is required for clarification.

The Chairperson summons the Applicant via fax and/or email to submit the justification of the questioned subjects in no longer than 7 calendar days from the receipt of the request for clarification. (If the Applicant did not indicate a valid fax number / email address or if there are technical obstacles to the communication via fax or email, registered mail has to be used.) Information has to be submitted to the Chairperson/~~Secretary~~ via fax or e-mail by the Applicant or directly by the involved partner. (Faxing or e-mailing by the Applicant/partner in this case serves the purpose of time efficiency.) If the deficiencies are not clarified properly or no answer is received from the applicant/partner, the Chairperson/Secretary makes a note on the quality evaluation grid that the given criteria could not be assessed fully. If the clarification requested and not provided prevents the assessor from evaluating those criteria it shall receive the minimum score possible; the assessor will justify his/her decision in the evaluation grid.. The clarification requested by one assessor shall be made available to the other assessor as well.

1.3 Specific guidance on the assessment of the budget - budgetary reductions recommendations

According to Section 6.4.10.2. *Contract preparation and signature* of the PRAG: “The budget proposed for the action by the successful applicant at the call for proposals stage must be corrected to remove any arithmetical errors or ineligible costs prior to signing the contract. The Description of the action is corrected accordingly if need be”. If the project is recommended for funding, the assessors should remark any inconsistencies in the budget.

Grant amount proposed for funding will be calculated following the evaluation of the budget proposed by the Applicant, after the evaluators-assessors ensure that only eligible costs will be considered, in accordance with the Guidelines for Grant Applicants. When the assessors make changes in the budget, and



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the total eligible costs decrease, the amounts representing maximum 2% for contingency reserve and 7% for administrative costs will be recalculated accordingly.

In all cases, the assessors and SC voting members shall ensure that:

- the Budget form - Annex B Budget (including detailed justification of costs) is respected;
- the maximum/minimum grant amount is respected;
- all activities are budgeted;
- co-financing requirements are respected;
- the Budget includes only eligible costs.

Copy of the proposed budget together with recommendations of the SC to reduce it will be attached to the corresponding evaluation grid.

1.4 Quality check by the SC Chairperson

To ensure the quality of the work carried out by the assessors, the SC Chairperson - with the help of the Secretary and of internal assessors- shall preliminarily review all completed evaluation grids.

In case the SC Chairperson is not satisfied by the quality of evaluations, she/he can send back the grid for re-evaluation. Reasons for re-evaluation include, but are not limited to: failure to apply the rules set out in the present document, numerical inaccuracies, if commentary does not correspond to scores given in evaluation grid (incoherence), if they are of low quality, showing superficial consideration of proposal, etc.

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The Chairperson may perform sample checks of individual proposals and their assessment in order to control and supervise the effectiveness and quality of the evaluation. In case discrepancies occur, the Chairperson makes necessary provisions to clarify the situation or possible reasons. The method for selecting proposals for sample check and the methodology of control is put in place by the Chairperson.

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In case the Chairperson has additional questions regarding the budget, he/she may summon the Applicant to submit the justification of the questioned budget item or budget line. The Chairperson may make recommendations towards the SC if he/she deems a budget item/line as not realistic or over calculated.

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2 Outcomes of the evaluation of Grant Application Forms and decision of the SC

Following the evaluation of the Grant Application Forms:

- The Secretary of the SC prepares a list of the proposals ranked by score (average of the two scores given by the assessors), per Priority and per type of project (integrated, symmetrical and implemented mainly or entirely in a single participating-country, but having a cross-border impact), taking into consideration the ENPI and IPA budgets available for each priority under the call for proposal;

When preparing the list of provisionally selected proposals, the Selection Committee with the support of the Secretary of the SC shall take into consideration that **only 10% of this Call for Proposals budget will be available for projects implemented mainly or entirely in a single participating-country**, but having a cross-border impact; therefore, the Secretary shall calculate the percentage of the budgets of projects implemented mainly or entirely in a single participating-country, but having a cross-border impact, by rounding less; in case the percentage of those budgets is higher than 10% of the total budget available under this call for proposals, those projects ranked descendently by score) which exceed the maximum 10% shall be included in the reserve list.

