

Application form user guide

**EEA & Norwegian Financial Mechanisms
2004 - 2009**

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Introduction

This guide for completing the application form for the EEA Financial Mechanism and the Norwegian Financial Mechanism gives advice on the overall application procedure and on the individual points in the application form. By following the procedures described below, the applicant will help streamline the application, ensure that there is a sound basis for an appraisal of the application and speed up the decision-making process.

The financial mechanisms offer several different types of assistance to allow end-recipients in the beneficiary states more flexibility and greater possibilities. Assistance may be awarded in the form of support for individual projects, programmes (groups of projects) or block grants. The different types of assistance are described in the *Rules and Procedures* of the financial mechanisms and in separate *guidelines*. Due to this flexibility, the application should be supported by additional documentation according to the nature of the proposal, with the application form summarising the key characteristics of the operation.

This guide refers to the application form for assistance to individual projects, programmes and block grants. The intermediaries will be in charge of the selection of individual applications under programmes and block grants. This guide does not cover applications for grants under an established programme or block grant. For such applications, the Focal Point is responsible for the implementation of relevant application forms.

The application, any supporting documents, and information provided therein, may be publicly available according to the freedom of information acts of the EEA-EFTA states.

Tips and advice

- Study the key documents available on www.eeagrants.org or on the website of the relevant Focal Point and make sure that your project meets the eligibility criteria
- Be clear about the objectives of your operation: when, how, what and why
- Demonstrate the need for the operation and demonstrate how it responds to that need
- Base the budget on comparable projects and relevant documentation such as offers, prices, indexes etc. and be able to justify the costs in question
- Make sure that the application form is completed and verify the accuracy of the information given and state the source of information
- Use simple language and avoid using specialist jargon
- Prepare the proposal thoroughly and submit only when ready for financing
- Contact the relevant Focal Point or the Financial Mechanism Office if you have further queries. All contact details are available on www.eeagrants.org .

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Application form

The application form is a standard Excel workbook that should be compatible with any version of Microsoft Excel. The workbook contains also some macro's. This requires the security level of Excel set to "Medium" or "Low". To change the security level, go to the Tools menu - Macro - Security option. When opening the workbook, please choose "enable macros" if a macro dialog box is displayed.

Once the workbook has been opened, there are four sheets (forms) available that can be accessed by clicking the "tabs" at the bottom. (Terms, Applicant, Focal Point, FMO). You can easily move through the forms by using the mouse and the scroll-bar at the right side of the screen. The forms cannot be modified except for the fill-in areas.

To avoid loss of information on the printout, do not exceed the sizes of the fill-in boxes.

Do not forget to save the file regularly as you progress.

In case of problems or error messages (such as Visual Basic), please contact the FMO Office.

Submission of applications

The Financial Mechanism Office will only accept applications forwarded by the Focal Points. For information on the submission of applications, please contact the Focal Point of the relevant beneficiary state or consult the website of the Focal Point.

Required documents

- Completed application form (Part I by the applicant and Part II by the Focal Point)
- Supporting documentation

The applicant submits the application to the Focal Point or the authority designated by the Focal Point both in electronic form *and* in hard copy. The application form must be completed in English. There should be no changes made to the original settings of the electronic version of the application form submitted. Make sure that the hard copy is identical to the electronic version. However, only the hard copy needs to be officially signed by the applicant. The hard copy should be unbound and all pages must be of A4 size and one-sided. The hard copy must be sent to the Focal Point.

All monetary units must be in euros and presented as per the following examples:

123 for one hundred and twenty-three

1,234 for one thousand two hundred and thirty-four

1,234,567 for one million two hundred and thirty-four thousand five hundred and sixty-seven

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Only integers should be used and any decimal figures rounded up.

Checklist for submission

Please make sure that you have fulfilled the requirements listed below before submitting the application to the Focal Point or to the authority designated by the Focal Point:

- The standard format of the application form has been used and no amendments have been made to the text of the form (protected fields).
- The electronic and hard-copy versions are identical, include all supporting documents and are in English. Please note that the Focal Points only accept electronic versions in Word, Excel and PDF-formats.
- The financial data is in euros.
- All inputs to tables containing financial and numerical information are correct.
- The hard copy is duly signed and dated.
- All supporting documents are attached and clearly numbered.

Part I – completed by the applicant

Summary

Provide a short summary of the information given in this application form (max ½ page).

