Annex No 4 to the Guidelines for applicants of the open call “Supporting local cultural entrepreneurship” under the EEA financial mechanism programme “Culture” 2014-2021

**Eligibility Evaluation Methodology (draft)**

1. **General information on the application:**

|  |  |
| --- | --- |
| Code of the application |  |
| Title of the application |  |
| Title of the Applicant |  |

1. **Evaluation criteria:**

| **Criterion** | **Evaluation questions** | ***Yes, no, not applicable*** | ***Comments*** |
| --- | --- | --- | --- |
| 1. ***Formal evaluation criteria*** | | | |
| 1. **The Applicant has submitted an Applicant’s and Partner’s (Partners’) Declaration** | 1.1. The Applicant has submitted a declaration in line with the application form on its own or its Project Partner’s (Partners’) behalf;  1.2. The submitted declaration confirms the compliance with the administrative compliance requirements. |  | *1.1. The declaration of the Applicant and the Project Partner (-s) submitted along with the application shall be checked for compliance with the approved form.*  *1.2. It shall be checked whether the submitted declaration confirms the compliance with administrative compliance requirements.* |
| 1. **The Applicant has submitted along with its application all the annexes listed in the Guidelines** | 2.1. Whether all mandatory annexes referred to in the Guidelines have been submitted with the application. |  | *2.1. It shall be checked whether all mandatory annexes referred to in the Guidelines have been submitted with the application.* |
| ***II. General project selection criteria*** | | | |
| 1. **Compliance of the Applicant and the Partner (-s) with the requirements laid down in the Guidelines** | 3.1. The Applicant meets the Applicant eligibility requirements laid down in the Guidelines.  3.2. The Partner (-s) meets (meet) the partner eligibility requirements laid down in the Guidelines. |  |  |
| 1. **Retaining consistency of internal project logic** | 4.1. Whether or not a consistent internal logic of the project has been retained, i.e. project results are the outcome of project activities, project activities are prerequisites for the implementation of project tasks and the latter – for achieving the defined project objective. Project tasks are specific (showing the essence and characteristics of the project), measurable (quantifiable and measurable) and achievable. |  |  |
| 1. **Project compliance with monitoring indicators** | 5.1. Does the project pursue the programme monitoring indicator (-s) provided for in the Guidelines? |  | *3.1. The project’s pursuit of the mandatory monitoring indicators set in the Guidelines shall be checked.*  *It shall be evaluated whether monitoring indicator values have been set for all the monitoring indicators provided for in the application.* |
| 1. **Feasibility of the project implementation schedule and project duration** | 6.1. Does the project implementation schedule correspond to scopes of project activities, is realistic and rationally planned? Is the project duration in line with the requirements established in the Guidelines? |  | *4.1. It shall be evaluated whether the project implementation schedule corresponds to the project specifics, seasonality, whether the deadlines for holding public procurement procedures have been included and properly evaluated, whether the project implementation schedule is logical and consistent (if the start of one activity depends on completion of another activity, whether this activity is not started earlier, etc.).*  *It shall be ensured that the total duration of the project implementation is in line with the requirements set out in the Guidelines.* |
| 1. **Reasonability of partnership** | 7.1. Has a partnership been provided for in the project?  7.2. Is a partnership (if any) reasonable and beneficial in the implementation of the project?  7.3. Does the document evidencing a partnership (a draft partnership agreement, a signed partnership agreement, a letter of intent, etc.) meet the requirements set out in the Guidelines / a proposal to submit an application for direct financing (applicable, where a partnership is planned in the project)? |  | *7.1. Applicable where a partnership is mandatory.*  *7.2. It shall be evaluated if the Partner’s (Partners’) participation in the project is reasonable, whether the Project Partner (-s) takes (take) part in the implementation of project activities/ pursuit of physical activity implementation indicators, whether the Applicant and the Project Partner (-s) create project results or use the results created during the project together.*  *7.3. It shall be checked whether a document evidencing partnership submitted along with the application (applicable where a partnership is planned in the project) contains provisions in line with the requirements which a document evidencing partnership is subject to the requirements laid down in the Guidelines.* |
| 1. **Project compliance with the principles of good governance** | 8.1. Does the project provide for actions, which would have an adverse impact on the implementation of the principles of good governance?  8.2. Does the project provide for specific actions (measures) to promote the implementation of principles of good governance (if applicable)? |  | *8.1 It shall be made sure that the project’s implementation has no adverse impact on the implementation of principles of good governance.*  *8.2. It shall be evaluated whether this requirement has been established in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be made sure that there are specific actions or measures provided for in the project (demonstrated proactive approach), which contribute to the implementation of principles of good governance.* |