- The Chairperson submits the lists to the SC together with copies of the complete evaluation grids of each proposal. Originals of the grids should be kept in the archives of the JMA;
- Assessors, upon the request of the Chairperson may attend the meetings of the SC as observers to present the results of their assessments and answer any questions from SC;
- The SC meets to review the conclusions of the assessors. It is important to remind that the Committee:
 - **Must** follow the approved Rules of Procedure of the Joint Monitoring Committee - article 12;
 - **Must not** change the assessors' scores or recommendations and **must not** alter the evaluation grids completed by the assessors;
 - **Can not** retain for possible selection proposals failing any evaluation threshold ;
 - **Must** justify its decision in the evaluation report if it does not accept the scores awarded by the assessors to a proposal and the additional assessment is carried out by the members of the SC. The evaluation grids completed by the members of the SC must be kept with those completed by the assessors. The list established after the evaluation made by the assessors is amended on the basis of the score given by the new evaluation, which replaces those completed by the assessors.
 - **May** review proposals with the same score in order to rank them. Such decisions must be recorded and fully substantiated in the Evaluation Report.

What to do in case of significant discrepancies between the scores given by the different assessors

The SC deliberations are essentially based on the examination of the assessments carried out by the assessors. Re-evaluations are the exception to the rule of accepting the mathematical average of the two assessments and they must be clearly justified in the Evaluation Report. However, the scores attributed by the two assessors could give significant divergences.

The following rules shall be applied:

- the discrepancy applies to the total score;



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- an additional assessment must be carried out if the total scores given by the two assessors diverge for **more than 20% points** and when one at least of the scores is above the threshold for overall admissibility of the proposal (i.e., 65 points).
- the SC has to appoint two of its members to prepare a new evaluation grid for the proposal concerned, which will replace the grids of the two assessors.

It is important to remind that when an additional assessment is done, the score given during this additional assessment will be that attributed to the proposal, calculated as the arithmetical average of the evaluation grid filled in by the evaluators. (no average with those previously given by the two assessors). Nevertheless all evaluation grids (with assessors' scores and comments) should be attached to the Evaluation Report presented to the JMC.

How to give a priority order to those proposals receiving the same score

This is relevant to avoid that proposals with the same score are or are not provisionally selected only because they fall, respectively, under or below the maximum available budget. An example could be to rank proposals not on the basis of their total score but on the basis of the score they have been given for those blocks of criteria with a minimum threshold (taking into consideration the scores for section 1 - Technical, financial and operational capacity of the partnership, section 2 - Relevance, section 4 - Sustainability, section 5 - Budget and cost-effectiveness and finally section 3 - Methodology, following this sequence).

In addition, priority shall be given to local and regional authorities, civil society and NGO's, chambers of commerce, and the academic and educational community.

The SC, after having reviewed the conclusions of the assessors, **draws its recommendations and signs the final Evaluation Report (Annex 4)** prepared with the support of the Secretary. All decisions taken by the SC must be recorded and fully substantiated in the report that must include:

- the **minutes** of the evaluation session(s);
- a list of applications provisionally selected - ranked descendently per Priority according with their [average] scores, until the maximum amount available for each priority under this call for proposals. If consensus has not been reached, the report sets out the view of the majority of the voting members, but also records any dissenting views. The final score attributed to the proposals is the arithmetical average of the score given by the assessors or the score given during the additional assessment if applicable. The lists must also include the recommended maximum grant amount per proposal, the proportion of the eligible costs it is proposed to finance and comments, and the origin country of the Applicant. The latter can refer, in particular, to minor corrections to be made to the proposal by the applicants of provisionally selected projects during the contracting phase;
- a reserve list of applications that cannot be funded for budgetary reasons - ranked descendently per Priority according with their [average] scores following the same criteria; This reserve list is valid during the period mentioned in the final evaluation report. The proposals included in that list are likely to receive a grant insofar as funds become available during the contract negotiation phase (decrease of the eligible costs of the selected proposals, impossibility to sign a contract with a selected applicant, etc).
- a list of rejected applications, including those failing any of the individual thresholds for evaluation criteria or the overall threshold required to be passed by a proposal to be taken into consideration - ranked descendently per Priority according with their [average] scores. Reasons for such a decision must be clearly identified (out of scope, or not of sufficient quality, not passing



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the minimum thresholds set up in the Guidelines for Grant Applicants). Rejected proposals must however be kept by the JMA.

- In finalising its recommendations, the SC may:
 - reject the proposal(s) which has (have) been awarded a lower score where several proposals submitted by the same applicant are selected for financing, but the applicant does not have the financial and operational capacity required to implement all the actions together, and select only the proposal(s) that the applicant has the capacity to implement, maximum one grant per each priority;
 - not to allocate all the available funds if it finds that there are too few proposals of the quality required to receive a grant;
 - reject a proposal if it has selected another which is of a similar nature, but has been awarded a higher score (to support diversity of actions);
 - provisionally select an application with recommendations of minor corrections to be made to the proposal, in so far as they would not put into question the grant award decision or be contrary to the equal treatment of applicants. Those modifications may in any case not lead to an increase of the amount of the grant nor of the percentage of the co-financing fixed by the SC. Any other alteration to the successful applicant's proposal or negotiation with the applicant is prohibited.