1. Applicant

1.1 Name and contact details

Provide the full legal name and the registered address of the applicant. Add the visiting address and/or postal address if different from the registered address. The applicant must be a legally established entity in the beneficiary state in which it submits the application.

Provide contact details of a contact person with whom the application can be discussed. It is of utmost importance to provide a contact e-mail as most correspondence will be in electronic form.

As for the formal signature of the operation, a person clearly identified as a registered legal representative of the applicant must sign the application (see page 16 of this document). The signatory and the contact person do not have to be the same person.

1.2 Description of applicant

Please give a concise description of the applicant (max. 1 A4 page). The description should cover the following key issues:

- brief background of the organisation,
- main activities at the present, management and resources (including funding),
- experience in managing similar operations.

Please attach last year's annual report, financial statements etc. as appropriate.

The Focal Point will carry out essential checks¹ (accounts, legal and tax status etc.) under beneficiary state legislation on the eligibility of the applicant. Please attach documents that the Focal Point may need to carry out these checks. The documents needed for the applicant eligibility check vary in beneficiary states and accordingly it is not possible to provide exhaustive list of required documents. Please contact the Focal Point in the relevant beneficiary state for further guidance.

¹ See Part II, section 3.4 of the User guide and of the Application form

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1.3 How did you learn about the availability of grants?

Explain how you learned about the opportunity to apply for EEA Financial Mechanism/Norwegian Financial Mechanism grants (an open call for proposals or otherwise)?

2. Type of application

One *project outline* may be submitted before submitting a complete application.

If the Focal Point decides to forward a project outline, the Financial Mechanism Office will give a preliminary assessment of the compatibility of the project with Protocol 38a on the EEA Financial Mechanism/Agreement on a Norwegian Financial Mechanism, the Rules and Procedures and the guidelines based on the outline application. The information given in an outline is expected to be less comprehensive than in a complete application.

For the outline application, the applicant does not have to fill in the following sections of the application form:

- 4.5.3 Implementation arrangements of programmes and block grants
- 5.4 Financial & economic analysis
- 6. Legal issues relevant to the operation
- 7. Publicity
- 10. Supporting documents

For the outline application, the following three sections must be completed, but the information given in the outline could be less detailed than in a complete application:

- 4.4 Objectives and indicators
- 5.2 Budget
- 5.3 Financial resources

For applications submitted as *complete applications*, tick off the “complete application” box. A complete application must include all information relevant to the decision-making process of the Focal Point and necessary as a basis of an appraisal to be organised by the Financial Mechanism Office. Accordingly, all parts of the application form must be completed. If the applicant considers a certain part of the form not relevant for the operation in question, the applicant must state that and explain why this is the case.

3. Type of project assistance

The EEA Financial Mechanism and the Norwegian Financial Mechanism provide different types of project assistance:

Individual projects

An individual project is an economically indivisible series of works fulfilling a precise technical function and with clearly identifiable aims. An individual project may include one or more sub-projects. All elements of the individual project, including any sub-projects, must be clearly identified for appraisal at the outset.

Programmes (groups of projects)

A programme is a co-ordinated portfolio of separate projects developed and delivered by a representative partnership and aimed at achieving common spatially/sectorally/thematically defined objectives. They are intended to facilitate the implementation of more comprehensive and cost-intensive strategies.

A programme consists of component projects linked by a common theme or shared objective proposed at the regional, sub-regional or local level, or target specific national themes. Programme applications shall give a detailed and comprehensive account of all aspects of the proposed programme; its main objectives, an indication of the project activities that will form the programme and a delivery plan with proposed implementation arrangements including criteria and procedures for selection of component projects. Programmes are implemented by programme intermediaries.

Block grants

A block grant is a fund, set up for a clearly defined purpose that may be used to provide assistance to individuals, organisations or institutions. Block grants are intended to facilitate the implementation of projects where each sub-project or end recipient is too small to be identified a priori or to be administered cost-effectively on an individual basis. Block grants are implemented by a block grant intermediary. Block grant applications shall include the proposed selection criteria and procedures for approval of grants.

For further details on different types of project assistance, visit the *guidelines* available on www.eeagrants.org.

4. Description of the operation

4.1 Title of the operation

The title of the operation should be descriptive, practical and short. The title could refer to geography, purpose (keywords), timeframe etc.

