

ELIGIBILITY CHECKLIST

STUDY VISITS

COMPONENT 1 PROFESSIONAL DEVELOPMENT OF STAFF

EDUCATION PROGRAMME

I. PROJECT IDENTIFICATION

Application number:
Name of the Applicant:
Project title:

II. FORMAL ASSESSMENT

1. Conditions for formal assessment of applications

The Applicant/Partner has not been excluded from the possibility of being awarded a grant on the basis of Article 207(4) of the Act of 27 August 2009 on Public Finance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Applicant/Partner is not subject to the conditions set out in: 1) Article 12(1)(1) of the Act of 15 June 2012 on the results of entrusting work to foreigners staying in the territory of the Republic of Poland in violation of the provisions of law, 2) Article 9(1)(2a) of the Act of 28 October 2002 on the liability of collective entities for acts prohibited under the threat penalty.	<input type="checkbox"/> Yes <input type="checkbox"/> No
No arrangement or winding-up proceedings have been instituted against the Applicant; the Applicant has not been declared bankrupt; has not lost legal personality; has not suspended business activity; is not the subject of proceedings concerning those matters; and is not in any analogous situation arising from a similar procedure provided for in national legislation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Persons acting on behalf of the Applicant have not been convicted by a final sentence for an offence related to their professional activity, for violation of professional ethics or have not been punished for a serious professional misdemeanour.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Applicant (persons being members of its bodies) is not subject to a final judgement concerning fraud, corruption or other illegal activities resulting in the occurrence of any damage or threat.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Applicant being a non-public body has financial and operational capacity to complete the proposed project.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
The Applicant is entitled to apply for a grant from the Education Programme as part of Component 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No

The partnership meets the requirements set out in the Call for Proposals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The host Institution is an entity seated in a Donor State authorised under the Education Programme Component 1 - Study Visits.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For at least 12 months prior to submitting the application, the Applicant has continuously conducted activity in formal or non-formal education sector, as confirmed by a provision in its statutes or an entry in a relevant register.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The application was submitted online within the deadline indicated in the <i>Call for Proposals</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The application has been fully completed (all mandatory fields have been filled in)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The duration of the project is consistent with the time frame set out in the <i>Call for Proposals</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The total requested budget is not less than EUR 1950 and not more than EUR 8975	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Applicant has fulfilled its previous obligations towards FRSE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
The contents of the application in Polish and in English are consistent	<input type="checkbox"/> Yes <input type="checkbox"/> No
All required documents have been attached to the application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Attachments to the application

A scan of the "Declaration" signed by a legal representative of the Applicant or an authorised person is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A scan of valid incorporation/registration document or other document containing information on legal representation of the Applicant is attached, with the exception of documents available in electronic form in public registers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
If the "Declaration" was signed by a person other than the legal representative of the Applicant, a scan of valid authorisation for such person is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
A scan of valid incorporation/registration document or other document confirming the scope of the Applicant's activity is attached, except for documents available in electronic form in public registers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
A scan of the invitation from the host Institution signed by a legal representative is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scan(s) of letters of intent signed by legal representatives from all Project Partners are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

A scan of <i>De minimis aid declaration</i> is attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Comments:	

III. FINAL FORMAL ASSESSMENT

<input type="checkbox"/> The application complies with formal requirements and is sent for quality assessment
<input type="checkbox"/> The application does not comply with formal requirements or has not been examined
<input type="checkbox"/> Formal assessment is suspended – additional information must be provided in the application
Comments:

DECLARATION

Having been warned about criminal liability under Article 271 and 272 of Polish Penal Code, I hereby declare that:

- 1) I am not the Applicant and I have not prepared project documentation;
- 2) I have not been and I am not married to; I am not relative by blood or affinity in a straight line relationship, kinships or affinities in collateral line up to the second degree, and I am not bound on account of adoption, care or the supervision to the Applicant/partner(s), its legal representative or members of management or supervisory bodies of the Applicant/partner(s);
- 3) Within 3 years prior to the date of the publication of the Call for Proposals, I was not in employment relationship and I did not conclude any contracts of mandate with the Applicant; I was not a member of management or supervisory bodies of the Applicant's institution;
- 4) I remain in no legal or actual relationship with the Applicant that may present justified doubts as for my impartiality;
- 5) I undertake to maintain the confidentiality of information and documents revealed to me or created by me or prepared by me in the process of project assessment or as its result. I hereby agree that such information should only be used for the purpose of the assessment and should not be disclosed to any third party.

Should any such relationship be discovered, I undertake to inform about such fact in the form of a written request to exclude me from the formal assessment procedure without any delay.

Date and signature of the assessor:

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