APPROVED:

by Order No. 2017/8-246 of the Director of PI Central Project Management Agency of 9 October 2017

**LIST**

**of inessential shortcomings (technical errors) of project applications and project concepts for the Development Cooperation and Democracy Promotion Programme**

Inessential shortcomings (technical errors) of project applications or project concepts include the following:

1. a failure to provide a power of attorney to sign the project application or project concept, when it has been signed by someone other than the head of the institution;
2. a failure to submit mandatory annexes to project application or project concept, except for the project estimate;
3. contradictory information provided in different parts of the project application or project concept;
4. arithmetic errors;
5. editorial errors;
6. other minor discrepancies of similar nature.

Other minor discrepancies in project application or project concept are identified at the time of administrative evaluation pursuant to the principle of equality considering if they are attributable to the following significant discrepancies:

1. the project application or project concept has been submitted after the deadline for submitting project applications or project concepts: the time of delivery of envelopes containing project applications or project concepts delivered by mail is registered according to the date of stamp placed on the envelope, i.e. an application is considered received on time, if the date of stamp of the post office of the place of dispatch is no earlier than the start of the deadline for the submission of applications and no later than the last application submission deadline date; the time of delivery of envelopes containing project applications or project concepts delivered in person or by e-mail is registered considering the actual time of delivery of the project application or project concept.
2. the project application or project concept was submitted by way other than specified in the call;
3. the project application or project concept was prepared in other language (languages) than that indicated in the call;
4. the applicant is inappropriate according to the conditions laid down in the call;
5. the project application or project concept was submitted without signing it;
6. the project application or project concept was presented in a form different than that indicated in the call;
7. fields of the project application or project concept form were completed in violation of the requirements laid down in the form;
8. a project estimate has not been presented along with the project application or project concept;
9. partner countries listed in the project application or project concept do not correspond to partner countries indicated in the call (where applicable);
10. areas of cooperation indicated in the project application or project concept do not correspond to the areas of cooperation specified in the call;
11. not a single partner in the partner country has been specified in the project application or project concept and/or its consent to cooperate in the implementation of the project was not submitted (where applicable);
12. the sum requested for funding exceeds the maximum possible support amount specified in the call;
13. own contribution to the project was not ensured according to the requirements laid down in the call (where applicable);
14. the project implementation duration indicated in the project application or project concept does not correspond to the estimated duration of project implementation indicated in the call (where applicable);
15. other discrepancies of similar nature that do not meet imperative requirements laid down in the call.