4.2 Background and justification

Explain the origins of the operation and outline *why* it is being undertaken. Seek to explain as clearly as possible the main problem identified. Is the operation an independent part of a larger operation or overall strategy? If yes, explain the links.

The overall strategy or relation with other operations may in some cases cross national borders. If so, detail the cross-border issue(s) and the countries to be covered by the operation.

4.3 Activities and schedule

Give a concise description of *what* is proposed and *when* and *how* it will happen.

List the activities and provide an indicative activity schedule estimating start-up, duration and completion of activities. Define milestones and assign a monetary value to each milestone. Completion of milestones, or a clearly measurable part thereof, is among the conditions for disbursements. The activity schedule and milestones must correspond to the cash outflow schedule in section 5.2. "Budget".

Describe the approach and briefly explain why the proposed approach has been chosen.

Give relevant details of the geography of the operation (national, regional, county or sub-region, town/area or any other) and attach a map when necessary. Describe the target group(s) of the operation.

Please attach a feasibility study if applicable. For a reference on the content of a feasibility study, see the *Guide to cost-benefit analysis of investment projects (Structural Fund-ERDF, Cohesion Fund and ISPA)* by the Evaluation Unit, DG Regional Policy, European Commission

(http://www.europa.eu.int/comm/regional_policy/sources/docgener/guides/cost/guide02_en.pdf).

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4.4 Objectives and indicators

Three levels of objectives should be identified in the table in the application form: Result, Purpose and Overall Objective. **Results** are the direct product of an operation, such as square meters of building refurbished, numbers of training places created, businesses advised etc. **Purpose** is the projected outcome of the operation, such as new business start-ups, reduced pollution, increased visitor expenditure, gross jobs created etc. **Overall objective** is the consequence of the operation beyond the immediate effects to its direct beneficiaries.

Whenever possible, the applicants should provide quantified targets for indicators for Results and Purpose. If Overall objective indicator targets can realistically be assigned, then this should be done as well.

In order to provide a basis for follow-up and evaluation, the applicant should also provide the baseline, i.e. status prior to the implementation of the operation, for each of the indicators or make a clear proposal as to how these will be identified within the lifetime of the project. If needed, applicants may provide further verbal explanations on baselines.

	Description of objective	Indicators (max three per objective)	Baseline (Indicator value at project start)
Overall Objective (long-term effects)			
Purpose (direct and immediate effects)			
Results (goods and services produced)			

In order to further illustrate the use of indicators and how to fill in the above table, *examples of indicators* grouped according the priority sectors of the EEA Financial Mechanism and the Norwegian Financial Mechanism are available at www.eeagrants.org.

The objectives and the indicators are linked together using assumptions in the logical framework concept. The logical framework should be completed and attached to the application with all necessary documentation. The table below gives the overall structure of the logical framework.

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Operation Description	Indicators	Source Verification	Assumptions
Overall Objective – The operation's contribution to policy or overall strategies objectives (impact)	How the Overall Objective is to be measured, including Quantity, Quality, Time?	How will the information be collected, when and by whom?	
Purpose – Direct benefits to target group(s)	How the Purpose is to be measured including Quantity, Quality, Time?	As above	If the Purpose is achieved, what assumptions must hold true to achieve the Overall Objective?
Results – Tangible products or services delivered by the operation	How the Results is to be measured, including Quantity, Quality, Time?	As above	If the Results are achieved, what assumptions must hold true to achieve the Purpose?
Activities – Tasks that have to be undertaken to deliver the desired results			If the Activities are completed, what assumptions must hold to deliver the Results?

The above chart has been adapted from the http://www.europa.eu.int/comm/regional_policy/sources/docoffic/working/doc/indic_en.pdf. This document also serves as a further methodological guide.

4.5 Management

4.5.1 Partnership

It should be indicated whether the application is made in respect of a partnership. If so, provide the names and contact details of the partners. The partnership arrangements should be explained briefly (for example description of specific management arrangements such as creation of a management company). Attach a copy of any partnership agreement(s) that may be applicable. There have to be one lead partner that will be the applicant and responsible for the operation.

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4.5.2 Management structures during the implementation, including financial management (all applicants)

Describe the co-ordination and management structure of the operation. Outline clearly the structure, responsibilities and procedures for the management and co-ordination of the operation. If needed, you can illustrate the management structures in an organisational chart or flow-chart and attach it to the application. The description should include a brief explanation on the arrangements in place for the financial management of the operation, including arrangements for reporting, monitoring and auditing.

