

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 **125 points** - 110 points for quality assessment and additional 15 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	
1. The purpose of the project and justification of its implementation (0-25 points)	/25	
<i>Assessed elements:</i>		
1.1 The purpose of the project is consistent with the objectives of the Education Programme		/5
1.2 The purpose of the project is clearly described and realistic.		/5
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.		/5
1.4 The selection of thematic areas of the Education Programme is justified by the contents of the application.		/5
1.5 The need to implement the project for participating institutions and other target groups is justified.	/5	
<p>NOTE - 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>		

Comments:		
2. Description of activities, methodology, management (0-20 points)		
<i>Assessed elements:</i>		
2.1 The planned activities are consistent with the assumptions for the project and objectives of the Education Programme.	/5	/20
2.2 The methodology, form and scope of activities are adapted to project objectives and needs of target groups.	/5	
2.3 The Applicant described project management methods, which are appropriate for successful implementation of the project.	/5	
2.4 The application describes effective coordination and communication mechanisms between the partners.	/5	
Comments:		
3. Partnership (0-25 points)		
<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	/5	/25
3.2 The division of responsibilities and tasks provides for commitment and active engagement of all participating organisations.	/5	
3.3 An institution from a Donor State is one of project partners.	/15	
Comments:		
4. Outcomes, impact and sustainability (0-30 points)		
<i>Assessed elements:</i>		
4.1 The planned outcomes are described in detail, achievable and consistent with guidelines of the Measure.	/5	/30
4.2 Project outcomes are innovative in the scope to which the project applies (education sector, target groups, geographic area).	/5	

4.3 The application describes how the sustainability of results will be ensured.	/5	
4.4 The possibility of providing free access to results under open licenses has been included.	/5	
4.5 Planned dissemination activities (communication plan) allow to reach out to target groups and other stakeholders.	/5	
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.	/5	
Comments:		
5. Evaluation, monitoring and risk management (0-10 points)		
<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.	/5	/10
5.2 Evaluation and monitoring procedures described are appropriate to ensure high quality of the project.	/5	
Comments:		
Final QUALITY ASSESSMENT (0-110 points)		/110
6. Bonus criteria - (0-15 points)		
<i>Assessed elements:</i>		
6.1 The application describes and justifies the inclusion of the "child welfare education" thematic area in the scope of the visit.	/10	/15
Comments:		
6.2 The project is a result of the implementation of a "Study Visit" or "Preparatory Visit"	/5	
Comments:		
TOTAL POINTS (0-125 points)		/125

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.	
Summary (to be sent to the Applicant):	

II. Budget

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

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

Informed about penal responsibility deriving from articles 271 and 272 of Penal code I hereby declare that:

1) there are no circumstances, referred to in article 24, para. 1 and 2 of Administration Procedure Code (O.J. 2020, pos. 256), which may cause my exclusion from the appraisal of this application and there are no circumstances which may undermine my impartiality with regard to the institution that submitted application that is subject to this assessment, in particular:

- I am not an applicant/ partner, I have not prepared application or I have not been involved in the project preparation at any stage;
- I am not related with applicant/ partner/ partners, its/ their legal substitutes, members of its/ their managing or supervising bodies by marriage or affinity till the second degree or I am not related with it/them by adoption, guardianship or care;
- I am not or I have not been a representative of the applicant/ partner/ partners or I am not related with a representative of an applicant/ partner/ partners by marriage or affinity till the second degree or I am not related with it/them by adoption, guardianship or care;
- I am not a subject of professional investigation, disciplinary or criminal procedure relating to this application;
- I am not related with applicant/ partner/ partners by professional subordination;

2) I hereby oblige myself to keep confidential any and all information or documents which I may be disclosed or receive or prepare in the course or as a result of the assessment. I agree that this Information should be used exclusively for the purposes of the assessment and not to disclose it to third parties.

If any of circumstances, referred to under point 1), appear, I oblige myself to inform the Programme Operator immediately.

Date

Signature of the expert