**Checklist - Eligibility criteria**

|  |  |
| --- | --- |
| Lead applicant/Co-applicant/Associated partner’s name(s) | *Please indicate the organisations’ names* |
| Project title |  |
| Stream(s) |  |

*\* This checklist shall be filled in and attached to the project proposal. It can be filled in separately by each organisation (Lead applicant, Co-applicant, Associated partner) but must be uploaded in a single PDF file.* ***The parts in italics are instructions, please delete them in the final document before submitting it. Please add the necessary tables for each Co-applicant and/or Associated partner and eliminate all non-relevant tables, e.g. if there are no Co-applicants and/or Associated partners.***

1. **Lead applicant – [*ORGANISATION’S NAME]***

|  |  |  |
| --- | --- | --- |
| Criterion | Check | Notes |
| Registration as a legal entity min. 2 years | has been legally established and registered for at least 2 years when submitting the project proposal. |  |
| Legal form | is a non-corporate Third Sector Entity (TSE) as established by Legislative Decree 117/2017 - Third Sector Code as amended  **or**  is a Foundation, a recognised or non-recognised association, a committee, a non-TS entity (Articles 14-42 of the Italian Civil Code). | *(please specify the legal form)* |
| Field expertise | has been operating for at least 2 years in one of the following fields:  prevention and combating gender violence  promotion and protection of women’s rights  promotion and protection of LGBTQIA+ people’s rights | *(please indicate if the Co-applicant meets this criterion)* |
| Non-cumulative funding | is not a beneficiary, Lead applicant, Co-applicant, or Associated partner in a project funded by the Connecting Sphere programme GA101139923.  does not presently receive any contributions or grants from OIT, OII or FGB for projects/programmes/initiatives launched before the submission of the project proposal. |  |
| Registered office | has its registered office in Italy. |  |
| Operational capacity | has operational capacity in Italy. | *(please indicate other European countries where the Lead applicant has operational capacity, if any)* |
| Responsibility | is directly responsible for presenting and implementing the project as well as for reporting, monitoring, and assessing activities without acting as an intermediary. |  |
| Exclusion criteria | does NOT meet any of the following exclusion criteria:   * grounds for exclusion pursuant to Article 136[[1]](#footnote-1) and 141[[2]](#footnote-2) of the [EU Financial Regulation 2018/1046](https://op.europa.eu/en/publication-detail/-/publication/e9488da5-d66f-11e8-9424-01aa75ed71a1/language-en/format-PDF/source-86606884) * connection, affiliation, or other relationship with political organisations or political parties * conflict of interest with OIT, OII, FGB, consortium partners, or prospective suppliers |  |
| Size | is a small or medium-sized organisation (average income below or equal to 500,000 EUR in the last 2 years) | *(please indicate “Annexes: Latest approved financial statements”)* |
| Fiscal conformity | fulfils its fiscal, social security and insurance obligations in accordance with the applicable law | *(please indicate if the organisation if fully tax exempt and specify the reason for being legally exempt)* |

* 1. **Project proposal**

|  |  |  |
| --- | --- | --- |
| Criterion | Check | Notes |
| Duration | The project has a planned duration that meets the requirements of the Call as to the intermediate deadline it refers to (re. paragraphs 3 and 4.2) | (please indicate the duration in months) |
| Consortium | The project complies with the minimum and maximum number of partners established in the Call for the relevant Stream (par. 4.2). | *(Please indicate the no. of partners)* |
| Number of submitted proposals | The Lead applicant and the Co-applicants (if any) have submitted only one project proposal for the reference deadline (re. par. 3 “Multiple project proposals”) |  |
| Package content | The project proposal is complete with (only) all required annexes, duly filled in and signed as established in the Call for proposals (par. 6) | Annexes:  Annex 1 - Narrative Application Form  Annex 2 - Budget (filled-in Excel document)  Annex 3 - Checklist  Latest 2 approved financial statements of the Lead applicant e Co-applicant(s)  2 CVs of staff members involved in the project  Optional:  Letters of support  Letter of undertaking to create a consortium |
| Submission | The proposal was submitted via the online form within the deadline (date and time) established in the Call (re. par. 6). |  |
| Implementation area | The proposed activities are implemented in the eligible countries established in the Call (re. par. 2 and 4.2) | *(Please indicate the implementation country(ies))* |
| Budget | The proposal complies with budget restrictions indicated in section 3 and 4.4 of the Call and in the Annexes (Annex 2 - Budget; Management and Reporting Guidelines) |  |

The legal representative declares to have read and understood [the privacy policy](https://connectingspheres.oxfam.it/privacy-policy/) and authorizes Oxfam Italia to process his/her personal data for the purposes of the “Connecting Spheres” Call for proposals.

|  |
| --- |
| For the Lead applicant [*ORGANISATION’S NAME]* |
| Legal Representative’s first name and last name: |
| Place and date: |
| Signature and stamp (if available) |