4.5.3 Implementation arrangements of programmes and block grants

The application should describe the implementation set-up suggested for the programme/block grant. Explain the selection process (open calls for proposals, assessment arrangements and criteria, partnership work etc.) of component projects/sub-projects as well as the arrangements foreseen for monitoring of the promoters of component projects and of the end-recipients. Explain the arrangements foreseen for reporting by the promoters of component projects/the end-recipients to the programme intermediary/block grant intermediary. Describe the arrangements foreseen for auditing. Note that the description of the implementation arrangements is an essential part of the application in case of programmes and block grants. If needed, you can further illustrate the arrangements by charts/diagrams and attach these to the application form.

4.6 Technical/technological aspects

If applicable, describe in detail why the proposed technological approach has been chosen. A demonstration of the use of “best available technology” should be included when relevant. This description may be part of the feasibility study.

If technological solution has not been chosen, the measures to safeguard the best choice for the operation should be outlined.

4.7 Other grant applications made

4.7.1 Seed money

Please state if the development of the operation has been part-financed with seed money or other forms of funding. If yes, specify the source(s) and amount(s). If seed money has been provided by a seed money facility funded by the EEA Financial Mechanism and/or the Norwegian Financial Mechanism, provide the date of application and/or grant offer letter.

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4.7.2 Other applications made in respect of this operation

Explain whether applications to other donors (the EU, international financial institutions or others) have been made in respect of the operation in question or in respect of operations closely linked to this operation. If yes, specify the donor(s) and explain the result of the application(s) (approved/rejected). Provide details of the amount applied for and the reasons given for any rejections. If any such applications were approved, indicate the grant amount(s) from the donor(s).

5. Budget and financial resources

5.1 Grant applied for and total cost of the operation

Give the amount of the grant applied for in euros (for example 1,150,150 euros) and give the total eligible cost in euros. The grant as a percentage of the total eligible cost (for example: total eligible cost 2,300,300 euros; grant applied for 1,150,150 euros; grant rate 50%) is calculated automatically. Eligible cost refers to the operation's total costs minus any non-eligible costs. The eligibility of different types of expenditure is defined in *the Detailed Eligibility Provisions* (www.eeagrants.org). An example of non-eligible cost is VAT that the applicant can recoup from the beneficiary state. Define the non-eligible costs directly linked to the operation, in particular costs incurred before the starting date of eligibility. The total cost of the operation *including* non-eligible costs is calculated automatically.

It is not required that the applicant indicates whether she/he applies for a grant from the EEA Financial Mechanism and/or the Norwegian Financial Mechanism. The Focal Point will decide which source the application should be addressed to (reference, part II section 5 in this application form).

The total eligible cost might include an in-kind contribution pursuant to article 1.1.5 in the Detailed Eligibility Provisions guideline. If the total eligible cost includes an in-kind contribution, the total will differ from the total cash outflow in the budget since the plan is based on the cash principle.

Beneficiary states which do not have euro as their currency on the date of application shall convert the financial figures into euro, applying the rates in force on the day before the last working day of the month proceeding the month during which the application will be sent to the focal point. These rates are published in the C series of the Official Journal of the European Communities.

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5.2 Budget

Complete the budget provided in the application form. The budget should demonstrate **financial sustainability** (i.e. demonstrate that the operation does not run the risk of running out of money). Note that the timing of fund receipts and payments may be crucial in implementing the operation. The applicant should show in the operation's time schedule how the cash outflows (payments, expenses) are financed with cash inflows. The cash inflows are comprised of disbursements from the financial mechanisms, required co-financing and possible net revenue during the economic lifetime of the operation. A break down of cash inflows should be shown under section 5.3. in the application form. Financial sustainability occurs if the accumulated cash flow is more than or equal to zero for all the years considered.

The budget is in the form of an Excel file which consists of two linked sheets. The sheets represent the budget and the financial resources. Completing the financial resources sheet will automatically update the total financing in the budget sheet. Substitute the 'Ys' in the 'year' column with the actual year(s) of implementation of the project in the budget sheet to cover the entire operation period. Please observe that the number of 'year' columns in the provided Excel spreadsheet is not intended to prejudge the duration of the operation. If the duration of the operation is longer than five years, the budget should be attached as a separate document to the application. In case of revenue-generating operations, additional information may be required for a period after the completion of the project. (Ref. *Guideline for revenue generating projects*² available on www.eeagrants.org.)

