

## Attachment to item 3 in Rules and Procedures for Applicants

### Project assessment criteria and methodology

General note on the assessment methodology:

*The project application will be assessed by Innovation Norway. The assessment will be based on a combination of yes/no and weighted criteria as detailed below. If any shortcomings are found related to any of the criteria in sections I, Innovation Norway will revert to the applicants and to verify if there are any misunderstandings in the provided information. The applicant will be given 10 days from Innovation Norway's notification to re-submit a complete application. All applications meeting the formal/administrative criteria as well as the eligibility criteria for a)Applicant and b)Project, will be subject to full assessment. A "no" assessment corresponding to any of the criteria in sections I and II will disqualify the application from further assessment and will lead to the rejection of the application. Applicants whose applications are rejected at this stage shall be informed and will have two weeks from the date of the notice, to appeal that decision to Innovation Norway. In order for an application to be accepted, the application must score at least half of the points corresponding to each and every award criterion in section III and at least 39 (with partner) /36 (without partner) points in total. Applications with at least 39/36 points in total will be given additional 6 points if their application is within a National Focal Points priority (if/when applicable). The total number of points will be the basis for the preparation of the long list. A Grant Offer Letter will be sent to the applicant in case the application is successful. Where an application will not score the minimum number of points, a rejection letter will follow detailing the main reason for rejection.*

*During the assessment process, Innovation Norway reserves the right to request clarifications and further documentary proof as may be necessary function of the complexity and specificity of the project being assessed. Complex/specific issues may be subject to further formalisation in the Special Conditions in the Grant Offer Letter.*

Criterion	Documentary Evidence	Appraisal method
<b>I. FORMAL/ADMINISTRATIVE</b>		
1. The application has been submitted in line with the formal criteria defined in the announcement of call for proposals.	<ul style="list-style-type: none"> <li>• Full e-Application Form</li> </ul>	Yes/No
2. The application and supporting documents are presented in English	<ul style="list-style-type: none"> <li>• Full e-Application Form and attachments</li> </ul>	Yes/No
3. The appropriate application form has been used.	<ul style="list-style-type: none"> <li>• Full e-Application Form</li> </ul>	Yes/No

<b>II. ELIGIBILITY</b>		
<b>II. a) APPLICANT</b>		
1. The applicant is constituted as a legal entity in one of the Beneficiary States or in Norway.	<ul style="list-style-type: none"> <li>• "Contact", "Applicant" and "Attachments" - Relevant Registration Certificate(s)</li> </ul>	Yes/No
2. Norwegian entities are only eligible if a partnership is formed with at least one entity in one of the Beneficiary States.	<ul style="list-style-type: none"> <li>• "Partnership" confirmed.</li> </ul>	Yes/No
3. If the applicant has one or more partners, a partnership agreement defining the partners different roles and responsibilities has to be signed by all partners and attached to the application.	<ul style="list-style-type: none"> <li>• "Partnership" and "Attachments - Signed Partnership Agreement"</li> </ul>	Yes/No
4. The applicant (and eventually the partner(s)) has been in operation for at least one full fiscal year and their main activities are closely related to the programme area for which the application is made.	<ul style="list-style-type: none"> <li>• "Attachments" – "Relevant registration certificates" and Statutes</li> </ul>	Yes/No
5. The applicant (and the partner(s)) and the legal representative signing the application have clean criminal and tax records.	<ul style="list-style-type: none"> <li>• "Attachments" – "Proof of clean criminal and tax records"</li> </ul>	Yes/No
<b>II. b) PROJECT</b>		
1. The proposed project is within the expected outcome(s) stipulated in the Call for proposals and its implementation period is no longer than the deadline for cost eligibility.	<ul style="list-style-type: none"> <li>• "Project Information"</li> <li>• "Outcomes"</li> <li>• "Attachments" – "Project Implementation Plan"</li> </ul>	Yes/No