In addition, copies of the communications exchanged with applicants when clarifications have been requested, copies of the completed evaluation grids for each of the applications must be annexed to the report. Originals should be kept in the archives of the JMA.

Once the voting members of the SC have agreed on the outcome of Step 3, the report and the minutes of the SC meeting are duly signed by all members of the Committee (voting and non-voting) and the report is **submitted to the JMA** for approving the evaluation procedure.

As the JMA bears overall responsibility for the programme, it may perform sample checks of individual project applications and their assessment in order to verify the effectiveness and quality of the evaluation procedure. In case discrepancies occur, JMA makes necessary provisions to clarify the situation or possible reasons. Projects with highest budgets and highest number of partners will be selected by JMA for sample check, and projects with Turkish participation.

3. Award decision of the JMC, endorsement of EU Delegation in Turkey and informing the Applicants

After the JMA has approved the final evaluation report for the correctness of the entire evaluation procedure, the JMC meets to take the award decision on the selected proposals and of the maximum amounts awarded to the projects.

In this respect, the JMA will provide JMC with the evaluation reports for steps 1-3, including the list with the project proposals recommended by the SC for financing and the reserve list.

Before submitting the Evaluation Report to the JMC members, the JMA will ask all JMC members and observers attending the meeting to sign the Declaration of confidentiality and impartiality. The JMC meeting will be held in compliance with the Rules of procedure of the JMC.



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If JMC decides to follow the recommendations of the SC, JMC will issue a decision concerning the approval of list of the proposals with the project proposals recommended by the SC for financing and the reserve list, as well as the amounts granted to them.

According to article 13 of Implementing Rules, if, when taking decisions on projects and on the amounts granted to them, the **JMC decides not to follow all or part of the recommendations of the SC**, it must explain its decision in writing and this **must** then be sent via the Joint Managing Authority to the European Commission for approval. European Commission communicates its opinion to the JMA within 15 working days.

The JMA transmits the Evaluation Report with the list of projects approved by the JMC to the EU Delegation in Turkey for endorsement. The JMA shall inform the Implementing Agency when communicating to the EU Delegation In parallel the JMA shall notify the Operating Structure of the approved projects where a Turkish partner is involved. The EU Delegation will react within 15 working days from the reception of the Evaluation Report with the list of projects. The EU Delegation's approval will affect only the participation of Turkish partners in the relevant projects.

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After the endorsement of EU Delegation in Turkey, within maximum 15 days, the **JMA must inform in writing all applicants of selected proposals (Annex 5)**. JMA has 15 additional days to inform in writing **unsuccessful applicants** (including proposals of good quality, but excluded because of budgetary limits), explaining the reasons for rejection (**Annexes 6 and 7**).

During contracting phase, the checks to be performed by the JMA and CFCU, for projects involving Turkish partners, may lead to impose modifications or reductions to address mistakes or inaccuracies (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). If an Applicant fails to include the improvements requested to a project, the amount not allocated will be used for granting applications in the reserve list or will be added to that available for the following call for proposals.

As a result of this process, some contracts may not be signed, some from the reserve list will, etc., the JMA can only publicise the award of grants after all contracts are signed because only then it is possible to know the final list of grants awarded and contracted and their amounts. The list of projects selected for funding has to be displayed on the Programme's web page, indicating the names of the Applicant and Partners organisations, the project titles and the amount of Community funding awarded.



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4. Handling of complaints

Applicants believing that they have been harmed by an error or irregularity during the Step 3 (quality assessment) process may appeal to the Joint Managing Authority directly within ~~40~~ 1520 calendar days from receiving the rejection letter. JMA must reply within maximum 90 days of receipt of the complaint.

In case the JMA decides the re-evaluation of a project based on a complaint received, the JMA shall initiate a SC meeting, where the SC should perform a re-evaluation and approve or reject the proposal. After the SC has prepared its recommendation, the JMC will be invited in written procedure to decide on the approval or rejection of the proposal.

5. Handling partnerships which include partner countries which did not sign Financing Agreements with EC

According with EC Note dated 13th of November 2009, a partner (excluding the applicant) from a partner country which did not sign the Financing Agreement with EC (and therefore cannot receive Programme funds) may still be considered eligible, but on its own cost (as associate partner), provided that the minimum partner requirements (art. 40 of the ENPI Implementing Rules and section 2.1.2 of the Guidelines for Grant Applicants) are still met.

