

Selection criteria and selection procedure

Formal compliance criteria shall be assessed by the NFP. Travel Grant Application that was awarded “No” in paragraph 1 shall be excluded from further assessment. If the NFP identifies a shortcoming in the Travel Grant Application, the applicant will be asked to rectify identified shortcomings and/or to supplement the missing information. The applicant shall respond to the findings of the NFP within 5 working days. Within this period the applicant shall also rectify the identified shortcomings and/or supplement the missing information. Upon the request of the applicant the NFP may extend this period.

Should the applicant fail to rectify the identified shortcomings and/or supplement the missing information within the set deadline, the Travel Grant Application shall be rejected. Applicants may appeal to the NFP in case the Travel Grant Application is rejected due to non-compliance with formal and/or eligibility criteria. Further information can be found in chapter 18 of the Bilateral Fund Guide.

1. FORMAL COMPLIANCE CRITERIA

No.	Control question	Yes	No	N/A	Comments
1.	Was the Travel Grant Application delivered by the deadline?				
2.	Are the mandatory attachments attached to the Travel Grant Application?				
3.	Has the applicant submitted the missing information/rectified identified shortcomings within the set deadline? ¹				

2. ELIGIBILITY CRITERIA

No.	Control question	Yes	No	N/A	Comments
1.	Are the applicant and its partner(s) eligible?				
2.	Is the timeframe of the initiative implementation in compliance with the length and period specified in the Call? ²				
3.	Was the maximal limit of the Grant applied for observed?				

¹ Relevant in case the NFP requested the submission of missing information/rectify shortcomings.

² Duration of the initiative is maximum 7 days including 2 days for the journey. The latest date of eligibility is set out in the Call.



3. CONTENT RELATED CRITERIA

No.	Control question	Yes	No	Comments
1.	Is the objective and content of the initiative in compliance with the bilateral objective of the EEA and Norway Grants?			
2.	Do all involved parties benefit from the cooperation?			
3.	Are the participating organisations relevant to the implementation of the initiative?			
4.	Is the timeframe of the implementation of the initiative feasible and effective?			
5.	Is the composition of the group adequate to the proposed initiative?			
6.	Is the sustainability of bilateral cooperation expected?			
7.	Is the budget adequate to the proposed initiative?			
Opinion of the NFP		POSITIVE / NEGATIVE		

Every Travel Grant Application meeting the formal and eligibility criteria is circulated to all JCBF members, along with the NFP's initial opinion, based on the Content related criteria. In case at least one control question is answered „No“, the opinion of the NFP shall be negative. The negative answer shall be justified in the field “Comments”.

In case the opinion of the NFP is positive and no objection is received within three working days following the circulation of the application, the Travel Grant Application is supported; otherwise, the application is rejected and the reservation of funds cancelled.

In case the opinion of the NFP is negative and all, but at least two voting assessors raised objection against the opinion, the Travel Grant Application is supported; otherwise, the application is rejected and the reservation of funds cancelled.