2. Grant maximum and minimum amounts and co-financing rates are complied with.	<ul style="list-style-type: none"> <li>• "Project Information"</li> <li>• "Funding Plan"</li> </ul>	Yes/No
3. No overlapping/double funding arises from the applications for a similar project from EU/EEA/International Financial Institution/bilateral or other sources.	<ul style="list-style-type: none"> <li>• "Legal issues"</li> </ul>	Yes/No
4. The project is in compliance with both EU and national legislation in the Beneficiary State (in particular public procurement, state aid, environment requirements).	<ul style="list-style-type: none"> <li>• "Legal issues"</li> </ul>	Yes/No
<b>III. SELECTION</b>		
1. The extent to which the entity/entities have the necessary human resources, technical and financial capacity to implement the project and support its costs.	<ul style="list-style-type: none"> <li>• "Applicant" (Activity of the Applicant), "Funding Plan", "Attachments" – "CV's" and "Letter of Commitment"</li> </ul>	1-6 points
2. The extent to which the project is technically viable and feasible in terms of time schedule, budget and value for money.	<ul style="list-style-type: none"> <li>• "Project Information", "Activities", "Expense Budget" and "Attachments" – "Detailed activity based budget", "Project Implementation Plan" and "Disbursement Plan"</li> </ul>	1-6 points
3. Partnership quality, i.e. the division of tasks and	<ul style="list-style-type: none"> <li>• "Attachments" –</li> </ul>	1-6 points

responsibilities among partners (if applicable) is established and described and each partner (if applicable) has a significant contribution to the project activities.	"Signed Partnership Agreement"	
4. The extent to which the project is adequately supported by a risk mitigation plan.	<ul style="list-style-type: none"> <li>"Outcomes" (Risk and mitigation plans)</li> </ul>	1-6 points
5. The quality of the planned arrangements to publicise the project and disseminate the results (Publicity Plan).	<ul style="list-style-type: none"> <li>Attachments" – "Publicity Plan"</li> </ul>	1-6 points
6. The extent to which the project promoter and the partners adhere to Corporate Social Responsibility.	<ul style="list-style-type: none"> <li>"Applicant" (Corporate Social Responsibility)</li> </ul>	1-6 points
7. The extent to which the project meets the expected outcomes in the Call for proposals.	<ul style="list-style-type: none"> <li>"Outcomes" and "Activities"</li> </ul>	1-6 points
8. The extent to which the project are in compliance with relevant cross-cutting issues in the application form.	<ul style="list-style-type: none"> <li>"Cross-cutting issues"</li> </ul>	1-6 points
9. The extent to which the grant awarded has a releasing effect on the project.	<ul style="list-style-type: none"> <li>"Project Information"</li> </ul>	1-6 points
10. The extent to which the project is in compliance with national, regional and local programmes or strategies within the decent work and tripartite dialogue policy in the Beneficiary State.	<ul style="list-style-type: none"> <li>"Project Information" and the reasoned opinion we will ask for from the relevant National Focal Points.</li> </ul>	1-6 points
11. The extent to which the project has added value, i.e. the socio-economic profitability.	<ul style="list-style-type: none"> <li>"Project Information"</li> </ul>	1-6 points

12. The extent to which the project incorporates clear sustainability measures.	<ul style="list-style-type: none"> <li>• "Project Information"</li> </ul>	1-6 points
13. The extent to which the project contributes to the overall objectives of Norway Grants 2009-2014 (reduction of economic and social disparities in the EEA Area and to strengthen the bilateral relations between Norway and the beneficiary state).	<ul style="list-style-type: none"> <li>• "Legal issues" (Bilateral relations), "Project Information", "Activities" and "Attachments" – "signed partnership Agreement"</li> </ul>	1-6 points
<b>POINTS IN TOTAL</b>		
Applications with at least 39/36 points in total will be given additional 6 points if their application is within a country specific focus area (if/when applicable).	<ul style="list-style-type: none"> <li>• National Focal points priorities</li> </ul>	6 points
<b>FINAL TOTAL POINTS</b>		
<b>IV. AWARD</b>		
Grant will be awarded to the applicants with the highest total points – for each beneficiary state. When preparing the short list, Innovation Norway will consult with the relevant National Focal Points, ILO and the European Commission/permanent representations of the EU and reserve the right to take into consideration eventual viewpoints received. Innovation Norway also reserves the rights to achieve a fair balance between projects on the national, regional and local level in each beneficiary state.		