Therefore, partnerships shall always involve partners from one or several Member States (Bulgaria, Greece, Romania) and from one or several partner countries (Armenia, Georgia, R. Moldova, Ukraine) and/or Turkey. The participation of Turkish partners is only possible in tripartite projects involving at least one partner from a Member State and one partner from a partner country (Armenia, Georgia, R. Moldova, Ukraine).

The following eligible projects shall be rejected and shall not be assessed from the qualitative point of view (step 3):

- a project submitted by an applicant from a partner country which did not sign the Financing Agreement with EC;
- a project submitted by a partnership which does not meet the minimum partner requirements after the possible change of status of one or more of its partners from partner(s) to associate partner(s).

Eligible projects submitted by applicants from Member States and from partner countries which have signed the Financing Agreements with EC and whose partnerships still meet the minimum partner requirements (after the possible change of status of one or more of its partners) will be assessed from the qualitative point of view (step 3) according with the provisions of these Guidelines for Evaluation of Proposals.

~~After the final Evaluation Report is approved by the JMC, d~~ During the ~~contracting phase~~ quality assessment procedure, each partnership involving at least one organisation (excluding the applicant) from a country which did not sign the Financing Agreement with EC (but still meeting the minimum partner requirements) and whose project is included in the list of applications recommended for provisional selection for the award of a grant contract will be asked to confirm whether the respective organisation is willing to participate in the project on its own cost, as associate partner.

Thus, the Chairperson of the Selection Committee shall send a request for clarifications to the Lead Applicants requesting them to obtain from the respective partner/s a declaration on the willingness to continue with this project as associate partner/s. The Lead Applicant/Partner should provide the answer within 15 days from the receipt by the Lead Applicant of the request for clarification.

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In case the Lead Applicant/Partner does not reply within the deadline or answers negatively, the project is assessed and scored by the external assessors based on the remaining partnership, activities and budget.

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~~In case of negative answer, the respective project shall be rejected, as allowing to take out a partner, foreseen for some activities of the action, would mean to change the project after the final project submission deadline and thus violate the rule of equal treatment (see Art. 109 Financial Regulation EC 1605/2002; 6.2.6 PRAG), according with EC Note dated 13th of November 2009.~~

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6. Indicative timetable for Step 3 of evaluation procedure (quality assessment)

1 month	2 weeks	2 weeks	2-3 weeks	15 working days	15 working days
Assessment by independent assessors (with clarification questions)	Checking the quality of the quality assessment by the SC Chairperson	Quality check by the JMA	SC and JMC decision (+ time for handling of any possible complaints)	European Commission (if applicable)	EU Delegation in Turkey endorsement

7. CONCLUSIONS: What to do and what not to do

- The SC voting members **must** be nominated by name, they must possess the technical and administrative capacities to give an informed opinion on the proposals and they must have a reasonable command of English;
- The actors involved in the evaluation process **must** have a thorough and common understanding of the legal framework applying to the programme, of its strategic and operational objectives and the detailed procedures and criteria to use;
- All involved actors **must** strictly adhere to confidentiality throughout the entire evaluation process and are bound to secrecy of deliberations also after its conclusion. They must sign a Declaration of impartiality and confidentiality;
- The evaluation process is carried out in several steps as described in the Guidelines for Grant Applicants and **cannot** be modified during the process itself;
- The evaluation criteria **must** be kept as stated in the Guidelines for Grant Applicants;
- Proposals **have to** be assessed alike and treated impartially on their merits, following a review strictly based upon the information they contain, irrespective of where they originate within the eligible territories defined in the Guidelines for Grant Applicants and of the identity of the applicant and partners;



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- Assessors **must** work individually and independently when examining a proposal to prepare the evaluation grid. Assessors **do not** discuss the proposals with each other or with any third party;
- Assessors **must** evaluate and score proposals exactly as they are described and presented. Assessors **do not** make assumptions about the project in addition to what the applicants themselves have written in their proposal;
- Assessors **must** provide a brief but explicit justification for each of the scores and must maintain consistency in scoring;
- SC's deliberations are collective and based both on scores obtained in the evaluation and on comments made by assessors. **The voting members of the SC (evaluators) have collective responsibility for decisions taken by the Committee.** The Committee **cannot** change the assessor's scores or recommendation and **must not** alter the evaluation grids completed by the assessors, but they can reject the assessment and carry out a new one if duly justified;
- Proposals failing any evaluation threshold **cannot** be recommended for financing;
- If the JMC decides not to follow all or part of the recommendations of the SC, it **must** explain its decision in writing and this **must** then be sent via the JMA to the European Commission for approval.
- The SC reports on the procedural difficulties and discrepancies in the final evaluation report, in order to help JMA to identify such discrepancies and eliminate them in the future calls for proposals.



