

**FORMAL CRITERIA (ADMINISTRATIVE AND ELIGIBILITY CRITERIA) – SGS 2**

#	Administrative criteria	
1	The project application has been submitted within the deadline specified in the <i>Call for proposals</i>  (The project application has been delivered to the incoming correspondence box of the Ministry of Justice by 8 August 2022 by 23.59)	YES/NO
2	The project application has been submitted in accordance with the permissible method of delivery  (Electronically, via the e-PUAP platform)	YES/NO
3	The project application has been submitted using the Project Application template (provided in Annex 1 to the <i>Call for proposals</i> )	YES/NO
4	The project application has been signed with a Trusted Profile or a qualified electronic signature by a person authorized to represent the Applicant  (In case the application has been signed by a person other than the President/Mayor of the commune/municipality, a scan of the power of attorney to represent the Applicant is required)	YES/NO
5	The language of the project application is Polish	YES/NO
6	All required fields have been completed in the Project Application form	YES/NO
7	All requested documents have been submitted along with the application: <ul style="list-style-type: none"> <li>a) Detailed project budget;</li> <li>b) Project implementation schedule;</li> <li>c) Risk analysis;</li> <li>d) Communication Plan;</li> <li>e) The Municipal/Communal Programme for Counteracting Domestic Violence and Protection of Victims of Domestic Violence, adopted by a resolution of the relevant authorities, valid on the day of submission of the application;</li> <li>f) Summary of the project description in English;</li> <li>g) Letter of intent (in case of partnership projects);</li> <li>h) Power of attorney to represent the Applicant (if applicable).</li> </ul>	YES/NO

#	Eligibility criteria	
8	The Applicant is eligible for funding, as specified in the <i>Call for proposals</i>  (The Applicant is a local government unit at the municipal/commune level)	YES/NO

9	<p>The Project Partner is eligible for funding, as specified in the <i>Call for proposals</i> (The Project Partner is a non-governmental organisations established as a legal person in the Republic of Poland or the Kingdom of Norway or a Polish or Norwegian public entity working in the field of prevention of domestic and gender-based violence).</p> <p>The Project Partner has not been excluded under:</p> <p>1) Article 207 paragraph 4 of the Act of 27 August 2009 on Public Finance;</p> <p>2) Article 12 paragraph 1 point 1 of the Act of 15 June 2012 on the consequences of entrusting performance of work to foreigners residing on the territory of the Republic of Poland;</p> <p>3) Article 9 paragraph 1 point 2a of the Act of 28 October 2002 r. on the liability of collective entities for acts prohibited under penalty.</p>	YES/NO
10	<p>The project implementation period is within the permissible limits provided in the <i>Call for proposals</i> (i.e. up to 12 months between December 2022 to December 2023)</p>	YES/NO
11	<p>The requested grant amount is within the permissible limits provided in <i>the Call for proposals</i> from EUR 5 000 (PLN 23 218) to EUR 75 000 (PLN 348 270)</p>	YES/NO
12	<p>This is the first application submitted by the Applicant</p>	YES/NO

**NOTE:**

Applications non-compliant with criteria 1-3 or 8-12 shall not be considered (the Applicant shall not be requested for clarifications/additional information).

In case of non-compliance with criteria 4-7, the Applicants shall be requested for clarifications/additional information.

In case more than one project application is submitted, the Programme Operator will evaluate only one of them (registered first), other applications shall not be considered.