| 1. **Project compliance with the principles of sustainable development** | 9.1. Does the project provide for actions, which would have an adverse impact on the implementation of the principles of sustainable development?  9.2. Does the project provide for specific actions (measures) to promote the implementation of the principles of sustainable development (if applicable)? |  | *9.1. It shall be made sure that the project’s implementation has no adverse impact on the implementation of the principles of* *sustainable development:*  *9.1.1. In the environmental protection area (environmental quality and natural resources, protection of landscape and bio-diversity, climate change, environmental protection, etc.);*  *9.1.2. In the social area (employment, poverty and social exclusion, public health, education and science, preservation of cultural identity, sustainable consumption);*  *9.1.3. In the economic area (sustainable development of main sectors of economy and regions);*   * + 1. *In the regional development area (reducing environmental, social and economic disparities).*   *9.2. It shall be evaluated whether this requirement has been established in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be evaluated whether the project provides for some specific actions or measures, which contribute to the implementation of the principles of* *sustainable development.* |
| **10. Project compliance with the principles of equal opportunities, non-discrimination and gender equality** | 10.1. Are there are any restrictions provided for in the project, which would have an adverse impact on the implementation of the principles of equal opportunities, non-discrimination and gender equality?  10.2. Will the infrastructure created in the project be adapted for all groups of the society (if applicable)?  10.3. Were specific actions (measures) offered, which show that the project contributes to the implementation of the principle of gender equality and/or promotion of the implementation of the principles of non-discrimination (if applicable)? |  | *10.1. It shall be necessary to make sure that the project does not provide for any restrictions, which would have an adverse impact on the implementation of the principles of gender equality and non-discrimination based on sex, race, nationality, language, origin, social status, religion, beliefs or views, age, disability, sexual orientation, ethnicity or religion.*  *10.2. It shall be made sure that all groups of the society have access to use infrastructure created in the course of the implementation of the project (if applicable).*  *10.3. It shall be evaluated whether this requirement has been set in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be made sure that the project provides for actions or measures, which contribute to the implementation of the principles of gender equality and non-discrimination.* |
| **11. Project compliance with EU’s competition policy** | 11.1. Does the granted financing exceed the set limits for *de minimis* aid and meet the requirements which *de minimis* aid is subject to?  11.2. Is the project financed according to the approved scheme for state aid or European Commission’s decision or the block exemption regulation in observance of the requirements laid down therein?  11.3. Does the project financing mean the provision of unlawful state aid or *de minimis* aid? |  | *11.1. Applicable where the project is granted de minimis aid.*  *11.2. Applicable where the project is financed according to the approved state aid scheme, a decision of the European Commission, or the block exemption regulation.*  *11.3. Applicable where the Guidelines / a proposal to submit a direct financing application indicate that the project shall not receive state aid and/or de minimis aid.* |
| **12. Assurance of own contribution** | 12.1. Does the Applicant’s and/or the Partner’s (Partners’) contribution meet the requirements laid down in the Guidelines and ensure financing of own contribution? |  | *12.1. This criterion shall only apply in cases where the application provides for own contribution and/or own contribution is mandatory in accordance with the requirements laid down in the Guidelines:*  *12.1.1. whether the requirements for own contribution of the Applicant and/or the Partner (-s) are met;*  *12.1.2. whether the planned sources of financing of project costs planned in light of the share of eligible project costs and the method of payment of costs are clearly defined, reliable and properly planned.* |
| **13. Assurance of ineligible costs** | 13.1. Does the Applicant and/or the Partner (-s) ensure the coverage of ineligible costs that are necessary for the implementation of the project (applicable where ineligible costs are planned)? |  | *13.1. It shall be evaluated whether the Applicant and/or the Partner (-s) has ensured and substantiated financing to cover ineligible costs. Applicable where costs that are ineligible for financing, but necessary for the implementation of the project and the achievement of results, have been planned.* |
| **14. Ensuring project continuity** | 14.1. Has financial and operational continuity of the project been ensured (if applicable)? |  | *14.1. The following shall be made sure:*  *14.1.1. whether financial prerequisites have been created for further use of the results created during the project, i.e. the property created / purchased / renovated will be retained (e.g. whether the Applicant has indicated in the application who will be responsible for the allocation of funds for the operation and maintenance of the reconstructed building and whether the funds will be made allocated);*  *14.1.2. how project results will be used after the end of the project and/ or how their dissemination will be ensured.* |
| **15. Eligibility, necessity and reasonability of costs** | 15.1. Do the planned activities and costs meet the requirements for eligible activities, costs and their scopes, are they necessary for the implementation of the project?  15.2. Have costs been planned effectively and reasonably? |  | *15.1. It shall be made sure that project activities and costs are eligible according to the requirements of the Guidelines and the Regulations, that the costs are necessary for the implementation of the project and that they are within the limits set (i.e. that the cost category does not exceed a percentage restriction, if any), whether VAT costs are eligible, whether the unit costs and / or flat rates were correctly applied to direct costs of the project, also whether indirect costs have been calculated correctly, whether the full cost of acquisition of equipment or facilities was included in the project budget, whether this equipment is an integral and necessary part of project implementation results.*  *It shall also be necessary to assess whether the same costs are not covered from different categories.*  *15.2. It shall be necessary to make sure that project costs are in line with market prices (not applicable to costs to be compensated in a simplified procedure).* |