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ANNEX 1

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY



DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY²

Publication ref: _____

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned call for proposals. By making this declaration, I confirm that I have familiarised myself with the information available to date concerning the first call for proposals including the provisions of the Joint Operational Programme, the Application Package and the Practical Guide to contract procedures for external actions relating to the evaluation process.

I shall execute my responsibilities impartially and objectively.

I hereby declare that I am independent³ of all parties which stand to gain from the outcome of the evaluation process⁴. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, if I discover or should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will declare it immediately and cease to participate in the evaluation process. I declare that I have not been employed by any of the applicants/partners within the previous 3 years.⁵

I further declare that to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the applications.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this Declaration.

Name	
Status	Voting member Substitute Non-voting member / External independent assessor / Observer <i>(underline the proper option)</i>
Date	
Signature	

² To be completed by all persons involved in an evaluation process (including members of the Selection Committee, whether voting or not-voting and assessors).

³ Taking into consideration whether there exists any past or present relationship, direct or indirect, whether financial, professional or of another kind.

⁴ i.e., all applicants/partners who are participating in the call for proposals, whether individuals or members of a consortium, or any of the partners or subcontractors proposed by them.

⁵ if you cannot declare this, please indicate the name of the employer, the duration and your position.



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ANNEX 2

EVALUATION GRID



EVALUATION GRID

I. IDENTIFICATION DATA

Reference number:	
Applicant and country:	
Title of action/project:	
Region(s) or country/ies targeted:	
Total amount requested (and % of total): of which ENPI: of which IPA:	< EUR > _____ (___%) < EUR > _____ < EUR > _____
Duration:	___ months

II. ASSESSOR

Family name:	
First name:	
Date:	
Signature:	

Scoring guidelines

This evaluation grid is divided into **sections** and **subsections**. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

Score	Meaning
1	very poor
2	Poor
3	Adequate
4	Good
5	very good



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These scores are added to give the total score for the section concerned. The totals for each section are then listed in section 6 and added together to give the total score for the proposal.

Each section contains a box for comments. These comments should address the issues covered by that section. Comments must be made on each **section**. If an evaluator gives a score of 1 (very poor), 2 (poor) or 5 (very good) to a subsection, the reasons for giving such a score must be explained in the comments box. Extra space may be used for comments if required.

III. EVALUATION GRID

Section	
Selection criteria	
1. Technical, financial and operational capacity of the partnership	Score
1.1 Do the Applicant and its partners have sufficient and proven experience in project management ? ⁶	___/5
1.2 What is the level of technical expertise of the Applicant and partners? (notably knowledge of the issues to be addressed) ⁷	___/5
1.3 Do the Applicant and its partners have sufficient management capacity ? (including staff, equipment and ability to handle the Budget for the Action) ⁸	___/5
1.4 Do the Applicant and its partners have stable and sufficient financial resources ? ⁹	___/5
Total score:	___/20
Comments (Compulsory to fill in!):	
<p><i>If the total average score is less than 12 points out of 20 for Section 1, the application will be rejected. The evaluation grid must nevertheless be completed.</i></p>	
Award criteria	
2. Relevance	Score
2.1 How relevant is the proposal to the chosen programme's and Call for Proposals' objective and priority ? ¹⁰	___/5
2.2 How relevant to the particular needs and constraints of the target country/countries and/or region(s) is the proposal? In particular, does the proposal demonstrate a real cross-border impact ? (e.g. fulfils at least two of the following criteria: (1) joint development; (2) joint	___/5x2

⁶ Based on sections II.3.1, III.3.1 and IV.1 in the Grant Application Form (Annex A).

⁷ Based on sections I.3 in the Grant Application Form (Annex A).

⁸ Based on sections I.1.10.3, I.1.10.4, II.3.2.3, III.3.2.3 in the Grant Application Form (Annex A).

⁹ Based on sections II.3.2.2, III.3.2.2 in the Grant Application Form (Annex A).

¹⁰ Based on sections I.1.8.5 in the Grant Application Form (Annex A).