1. **Co-applicant 1 – [*ORGANISATION’S NAME]***

***Please add the necessary tables for each Co-applicant. If there is no Co-applicant, please delete this section.***

|  |  |  |
| --- | --- | --- |
| Criterion | Check | Notes |
| Registration as a legal entity min. 2 years | has been legally established and registered for at least 2 years when submitting the project proposal. |  |
| Legal form | is a non-corporate Third Sector Entity (TSE) as established by Legislative Decree 117/2017 - Third Sector Code as amended  **or**  is a Foundation, a recognised or non-recognised association, a committee, a non-TSE (Articles 14-42 of the Italian Civil Code).  **or**  is a non-Italian entity, legally registered as a non-profit-making Civil Society Organization under its respective national law and/or EU law. | *(please specify the legal form)* |
| Field expertise | has been operating for at least 2 years in one of the following fields:  prevention and combating gender violence  promotion and protection of women’s rights  promotion and protection of LGBTQIA+ people’s rights | *(please indicate if the criterion is met by the Lead applicant or by another Co-applicant)* |
| Non-cumulative funding | is not a beneficiary, Lead applicant, Co-applicant, or Associated partner in a project funded by the Connecting Sphere programme GA101139923.  does not presently receive any contributions or grants from OIT, OII or FGB for projects/programmes/initiatives launched before the submission of the project proposal. |  |
| Registered office | has its registered office in:  Italy (Streams 1 and 2)  one of the CERV eligible countries[[3]](#footnote-3) (for Stream 3): \_\_\_\_\_[*please specify*]\_\_\_\_ |  |
| Operational capacity | has operational capacity in:  Italy (Streams 1 and 2)  CERV eligible country(ies)[[4]](#footnote-4) (Stream 3) | *(please specify the European countries – CERV - where the organisation has operational capacity)* |
| Exclusion criteria | does NOT meet any of the following exclusion criteria:   * grounds for exclusion pursuant to Article 136[[5]](#footnote-5) and 141[[6]](#footnote-6) of the [EU Financial Regulation 2018/1046](https://op.europa.eu/en/publication-detail/-/publication/e9488da5-d66f-11e8-9424-01aa75ed71a1/language-en/format-PDF/source-86606884); * connection, affiliation, or other relationship with political organisations or political parties; * conflict of interest with OIT, OII, FGB, consortium partners, or prospective suppliers. |  |
| Size | is a small or medium-sized organisation (average income below or equal to 500,000 EUR in the last 2 years) | *(please indicate “Annexes: Latest approved financial statements”)* |
| Fiscal conformity | fulfils its fiscal, social security and insurance obligations in accordance with the applicable law | *(please indicate if the organisation if fully tax exempt and specify the reason for being legally exempt)* |

The legal representative declares to have read and understood [the privacy policy](https://connectingspheres.oxfam.it/privacy-policy/) and authorizes Oxfam Italia to process his/her personal data for the purposes of the “Connecting Spheres” Call for proposals.

The legal representative has read and agrees with the Lead applicant’s statements contained in the table in section 1.1 “Project proposal” of this Checklist concerning the eligibility criteria of the project proposal.

|  |
| --- |
| For the Co-applicant *[ORGANISATION’S NAME]* |
| Legal Representative’s first name and last name: |
| Place and date: |
| Signature and stamp (if available) |

1. **Associated partner 1 – [*ORGANISATION’S NAME]***

***Please add the necessary tables for each Associated partner. If there is no Associated partner, please delete this section.***

|  |  |  |
| --- | --- | --- |
| Criterion | Check | Notes |
| Legal form | is a non-profit-making entity (a non-corporate TSE, a Foundation, a recognised or non-recognised association, a committee, a non-TS entity)  **or**  a public institution, a university, a research centre. | *(please specify the legal form)* |
| Non-cumulative funding | is not a beneficiary, Lead applicant, Co-applicant, or Associated partner in a project funded by the Connecting Sphere programme GA101139923.  does not presently receive any contributions or grants from OIT, OII or FGB for projects/programmes/initiatives launched before the submission of the project proposal. |  |
| Exclusion criteria | does NOT meet any of the following exclusion criteria:   * grounds for exclusion pursuant to Article 136[[7]](#footnote-7) and 141[[8]](#footnote-8) of the [EU Financial Regulation 2018/1046](https://op.europa.eu/en/publication-detail/-/publication/e9488da5-d66f-11e8-9424-01aa75ed71a1/language-en/format-PDF/source-86606884); * connection, affiliation, or other relationship with political organisations or political parties; * conflict of interest with OIT, OII, FGB, consortium partners, or prospective suppliers. |  |

The legal representative declares to have read and understood [the privacy policy](https://connectingspheres.oxfam.it/privacy-policy/) and authorizes Oxfam Italia to process his/her personal data for the purposes of the “Connecting Spheres” Call for proposals.

|  |
| --- |
| For the Associated partner *[ORGANISATION’S NAME]* |
| Legal Representative’s first name and last name: |
| Place and date: |
| Signature and stamp (if available) |

1. “Exclusion criteria and decisions on exclusions” page 166 ff [↑](#footnote-ref-1)
2. “Rejection from an award procedure” page 177 ff [↑](#footnote-ref-2)
3. EU member countries including overseas countries and territories (OCTs) or non-EU countries adhering to the CERV programme ([list of participating countries](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cerv/guidance/list-3rd-country-participation_cerv_en.pdf)). [↑](#footnote-ref-3)
4. EU member countries including overseas countries and territories (OCTs) or non-EU countries adhering to the CERV programme ([list of participating countries](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cerv/guidance/list-3rd-country-participation_cerv_en.pdf)). [↑](#footnote-ref-4)
5. “Exclusion criteria and decisions on exclusions” page 166 ff [↑](#footnote-ref-5)
6. “Rejection from an award procedure” page 177 ff [↑](#footnote-ref-6)
7. “Exclusion criteria and decisions on exclusions” page 166 ff [↑](#footnote-ref-7)
8. “Rejection from an award procedure” page 177 ff [↑](#footnote-ref-8)