

# Admissibility & eligibility: lessons learnt for applicants

# 1. Admissibility check

## **Admissible proposal** (section 5 of call document):

- is electronically submitted on time (by the call deadline of 21 January 2025),
- contains the forms provided inside the Submission System, and
- is complete:

**Application Form Part A** — contains administrative information about the participants and the summarised budget for the project (to be filled in directly online)

**Application Form Part B** — contains the technical description of the project (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded)

**Mandatory Annexes**

# Mandatory annexes

- ❑ **Agreement by the concerned Member States** (benefitting from the project) – for all applications
- ❑ **Detailed budget table per Work Package and calculator** – for all applications
- ❑ **Timetable/Gantt chart** – for all applications
- ❑ **Activity reports of last year** and **List of previous projects** (key projects for the last 4 years) (template available in Part B) - except exempted from operational capacity check: Public bodies, Member State organisations, international organisations, and beneficiaries of grants under CEF 1 and 2.
- ❑ **Full cost-benefit analysis (CBA) report** and **CBA cash flow template** - only for works or mixed projects with a budget (eligible costs) above EUR 10 million
- ❑ **Simplified CBA calculator** – only for works or mixed projects with a budget (eligible costs) below EUR 10 million
- ❑ **Environmental compliance file** – for all applications except ERTMS i.e. for works and for studies with physical interventions and for studies without physical intervention ([see FAQ #18080](#))

# Lessons learnt from the Admissibility check under previous calls (1)

The Environmental Compliance File (ECF) consists of:

1. The cover page:

2. The Environmental Compliance Questionnaire:

1. Development Consent,
2. Compliance with the EIA Directive (2011/92/EU),
3. Compliance with the SEA Directive (2001/42/EC),
4. Compliance with the Habitats Directive (92/43/EEC) and
5. Compliance with the Water Framework Directive (2000/60/EC) and the
6. Declaration by the competent authority for the monitoring of the Natura 2000 sites and
7. Declaration by the competent authority under the Water Framework Directive 2000/60/EC.

Project name and acronym:	[project title] – [acronym]
Location:	[country], [region]
Project type:	Works <input type="checkbox"/>
	Study with physical intervention <input type="checkbox"/>
	Study without physical intervention <input type="checkbox"/>

The declarations accompanying the file must be submitted, when applicable, and do not replace the environmental compliance file.

# Lessons learnt from the Admissibility check under previous calls (2)

## □ Incomplete application forms:

### □ Missing or incomplete **Environmental Compliance File (ECF)**:

e.g. not fully submitted (only the declarations), not duly signed, dated and stamped declarations by the competent authority for monitoring the NATURA 2000 sites or under the Water Framework Directive.

- The **ECF must be submitted** – if not (missing or incomplete) the proposal is **NOT** admissible

- The **ECF must be comprehensively completed** – with

- (i) the **necessary approvals** by competent authorities

- (ii) the **information required** in the boxes

- **within the foreseen boxes** - it is not sufficient that the info is somewhere in the application , and

- **with the documents** required in the sections of the ECF i.e. copy of screening decision etc.

- If not, it has a negative impact on the evaluation.

- If the project is implemented in numerous countries, each MS should fill out one ENV Compliance File. All ECFs should be merged into one file.

# Lessons learnt from the Admissibility check under previous calls (3)

- ❑ No grant amount requested in part A of the AF, wrong **budget** uploaded not corresponding to requested amount in SEP
- ❑ **MS Agreement** not signed; agreements from other concerned MS (benefiting from the project) missing; agreement from a local public entity not being the concerned MS ministry
- ❑ Inconsistencies between section Budget of part A and the detailed budget table in part B
- ❑ **CBA report** referring to another proposal, CBA report is an empty document, missing **Cash Flow template** or **Simplified CBA Calculator**,
- ❑ Missing **activity report of last year** or **list of previous projects** (required for private bodies)
- ❑ Incorrect **Gantt chart** referring to a project other than the submitted proposal

## 2. Eligibility check

### Eligible proposal (section 6 of call document):

- Submitted by **applicants** who are legal entities (public or private bodies) established in the EU Member States or the countries associated to CEF
- The **activities** proposed are within the technical scope of the topic described in section 2 of call document;
- The **geographic location** of the project is on the **TEN-T network** (core, extended and/or comprehensive)
- The **duration of the project** for works or mixed projects should be 4-5 years maximum, and for studies projects it should be 2-3 years maximum.
  - The earliest starting date may be the proposal submission
  - The end date cannot be later than 2029
- Any **budget** requested is admitted – but recommended to be min. EUR 1 million of EU contribution requested.

# Lessons learnt from the Eligibility check under previous calls

- Proposal submitted by an applicant from a non-eligible country
- Location of the proposal - **not on (or connected to) the TEN-T network**
- Project's start date** in parts A and B of AF - in different times
- Project duration** wrongly calculated
- Project proposal being '**out of scope**'
- Project proposal** and the Global Project - **insufficiently clear**