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implementation; (3) joint staffing; and/or (4) joint financing) ¹¹	
2.3 Does the Action have any links with any of the BSB-specific policies implemented in the region, or complementarity or synergies with various actions implemented in the region? (including synergy with other EC initiatives and avoidance of duplication, without overlapping with the actions) ¹²	___/5
2.4 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? ¹³	___/5
Total score:	___/25
<p>Comments (Compulsory to fill in!):</p> <p><i>Please note that in order to score section 2.1, the assessor should check whether the project has clearly chosen one single priority, and then he/she should verify whether the content of the proposal properly fit the selected priority or not; if not fitting, this would lead to a lower score under section 2.1.</i></p>	
<p><i>If the total average score is less than 20 points out of 25 for Section 2, the application will be rejected. The evaluation grid must nevertheless be completed.</i></p>	
3. Methodology	Score
3.1 Are the proposed activities appropriate, practical, and consistent with the objectives and expected outputs and results ? How coherent is the overall design of the Action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation?) ¹⁴	___/5
3.2 Is the proposed partnership appropriate in terms of number of partners, relevance of partners for the implementation of the Action ¹⁵ and their level of involvement satisfactory? (maximum score will only be allocated if the proposal cumulates the following requirements: it involves minimum 3 partners from minimum 3 different countries, the partnership proves to be coherent and it involves the appropriate partners to implement the proposed solution) ¹⁶	___/5x2
3.3 Is the action plan clear, realistic and feasible? ¹⁷	___/5

¹¹ Based on sections I.1.8.4 and I.1.8.7 in the Grant Application Form (Annex A).

¹² Based on sections I.1.8.9, I.8.10 and I.1.8.11 and I.1.8.12 in the Grant Application Form (Annex A).

¹³ Based on sections I.1.8.2, I.8.3 and I.1.10.6 in the Grant Application Form (Annex A).

¹⁴ Based on sections I.1.7, I.1.9 and I.1.10.7 in the Grant Application Form (Annex A).

¹⁵ Priority should be given to local and regional authorities, civil society and NGO's, chambers of commerce, and the academic and educational community, according with the provisions set out in the *European Neighbourhood and Partnership Instrument Cross-Border Cooperation: Strategy Paper 2007-2013*.

¹⁶ Based on section I.1.10.2 in the Grant Application Form (Annex A).

¹⁷ Based on section I.1.11 in the Grant Application Form (Annex A).



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3.4 Does the proposal contain objectively verifiable, measurable and appropriate indicators for measuring the outcome of the Action? ¹⁸	___/5
Total score:	___/25
<p>Comments (Compulsory to fill in!):</p> <p><i>Please note that in order to score section 3.1, the eligibility of activities should be verified, according with section 2.1.3 of the Guidelines for Grant Applicants. In case the assessor considers as “ineligible” certain activity(ies) declared as “eligible” by the Applicant, the assessor should make a clear recommendation regarding the decreasing of the requested grant according with the activity(ies) identified as ineligible and the budget modification consequently.</i></p>	
4. Sustainability	Score
4.1 Is the Action likely to have a tangible impact on the target groups? Is the communication strategy clearly defined in order to ensure an efficient and well-targeted dissemination and capitalisation of the Action results? ¹⁹	___/5
4.2 Is the proposal likely to have springboard or multiplier effects ? (including scope for replication and extension of the deliverables, dissemination of information, distribution of publications and maintenance of the Action website after the end of the Action) ²⁰	___/5
4.3 Are the expected results of the proposed Action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the Action? Will there be local “ownership” of the results of the Action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the Action – e.g. will it lead to improved legislation, regulations, planning methods, etc?</i>) - environmentally (<i>will the Action have a negative/positive environmental impact?</i>) (maximum score will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities) ²¹	___/5
Total score:	___/15

¹⁸ Based on section I.1.13 in the Grant Application Form (Annex A) and Logical Framework (Annex C).

¹⁹ Based on sections I.1.6 and I.1.9 in the Grant Application Form (Annex A).

²⁰ Based on section I.1.12.4 in the Grant Application Form (Annex A).

²¹ Based on sections I.1.8.8 and I.1.12.3 in the Grant Application Form (Annex A).



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Comments (Compulsory to fill in!):	
5. Budget and cost-effectiveness	Score
5.1 Is the ratio between the estimated costs and the expected results satisfactory? ²² (in accordance with the principles of economy, efficiency and effectiveness ²³)	___/5
5.2 Is the proposed expenditure necessary for the implementation of the Action? ²⁴	___/5
Total score:	___/10
Comments (Compulsory to fill in!):	
<i>Please note that the eligibility of costs should also be assessed in this section, according with Annex G - Eligibility of Expenditure to the Guidelines for Grant Applicants. In case the assessor considers as “ineligible” certain cost(s) declared as “eligible” by the Applicant, the assessor should make a clear recommendation regarding the decreasing of the requested grant according with the cost(s) identified as ineligible and the budget modification consequently.</i>	
Additional criteria	
6. Priority for the programme	Score
6.1 The Action is an integrated project ²⁵	___/5
Total score:	___/5
Comments (Compulsory to fill in!):	

²² Based on section I.2 in the Grant Application Form (Annex A).