| **16. The requested sum of the mechanism and co-financing funds** | 16.1. Isn’t the requested sum of the mechanism and co-financing funds lower than the minimum sum set in the Guidelines and higher than the maximum sum set in the Guidelines? |  | *16.1. It shall be evaluated whether the sum of the mechanism and co-financing funds requested in the submitted application is not lower than the minimum sum and not higher than the maximum sum set in the Guidelines.* |
| **17. Compliance of the publication of the project with the requirements set in the Guidelines/ a proposal to submit an application for direct financing** | 17.1. Are the publicity measures provided for in the application in line with the requirements set in the Guidelines?  17.2. Does the application contain all the mandatory information on publicity measures according to the requirements laid down in the Guidelines? |  | *17.1. It shall be made sure that all mandatory publicity measures have been selected in accordance with the requirements set out in the Guidelines.*  *17.2. It shall be made sure that the application contains a description of the publicity measures, information on the target group of the publicity measure, the period of implementation, the administrative unit (including the contact person) responsible for the implementation of the publicity measure (-s).* |
| **18. Ensuring the administrative capacity of the Applicant and / or the Partner (-s) to implement the project** | 18.1. Does the Applicant and / or the Partner (-s) have sufficient administrative capacity for the implementation of the project? |  | *18.1 It shall be evaluated whether the project management structure is clear, functions and responsibilities of members of the project administration team are clear and sufficient, and they are necessary for the implementation of the project. If the project is implemented with a Partner (-s), the functions of the Project Partner (-s) in the project administration, cooperation and communication between the Partners have been described clearly.* |
| ***III. Special project eligibility criteria*** | | | |
| **19. Contribution of project activities to the restoration and adaptation of immovable cultural heritage included in the Register of Cultural Property (applicable for funding strand 1) or of sites not included in the Register of Cultural Property (applicable for funding strand 2) for cultural needs.** | 19.1. Do the planned activities restore and adapt for cultural needs immovable cultural heritage included in the Register of Cultural Property (applicable for funding strand 1)?  19.2. Do the planned activities restore and adapt for cultural needs sites not included in the Register of Cultural Property (applicable for funding strand 2)? |  | *19.1. It shall be made sure that adaptation of the object or its parts for cultural purposes, reconciling the needs of the managers and the public, is applicable for the immovable cultural heritage included in the Register of Cultural Property;*  *19.2. It shall be made sure that adaptation of the object or its parts for cultural purposes, reconciling the needs of the managers and the public, is applicable for the sites* *not included in the Register of Cultural Property.* |
| **20. Possession of all permits relating to maintenance, restoration and adaptation works on the project (funding strand 1)** | 20.1. Does a maintenance works project or a building design, a component of which a maintenance works project is, has been prepared, and a permit has been obtained to conduct works of maintenance of an object of cultural heritage or a cultural heritage building, also (if applicable) a construction permit has been obtained, which allows conducting maintenance construction works (applicable for funding strand 1)? |  | *20.1. It shall be made sure that all necessary permits, related to maintenance, restoration and adaptation works, are submitted.* |
| **21. Project is implemented in partnership with at least one local governance authority (municipality) and at least one local community** | 21.1. Whether the project is implemented in partnership with at least one local governance authority in Lithuania and at least one local community? |  | *21.1.* *It shall be made sure that all documents confirming the partnership with at least one Lithuanian local government authority (municipality) and at least one local community have been submitted.* |
| **22. Organising cultural entrepreneurship training during the project** | 22.1. Whether cultural entrepreneurship training will be organized during the project? (Training can be organised in different forms) |  | *22.1. It shall be made sure that cultural entrepreneurship training, which can be organised in different forms, is included in the project activities and budget* |
| ***IV. Monitoring indicators (project shall seek to achieve at least three of the below-listed indicators)*** | | | |
| **23. Implemented activities or campaigns aimed at the use of cultural resources** | 23.1. Do the project carry out activities or campaigns for the use of cultural resources? |  | *23.1. It shall be evaluated whether during implementation of the project activities or campaigns for the use of cultural resources are planned to be implemented.* |
| **24. Prepared marketing strategies** | 24.1. Whether marketing strategy is prepared or is planned to be prepared for the project? |  | *24.1. It shall be evaluated whether marketing strategy is prepared or is planned to be prepared for the project.* |
| **25. Created new services** | 25.1. Whether new services are planned to be created during the project? |  | *25.1. It shall be evaluated whether new services are planned to be created during the project.* |
| **26. Local stakeholders included in entrepreneurship promotion activities** | 26.1. Whether local stakeholders are involved in entrepreneurship promotion activities during the project? |  | *26.1. It shall be evaluated whether local stakeholders are involved in entrepreneurship promotion activities during the project.* |

**3. Conclusion of the evaluation:** Positive  Negative  With provision

**Date of evaluation**