

CBIB

The European Union's CARDS Regional Programme

Training of Potential Applicants Evaluation

Struga

November 5th-November 7th, 2007

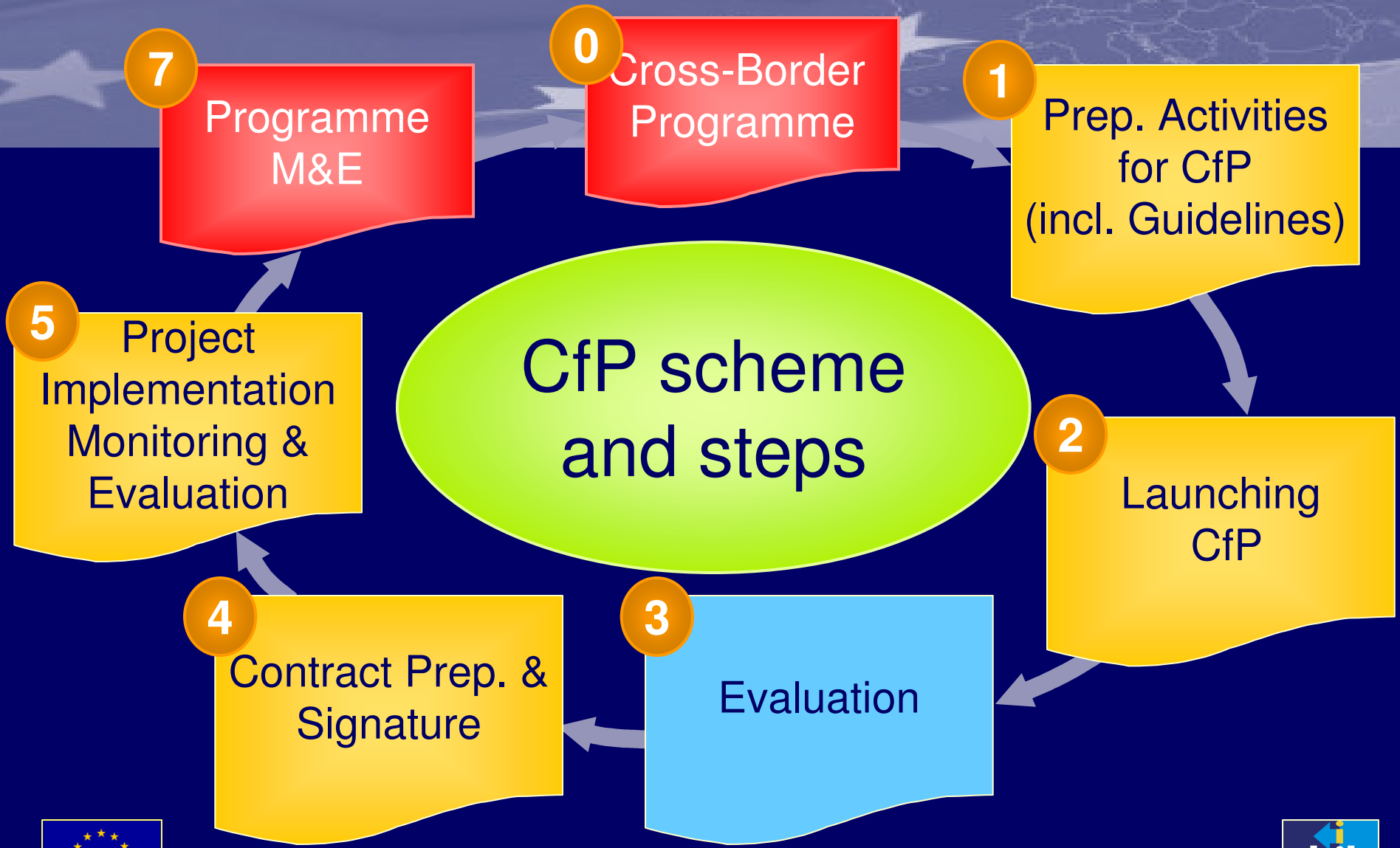


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Steps in Grant Schema



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Evaluation (Art.6.4.8)

- Receipt and registration of proposals
- Opening session and administrative check
- Evaluation of the concept note
- Evaluation of the application form



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1. Receipt and registration of proposals (Art. 6.4.2.1)

- Proposals must be registered
- Provide receipt those who delivered by hand
- The envelopes must remain sealed until opening



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2. Opening session (Art. 6.4.8.2)

- All proposals received will be opened
- Registration details will be checked - does the proposal have:
 - Registration number of concept note, proposal
 - Date of submission
 - The applicant's name and address
- Proposals are numbered



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3. Administrative check

(Art. 6.4.8.2)

- After meeting the deadline, proposals are subject to the administrative check:
 - Does the concept note / proposal satisfy the checklist (section V of the grant application form?)
- The opening session and administrative check can be done by the JTS.
- After approval of report applicants are informed by standard letter whether application was within deadline, satisfied the checklist and is it recommended for further evaluation



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4. Evaluation of Concept Note (Art. 6.4.8.3)

- Action is evaluated by scoring relevance, effectiveness, feasibility and sustainability.
- Min. total score for pre-selection is 30 points (out of 50); relevance has to score min. 12 points.
- Applicants whose concept notes have been evaluated are informed in writing whether their full application will be evaluated.



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4. Evaluation of the Application Form (Art. 6.4.8.4)

- Based on the evaluation criteria set by the Guidelines (selection and award criteria)
- Scoring also per (sub) headings
- The evaluation grid cannot be changed



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4. Evaluation of the Application Form (Art. 6.4.8.4)

- After approval of the Evaluation Report of the application forms, the applicants are informed in writing if:
 - their proposal was provisionally selected
 - invite them to send the required supporting documents (present proof)



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5. Final Evaluation Report (Art. 6.4.8.6)

- After eligibility check the Evaluation Committee draws up the final Evaluation Report:
 - Minutes of the evaluation sessions (must be signed by all members)
 - Final ranking list
 - May draw up a reserve list
- Evaluation Report is submitted to the approval of the Contracting Authority.



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