²³ According with the Article 27 of the Council Regulation No.1605/2002 on the Financial Regulation, “The principle of *economy* requires that the resources used by the institution for the pursuit of its activities shall be made available in due time, in appropriate quantity and quality and at the best price. The principle of *efficiency* is concerned with the best relationship between resources employed and results achieved. The principle of *effectiveness* is concerned with attaining the specific objectives set and achieving the intended results.”

²⁴ Based on section I.2 in the Grant Application Form (Annex A).

²⁵ Based on section I.1.8.6 in the Grant Application Form (Annex A).



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7. Total score and recommendations	Score
7.1. Technical, financial and operational capacity of the partnership	___/20
7.2. Relevance	___/25
7.3. Methodology	___/25
7.4. Sustainability	___/15
7.5. Budget and cost-effectiveness	___/10
7.6. Priority for the programme	___/5
TOTAL:	___/100
<i>If the total score is less than 65 points, the application will be rejected</i>	
Short analysis of the proposal (Compulsory to fill in!):	
<p>List of the main strong and weak points for each section (Compulsory to fill in!):</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	
Recommendation:	



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ANNEX 3

LETTER FOR REQUESTING CLARIFICATIONS

LETTER FOR REQUESTING CLARIFICATIONS

<Date>

<Name and address of the applicant>

Call for proposals: <Reference and title>

Application ref.: <Number and title>

Dear Sir/Madam,

Following the evaluation of the quality of the application carried out by the Selection Committee with the support of independent assessors according to the criteria set out in the Guidelines for Grant Applicants, the following clarifications are requested in order to conduct an objective assessment of your application:

[1.....]

2.....

.....]

Please note that these clarifications are requested to conclude the evaluation of the quality of the application.

Please send your answer within 7 calendar days since you receive this request, in **copy** by fax +40372 111 323 or email blacksea-cbc@mdrl.ro and in **original** by registered mail or private courier service (date on the envelope) or by hand-delivery **at the following address:**

Ministerul Dezvoltarii Regionale si Turismului
Directia Cooperare Transfrontaliera Internationala
ACM Marea Neagra
Bvd. Libertatii nr. 12, Sector 5, Bucuresti 040129, Romania

The clarifications **may be sent either by the Applicant or directly by the involved partner.**

Please note that failure to provide the requested clarifications within the set deadline <...> may affect your scoring and therefore the chances of your proposal of being selected for funding.

In case you need additional information regarding the above requirements, please contact the Selection Committee by email at blacksea-cbc@mdrl.ro and/or by phone/fax +40372 111 323.

Sincerely,

<Name>

Chairperson
of the Selection Committee



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ANNEX 4

FINAL EVALUATION REPORT



**FINAL EVALUATION REPORT
STEP 3
QUALITY ASSESSMENT**

Call for proposals reference: < >

Title: < >

Type of procedure: open

Contents

- Timetable
- Participants
- Evaluation
- Observers' comments
- Conclusions
 - Provisionally recommended applications
 - Reserve list
 - Rejected proposals

Annexes

- Declarations of impartiality and confidentiality
- Completed evaluation grids
- [Clarification correspondence with applicant(s)]

1. Timetable

	Date	Time
Meeting 1		
Meeting 2		
Etc.		

2. Participants

Name	Representing	Role ²⁶
------	--------------	--------------------

²⁶ Evaluator, assessor, observer, chairperson, secretary, ...



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3. Evaluation

This text may be expanded to reflect eventual discussions on particular cases

The total available envelope under this call is € XXXX.

The <Selection Committee/assessors> used the Evaluation Grid to assess the quality of the applications, including the budget as well as the capacity of the applicant and partners.

The Selection Committee subsequently deliberated on the basis of these analyses.

(Insert here the summary of discussions and the approach adopted by the Selection Committee.)

The Selection Committee finalised the evaluation and established a list of selected proposals. These proposals are ranked descendently per Priority according with their [average] scores, until the maximum amount available for each priority under this call for proposals, indicating the recommended maximum amount of the requested grant and the rate of financing of eligible costs recommended for each application.

A reserve list was also established following the same approach.

The rejected applications are also listed below.

The evaluation grids of all the applications examined are annexed to this report.

4. Observers' comments

.....

5. Conclusions

5.1 Applications recommended for provisional selection for the award of a grant contract

The following applications are recommended for provisional selection for the award of contract.

[The list of provisionally selected applications - ranked descendently per Priority according with their [average] scores, until the maximum amount available under this call for proposals - is attached at annex.]

Priority x (Insert the part below as many times as the number of priorities concerned.)

Application sequence N°	Applicant	[Average] score	Recommended grant amount	Recom %	Comments



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Number of provisionally selected applications: **XXXX**.

Total amount of provisionally selected applications: € **XXXX** (sum of the requested contributions).

Total available amount: € **XXXX**.