Only eligible outflows (payments, expenses) should be included in the spreadsheet. If the expenses can not be described under any of the categories already included in the 'Cash outflow' section, you may include a maximum of four other descriptions.

5.3 Financial resources

The financial resources should represent a break-down of the financing of the operation. The applicant must show in the operation's time schedule how eligible outflows (expenses) are going to be financed. Co-financing and possible in-kind contributions must be described, justified and evidenced.

An advance payment of up to 10-percent of the total grant from the financial mechanisms may be made if justified by the applicant and deemed necessary by the Financial Mechanism Committee and/or the Norwegian Ministry of Foreign Affairs. The 10 per cent ceiling apply to Individual Projects and Programmes. Block grants may in part be made as advance payments. A request for an advance payment and justification must be included in this section.

² Note: To be completed

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5.4 Financial & economic analysis

Financial and economic analyses should be attached if applicable. These analyses could be part of the feasibility study. The complexity, size and type of the operation should be taken into account when considering the type of analysis to be carried out. The purpose of the financial analysis is to use the operation's cash flow forecasts to compare the actual costs of the project with the revenues generated by the operation. The financial analysis is of particular importance for revenue-generating operations.

The economic analysis assesses operations from the view of the society as a whole. As for the possible financial and economic analyses, the methodology used should be explained. For reference please see the *Guide to cost-benefit analysis of investment projects* (Structural Fund-ERDF, Cohesion Fund and ISPA) by the Evaluation Unit, DG Regional Policy, European Commission (http://www.europa.eu.int/comm/regional_policy/sources/docgener/guides/cost/guide02_en.pdf).

5.5 Additional benefit

The applicants should provide a statement on additional benefits to the operation through the approval of the grant. If the applicant estimates that the operation would proceed without the grant, but in a reduced way, the applicant must explain to what extent the operation would be limited without receiving the grant. If the applicant estimates that the operation would proceed, but would take longer to finish, the applicant must explain the change in timescale and the impact this will have on the operation's success. If the applicant estimates that operation would proceed as planned without the grant, the applicant must explain why the operation should benefit from the grant.

6. Legal issues relevant to the operation

6.1 Compliance with EU legislation

Provide a statement on the arrangements made to ensure compliance with EU legislation relevant to the operation. The statement must cover at least the following areas of EU legislation:

- competition as regards state aid
- public procurement rules
- environment

If the operation involves state aid aspects, give details such as the amount of state aid, whether *de minimis* rule applies, whether the state aid is registered in a scheme or in *ad hoc* case, number of notification, reference to the letter of approval by the Commission, etc. EU legislation related to state aid is a complex issue and applicants are advised to contact the Focal Points for guidance if needed.

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As for public procurement, a general statement on the arrangements foreseen should be attached, and a general description of types of contracts (e.g. studies, works, supplies or services) and the award procedures may also be added. Please indicate if the Government Procurement Agreement applies.

As for EU legislation in the field of environment, the applicant should refer to the legislation relevant to the operation (e.g. Environmental Impact Assessment Directive 85/337/EEC (as amended))

6.2 Implementation of the EU legislation

The operation might have been developed with the aim of contributing to the implementation of certain EU legislation. If this is the case, specify the Directive or Regulations in question.

6.3 Legal challenges or procedures

State whether the successful implementation and completion of the operation is dependant on the outcome, positive or negative, of any legal challenges or procedures within the jurisdiction of the beneficiary state, the European Community, international courts or tribunals, or any other state. The term 'legal challenges or procedures' is to be understood to include any unresolved legal disputes even when no formal procedures have been initiated. If yes, please provide relevant details.

6.4 Certificates and permits

Any national/local permits/certificates required before and/or during the implementation of the operation must be listed. Provide a clear reference that explains the type of permit/certificate and any reference number as well as the date on which the permit/certificate was obtained or will be obtained.

7. Publicity

An information and publicity plan should be prepared by the applicant and should be included in the application. The plan should include a brief description of aims and target groups, implementation measures and methods, budget (please check that the same as in given in the detailed budget break-down) and responsibility for implementation (ref. *Publicity Guidelines*). If the space provided in the application form is not sufficient, attach the publicity plan to the application form.

