

Initiative title: [generated by IS CEDR]
Initiative number: [generated by IS CEDR]

Annex 4 - Requirements Check-list

No.	Ref.	Description	Yes/No/Not relevant	Comment
1	IS CEDR	The application was submitted at least 2 months before the planned start date of the initiative. If not, later submission was justified.		
2	1+2+3+4 Annexes	The application was submitted in the prescribed form and in the language determined in the relevant call.		
3	1.I	The applicant is eligible according the open call text.		
4	1.II	The bilateral partner (Norwegian/Icelandic/Liechtenstein or Czech) exists and is relevant for given initiative.		
5	1.II	Partner’s active involvement in the initiative is described.		
6	2.II	The applicant provided description and justification of the initiative, the main planned activities and a place of implementation.		
7	2.II	The applicant described other entities (different from bilateral partner/s) involved in the initiative, including their role in the implementation of initiative and expected total number of participants in the initiative.		
8	2.II	The applicant briefly indicated time-schedule and programme of the initiative. The time-schedule and programme is in line with point 2.4 of the Application and with the Annex B of the Application.		
9	2.II	Planned achievements are described and correspond to the planned activities/initiative and overall objectives of the Bilateral fund.		
10	2.II	The publicity of the initiative is in line with the requirements given in the Guidelines for Applicants and Final Beneficiaries of the BF.		
11	2.II	The use of income generated by the initiative is described.		
12	2.III	The expected results of bilateral cooperation and contribution to strengthening bilateral relations were described.		
13	2.IV	Planned start and completion dates of the initiative are in line with the open call terms.		
14	3.	The bilateral indicators correspond with the planned activities. Planned target values are in line with the described activities. The description of the indicator and source of verification is clear.		
15	4.I	The requested grant amount is in line with the open call text.		
16	4.I	The reasons, why the advance payment is requested, were properly filled in.		
17	4.II	The usage of VAT is described and corresponds with the detailed budget.		
18	4.III	Detailed budget clearly corresponds with the activities and respects the financial limits set in the Annex 1 of the Guidelines for Applicants and Final Beneficiaries of the BF. Planned expenditures exceeding the limits are justified.		
19	4.III	Detailed budget includes only eligible expenditures in line with Annex 1 of the Guidelines for Applicants and Final Beneficiaries of the BF.		
20	5.	All mandatory annexes specified in the open call text (mainly Annex A - Partnership statement / expression of interest for cooperation and Annex B - detailed agenda/programme including time schedule of the initiative) were submitted together with the Application. All annexes were delivered in the required forms, are readable and include clear information required.		
21	6.	The application was signed by statutory / authorized representative. If signed by an authorized representative, the Authorization for signature of the grant application and the initiative implementation is included as Annex D.		

Comments / suggestions of the NFP:

Final statement:

Date and signature of the responsible person:

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