5.2 Applications not for provisional selection but put on a reserve list until <date>

The following applications are recommended for the reserve list:

[The reserve list - ranked descendently per Priority according with their [average] scores - is attached in annex.]

Priority x (Insert the part below as many times as the number of priorities concerned.)

Applic. N°	Applicant	[Average] score	Recommended grant amount	Recom %	Comments

5.3 Applications not recommended for awarding a grant contract

The following applications are not recommended:

[The list of rejected applications - ranked descendently per Priority according with their [average] scores - is attached in annex.]

Priority x (Insert the part below as many times as the number of priorities concerned.)

Applic. N°	Applicant	[Average] score	Comments

Number of unsuccessful applications: **XXXX**.

6. Signatures

	Name	Signature
--	-------------	------------------



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Chairperson		
Secretary		
Evaluators		
Observers		

Approved by the Joint Managing Authority:

Name:

Title:

Signature:

Date:



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ANNEX 5

AWARD LETTER



JOINT MANAGING AUTHORITY

Open call for proposals

<Date>

<Name and address of the applicant>

Call for proposals: <Reference and title>

Application ref.: <Number and title>

Dear Sir/Madam,

With reference to the above application, I am pleased to inform you that, on the recommendation of the Selection Committee, the Joint Monitoring Committee has decided that your application may be awarded a grant of a maximum € <XXX> ENPI and € <XXX> IPA i.e. XX,XX % of the total eligible cost of the action.

A grant contract between the Joint Managing Authority and your organisation will therefore be prepared. In this connection you will be contacted with a view to finalising it according to the recommendations of the Selection Committee.

Please note that this letter does not yet give you the right to the said grant. You will not acquire that right until both parties have signed the grant contract, and then your right will depend upon the terms of the contract.

Sincerely,

<Name>
Chairperson

of the Selection Committee



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ANNEX 6

REJECTION LETTER



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JOINT MANAGING AUTHORITY

Open call for proposals

<Date>

<Name and address of the applicant>

Call for proposals: <Reference and title>

Application ref.: <Number and title>

Dear Sir/Madam,

With reference to the above, I regret to have to inform you that your application has not been selected by the Selection Committee for award of a grant, for the following reason:

CHOOSE OPTION(S) ACCORDINGLY

[Your <organisation / one or more of your partner(s)> is not eligible according to the criteria set out in the Guidelines for Grant Applicants.]

[Your application has not achieved the minimum score of 12 points for Section 1. *Technical, financial and operational capacity of the partnership*, as specified in the Guidelines for Grant Applicants.]

[Your application has not achieved the minimum score of 20 points for Section 2. *Relevance*, as specified in the Guidelines for Grant Applicants.]

[Your application has not achieved the minimum total score of 65 points, as specified in the Guidelines for Grant Applicants.]

[You submitted several proposals which were selected for financing, but the Selection Committee

EITHER

[may select only one grant per each priority for the same applicant, as specified in the Guidelines for Grant Applicants.]

OR

[concluded that your organisation does not have the financial and operational capacity required to implement all the proposed actions concurrently.]

[The following requested clarifications were not provided before the set deadline <...>.]

For your information, please find below the [average] scores awarded to your application in accordance with the evaluation grid detailed in the Guidelines for Grant Applicants: <insert here the standard evaluation grid with [average] scores>

I take this opportunity to thank you for your interest in participating in the present call for proposals and hope that the above information will assist in preparing for any future call published by the Joint Managing Authority for which you may wish to submit an application.

Sincerely,

<Name>
Chairperson
of the Selection Committee



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ANNEX 7

REJECTION LETTER - RESERVE LIST



JOINT MANAGING AUTHORITY

Open call for proposals

<Date>

<Name and address of the applicant>

Call for proposals: <Reference and title>

Application ref.: <Number and title>

Dear Sir/Madam,

With reference to the above, I regret to inform you that your application has not been selected by the Selection Committee for award of a grant.

Although your application fulfils the **eligibility** and **quality** criteria required for a favourable opinion, it has been awarded a lower score than the selected applications.

For your information, please find below the [average] scores obtained by your application in accordance with the evaluation grid detailed in the Guidelines for Grant Applicants: **<Insert here the standard evaluation grid with [average] scores>**

The Selection Committee has nevertheless recommended putting your application on a **reserve list valid until <date>**. Should you not have been contacted by the Joint Managing Authority by that date, you should assume that you will not be considered for the award of a grant for this application.

I take this opportunity to thank you for your interest in participating in the present call for proposals and hope that the above information will assist you in preparing for any future call published by the Joint Managing Authority for which you may wish to submit an application.

Sincerely,

<Name>
Chairperson
of the Selection Committee