8. Risks and risk management

Generally, any operations will have associated risks and these risks must be managed properly. Accordingly, it is important to recognize such risks and plan how to manage the risk factors. Risks could be related to funding sources, permissions, procurement issues etc. Provide a risk analysis *if applicable* (may be part of a feasibility study).

9. Cross-cutting issues

Cross-cutting issues address various values/aspects of the operations relevant for all sectors, and are important in relation to the quality of the application.

The applicant must consider cross-cutting issues when applying for grant assistance and provide information in the application on cross-cutting issues relevant to the operation.

9.1 Sustainable development

Sustainable development integrates the environmental, economic and social dimensions of human endeavour into a single, comprehensive concept.

9.1.1 Environmental³

Describe how the operation will contribute to environmental sustainability and how any possible adverse environmental impact will be rectified. If relevant, an environmental impact assessment must be attached. Does the operation respect the principles of preventive action?

9.1.2 Economic⁴

Describe how the long-term economic viability of the operation will be ensured. *How, when* and by *whom* will the results be used. How will the purpose of the operation be maintained? Explain how operating and maintenance costs will be covered after the implementation has been completed. How will the “polluter pays” principle be implemented if relevant?

9.1.3 Social

Social dialogue

In what way does the operation contribute to the ‘social dialogue’ (the tripartite dialogue as well as the dialogue between the employees’ organisations and employers’ associations and civil society actors’ involvement)?

³ Compliance with EU legislation, section 6.1 of the application form

⁴ Financial sustainability addressed also in 5 of the application form

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Social advantages/disadvantages

Summarise possible social benefits or advantages such as inclusion of disadvantaged groups, including direct involvement in project design or summarise possible social disadvantages and how they will be rectified.

9.2 Gender equality

In what way does the operation contribute to gender equality, participation and empowerment?

9.3 Good governance

The characteristics of good governance have been covered to a large extent already in the different sections of the application form (e.g. accountability in 5, transparency in 7., participation in 9.1. and 9.2.). If there are any additional characteristics of good governance relevant to the operation, describe them here.

9.4 Bilateral relations

If relevant, state how the operation contribute to the strengthening of relations between the EEA EFTA states and the beneficiary state.

10. Supporting documents

The relevant supporting documents should be ticked off. Any supporting documents not identified in the standard list should be listed. Number the supporting documents clearly.

11. Signature

The application form must be signed by a person with the designated authority in the applicant organisation. The signature shall be original (signature stamps, persons signing on others' behalf, or photocopies are not acceptable). If a decision of a management committee, board of directors or comparable bodies is required to grant the signatory the necessary powers, the original of the decision, signed by the members of the committee or the board, shall be attached to the application (letter of authority for person signing the application).

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Part II – completed by the Focal Point

Part II is completed by the Focal Point of the beneficiary state in question (contact details available at www.eeagrants.org), and the guidance below is therefore meant for the Focal Points. As for the technical guidance on the submission of the application, the same rules as outlined on page 2 - 3 of this document apply. The Focal Points shall submit the applications electronically to fmo@efta.int and by post to Financial Mechanism Office, c/o EFTA Secretariat, Rue Joseph II 12 - 16, B-1000 Brussels, Belgium.

As for the outline application, the Focal Point does not have to fill in the following sections of the application form:

- 3.4 Applicant eligibility check
- 3.5 Signature
- 3.6 Reasoned opinion by the Focal Point given on (date)
- 4 Reasoned opinion

1. Beneficiary state

1.1 Beneficiary state

State the name of the beneficiary state.

1.2 Focal Point

State the name of the Focal Point (institution) in the beneficiary state.

2. Type of applicant

Tick off as appropriate the type of applicant.

3. Processing of the application by the Focal Point

3.1 *Open calls*

Was the application submitted through an open call for proposals? If not, explain why an open call for proposals was not deemed appropriate?

3.2 *Application received*

Provide the date on which the (outline) application was received.

3.3 *Registration number*

State the registration number given to the (outline) application.

3.4 *Applicant eligibility check*

Provide the date on which the applicant eligibility check was carried out by the Focal Point. Prior to submission of a complete application, the Focal Point must carry out essential checks (accounts, financial status, legal and tax status etc.) under beneficiary state legislation on the eligibility of the applicant. The Focal Point shall certify that the applicant is a legally established entity under the laws applicable in the beneficiary state.

