

Quality Checklist  
**Components 3 and 4 Institutional Cooperation**  
 Education Programme

Application number:
Name of the Applicant:
Project title:

### I. Quality assessment of the application

**Notes on the scoring:** Each criterion will be assessed according to the provided detailed scale. An application can be awarded a maximum of **110 points** - 100 points for quality assessment and additional 10 points for the bonus criterion. Applications that will be awarded at least **60 points** (60%) under quality assessment meet quality requirements and will be recommended for the award of funding.

**Detailed scoring on a scale 0-10**

**10-8 points** - the application refers to the topic under assessment to a very high degree

**7-4 points** the application refers to the topic under assessment to a high degree

**3-1 points** the application refers to the topic under assessment to a sufficient degree

**0 points** the application does not refer to the topic under assessment

**Detailed scoring on a scale 0-5**

**5 points** - the application refers to the topic under assessment to a very high degree

**4-3 points** - the application refers to the topic under assessment to a high degree

**2-1 points** - the application refers to the topic under assessment to a sufficient degree

**0 points** - the application does not refer to the topic under assessment

SCOPE OF ASSESSMENT	Points	
<b>1. The purpose of the project and justification of its implementation (0-30 points)</b>	<b>/25</b>	
<i>Assessed elements:</i>		
1.1 The purpose of the project is consistent with the objectives of the Education Programme		<b>/5</b>
1.2 The purpose of the project is clearly described and realistic.		<b>/5</b>
1.3 The project complies with the principle of equal opportunities and non-discrimination, including its accessibility for people with disabilities and the principle of equality between women and men.		<b>/5</b>
1.4 The selection of thematic areas of the Education Programme is justified by the contents of the application.		<b>/5</b>
1.5 The need to implement the project for participating institutions and other target groups is justified.		<b>/5</b>
<p><b>NOTE</b> - a project which is not consistent with the objectives of the Education Programme(1.1) or does not comply with the principle of equal opportunities and non-discrimination, including its accessibility for people with disabilities and the principle of equality between men and women (1.3) is rejected at this stage of quality assessment -- it receives 0 points and is not subject to further assessment.</p>		

<b>Comments:</b>		
<b>2. Description of activities, methodology, management (0-20 points)</b>		
<i>Assessed elements:</i>		
2.1 The planned activities are consistent with the assumptions for the project and objectives of the Education Programme.	<b>/5</b>	<b>/20</b>
2.2 The methodology, form and scope of activities are adapted to project objectives and needs of target groups.	<b>/5</b>	
2.3 The Applicant described project management methods, which are appropriate for successful implementation of the project.	<b>/5</b>	
2.4 The application describes effective coordination and communication mechanisms between the partners.	<b>/5</b>	
<b>Comments:</b>		
<b>3. Partnership (0-15 points)</b>		
<i>Assessed elements:</i>		
3.1 Partner organisations have appropriate profiles, competences, resources and experience indispensable for successful implementation of all aspects of the project	<b>/5</b>	<b>/15</b>
3.2 The division of responsibilities and tasks provides for commitment and active engagement of all participating organisations.	<b>/5</b>	
3.3 An institution from a Donor State is one of project partners.	<b>/5</b>	
<b>Comments:</b>		
<b>4. Outcomes, impact and sustainability (0-30 points)</b>		
<i>Assessed elements:</i>		
4.1 The planned outcomes are described in detail, achievable and consistent with guidelines of the Measure.	<b>/5</b>	<b>/30</b>
4.2 Project outcomes are innovative in the scope to which the project applies (education sector, target groups, geographic area).	<b>/5</b>	
4.3 The application describes how the sustainability of results will be ensured.	<b>/5</b>	
4.4 The possibility of providing free access to results under open licenses has been included.	<b>/5</b>	
4.5 Planned dissemination activities (communication plan) allow to reach out to target groups and other stakeholders.	<b>/5</b>	

4.6 Expected benefits resulting from project implementation and (short- and long-term) impact of the project and its outcomes on participating institutions, target group(s) are described.	<b>/5</b>	
<b>Comments:</b>		
<b>5. Evaluation, monitoring and risk management (0-10 points)</b>		
<i>Assessed elements:</i>		
5.1 Methods of responding to challenges that can be faced during project implementation are described. Potential threats/ difficulties and appropriate remedial measures are defined.	<b>/5</b>	
5.2 Evaluation and monitoring procedures described are appropriate to ensure high quality of the project.	<b>/5</b>	<b>/10</b>
<b>Comments:</b>		
<b>Final QUALITY ASSESSMENT (0-100 points)</b>		<b>/100</b>
<b>6. Bonus criteria - (0-10 points)</b>		
<i>Assessed elements:</i>		
6.1 The application describes and justifies the inclusion of the " <b>child welfare education</b> " thematic area in the scope of the visit.	<b>/10</b>	
<b>Comments:</b>		
<b>TOTAL POINTS (0-110 points)</b>		<b>/110</b>
<b>Recommendations concerning financial part: Project's length, the number of partner meetings, number of participants in meetings, number of outcomes, number of working days, number of days and participants in dissemination events, length of intensive training and the number of participants in it.</b>		
<b>Summary</b> (to be sent to the Applicant):		



## II. Budget

Budget category		Amount requested (EUR)	Amount recommended by the Operator (EUR)
1	<b>Project management and implementation</b>	[as in the application]	
2	<b>Travel (partner meetings)</b>	[as in the application]	
3	<b>Subsistence costs (partner meetings)</b>	[as in the application]	
4	<b>Personnel costs related to the development of outcomes</b>	[as in the application]	
5	<b>Events linked to project outcome promotion and implementation.</b>	[as in the application]	
6	<b>Extraordinary costs</b>	[as in the application]	
7	<b>Additional costs relating to special needs</b>	[as in the application]	
8	<b>Travel (projects involving learning and training)</b>	[as in the application]	
9	<b>Individual support (projects involving learning and training)</b>	[as in the application]	
Total amount requested:		[Total as in the application]	[Total]
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.**

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*Date*

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*Signature of the assessor*