3.5 *Signature*

The Focal Point shall certify that the person signing the application is duly authorised by the applicant to do so.

3.6 *Reasoned opinion by the Focal Point given on (date)*

Give the date on which the reasoned opinion was given.

3.7 *Application forwarded to the Financial Mechanism Office on (date)*

Provide the date on which the (outline) application was forwarded to the Financial Mechanism Office. Explain any extraordinary delays between the dates of receipt/application eligibility check/date on which the reasoned opinion was given/date of submission to the Financial Mechanism Office.

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4. Reasoned opinion

The Focal Point provides a reasoned opinion on all applications. The Focal Point must verify that the operation is in compliance with EU legislation. The Focal Point should describe the main findings of its examination of each application. The reasoned opinion should outline clearly the reasons why the Focal Point deems that the operation should receive grant support from the EEA Financial Mechanism and/or the Norwegian Financial Mechanism. In addition to statements relating to the quality of the proposed operation, the reasoned opinion should also provide a statement on how the operation is linked to the overall strategies of the beneficiary state in question and how it will contribute to the overall aim of the EEA Financial Mechanism and the Norwegian Financial Mechanism. The reasoned opinion should also verify that the operation has the support of the relevant authorities both during the implementation and if relevant, after the implementation.

The purpose given by the applicant in Part I, 4.4 should be put in a local, regional and national perspective whenever possible. This information is important for possible future revisions of priority sectors and for statistical purposes at the end of the programme. The following example is meant for further clarification:

- A specific objective in a proposal is to treat 10,000 tonnes of biological waste per year. How much biological waste is generated at a local /regional/national level?

If the Focal Point does not possess this information, it should request it from the relevant sectoral authority in question.

If the project has a cross-border element or is depending on or linked with other projects in other countries, a description must be added about how these relations are secured and coordinated. This may imply a coordinated approach between two or more member states.

(The reasoned opinion should not be longer than 2 A4 pages).

5. Source of grant

The beneficiary states and the Financial Mechanism Office must closely coordinate the use of the EEA Financial Mechanism with the use of the Norwegian Financial Mechanism. The Focal Point and the Financial Mechanism Office must at any time have a full overview of the level of commitments and available funds for the two mechanisms. An operation, as far as it falls under the priority sectors common to the two mechanisms, can be co-financed by the two mechanisms. The rules regulating grant rates and co-financing must be followed.

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6. Priority sectors

As for the priority sectors, the Focal Point is to indicate which is the main sector the operation covers (tick off only *one* sector). The operation could cover other sectors in addition to the main sector. If the operation covers several sectors, the Focal Point must estimate to what extent the operation covers those sectors (percent). The Financial Mechanism Office is aware that such estimates can only be indicative and that the estimates made for different operations may not be fully comparable. The detailed budget break-down and/or the objectives of the operation should give a good basis for the estimate. Make sure that the total at the bottom of the table adds up to 100%.

For example, if the operation mainly benefits the priority sector “Protection of environment” (70%), but also covers partly “Human resource development” (30%), the table in the application form would be filled-in as follows:

Tick off the main sector	Common priorities of the EEA Financial Mechanism and the Norwegian Financial Mechanism	percent
<input checked="" type="checkbox"/>	Protection of environment	70%
<input type="checkbox"/>	Promotion of sustainable environment	0%
<input type="checkbox"/>	Conservation of European cultural heritage	0%
<input type="checkbox"/>	Human resource development	30%
<input type="checkbox"/>	Health and childcare	0%
Specific focus of the Norwegian Financial Mechanism		
<input type="checkbox"/>	Implementing Schengen/Strengthening the judiciary	0%
<input type="checkbox"/>	Environment, administrative capacity, acquis, investments municipal waste	0%
<input type="checkbox"/>	Regional policy	0%
<input type="checkbox"/>	Cross-border activities	0%
<input type="checkbox"/>	Technical assistance acquis communautaire	0%
Related academic research		
<input type="checkbox"/>	Academic research related to one or more of the above priority sectors	0%
	Total	100%

Further explanations can be given as appropriate. As for related academic explain which priority sector(s) the operation covers and estimate the percentage of relevance for each priority sector (if more than one).

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Part III – completed by the Financial Mechanism Office

Part III is completed by the Financial Mechanism Office.