**Small grant scheme „Cultural exchange”**

**Project application evaluation criteria**

**1. ADMINISTRATIVE CRITERIA**

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| **Nr.** | **Criterion** | **Evaluation**  **(Yes/ No)** | **Notes**  (P\*, N\*\*) |
| 1. | Project application is submitted by the deadline specified by the Programme operator | X | N |
| 2. | Project promoter is complying with the rules set in the regulation issued by the Cabinet of Ministers (henceforth – regulation) regulating the implementation of small grant scheme „Cultural exchange” for the project promoter | X | N |
| 3. | Project application is filled accordingly with the application standard form and the form has been filled in completely and the required annexes are enclosed in the project application | X | P |
| 4. | The project proposal has been submitted in one of the following ways:  - by post or by person in a sealed envelope  - in the form of an electronic document signed with a safe electronic signature according to the Electronic document law | X | P |
| 5. | The electronic version of the Project application corresponds with the printout | X | P |
| 6. | Project application is submitted in the form of computer printout | X | N |
| 7. | Project application is written in Latvian and it has an annotation in English | X | P |
| 8. | Project application is signed by the head of project applicant’s institution or its authorized person | X | N |
| 9 | The financial estimate in project application (co-financing of the programme and the project promoter), is in Latvian lats and euro and it is arithmetically correct and corresponds with the rules set in project application form | X | P |
| 10. | The project (or particular activities included in it) has not been previously accepted for funding by EU structural or Cohesion fund or received any other foreign or local financial grant. | X | N |
| 11. | Total amount of eligible costs requested in project application is not less than the minimum of eligible costs set in the regulation and does not exceed the maximum amount of the eligible costs, in correspondence with the type of the project promoter | X | P |
| 12. | The eligible costs included in the project application corresponds with the eligible costs set in the regulation of small grant scheme „Cultural exchange” | X | P |
| 13. | In-kind contributions does not amount to more than 50% of the co-financing provided by project promoter and is calculated on the basis of an hourly rate of 6 LVL per hour, including all required social security contributions (applies only to non-governmental organizations and project partners)[[1]](#footnote-1). | X | P |
| 14. | Project promoter or project partner is not found insolvent, including recovery process or legal protection proceedings, their economic activities are not terminated or they are not going through the liquidation process according to information of Commercial Register (state and council institutions are not evaluated in this criteria) | X | N |
| 15. | Project promoter and project partner does not have any tax debts administrated by the State Revenue Service | X | P |
| 16. | Project promoter has not been convicted of committing an administrative violation according to the third part of paragraph 189.2 of Code of Administrative Violations of the Republic of Latvia or to the project promoter have not been applied compulsory measures for committing offence according to the second part of paragraph 280 of Criminal Law. | X | N |
| 17. | Planned activities and results and its values are well defined in the project schedule and the project implementation are not exceeding March 31st 2016 | X | P |

**2. ELIGIBILITY CRITERIA**

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| **Nr.** | **Criterion** | **Evaluation**  **(Yes/ No)** | **Notes** (P\*, N\*\*) |
| 1. | Project aim corresponds with the aim of Small grant scheme „Cultural exchange” set in the regulation | X | N |
| 2. | In the project application the needs of target group and problems needed to solve are identified | X | P |
| 3. | In the project application the activities of the project are addressing the problems identified | X | P |
| 4. | Result and outcome indicators of the project contribute to the result and outcome indicators defined in the regulation | X | N |
| 5. | The project partner of the project promoter complies with the criteria set for project partners in the regulation | X | N |
| 6. | In the project application there is defined a model of cooperation between the project partner and project promoter | X | P |
| 7. | At least one project partner is from a donor state | X | N |
| 8. | The planned costs in the project are justified with the anticipated results and proportionate to the actual costs in the sector at the moment of submission of the project application | X | P |
| 9. | In the case of increase of the total project costs, the project promoter (and project partner – if applicable) pledges to provide the necessary additional funding from its own resources | X | N |
| 10. | Project promoter has pledged to guarantee the sustainability of project results after project completion | X | N |
| 11. | The project publicity and information accessibility measures are planned in conformity with the regulation | X | P |

**3. CRITERIA OF QUALITY ACCEPTANCE**

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| --- | --- | --- | --- | --- |
| **Nr.** | **Criterion** | **Maximum points** | **Minimum points required** | **Notes (P\*, N\*\*)** |
| **1.** | **The artistic expression, creativity and novelty of the proposed project activities** | **30** | **15** | **N** |
| 1.1. | The artistic expression and methods used in project activities are not creative, original or innovative and the proposed project activities are not relevant for the cultural sector | 0 |  |  |
| 1.2. | The artistic expression and methods used in planned project are partially creative and original and the project activities addressing relevant issues to the cultural sector | 15 |  |  |
| 1.3. | The artistic expression and methods used in project are creative, innovative and original and the planned project activities are clear, realistic and promotes excellence in the cultural sector | 30 |  |  |
| **2.** | **The quality and relevance of the project application** | **20** | **5** | N |
| 2.1. | Project application is submitted in low quality, the project description is chaotic and the project lacks an appropriate implementation mechanism | 0 |  |  |
| 2.2. | Project application is submitted in average quality, the project description, the role of the project promoter and project partner, plan of project activities, target group, project results are partially described, and the justification for expenses is partially defined | 5 |  |  |
| 2.3. | Project application is submitted in good quality, the project description, the role of the project promoter and partner, plan of project activities, target group, project results are defined in general, and the allocated budget is relevant to the project activities | 10 |  |  |
| 2.4. | Project application is submitted in excellent quality, the project description, the role of the project promoter and partner, plan of project activities, target group, project results are clearly defined; the allocated budget is detailed and set according to the project activities and expected outcomes | 20 |  |  |
| **3.** | **The project promotes the implementation of horizontal priorities (good governance, sustainable economic development, social sustainability, equal opportunities and environmental considerations)** | **10** | **Criterion is not exclusive** | **P** |
| 3.1. | The project does not promote the implementation of horizontal priorities | 0 |  |  |
| 3.2. | The project promotes the implementation of at least 2 horizontal priorities | 3 |  |  |
| 3.3. | The project promotes the implementation of 3 to 4 horizontal priorities | 7 |  |  |
| 3.4. | The project promotes the implementation of 5 horizontal priorities | 10 |  |  |
| **4.** | **The experience of organizing culture events of the project promoter and the project partner** | **10** | **Criterion is not exclusive** | **P** |
| 4.1. | Project promoter and the project partner does not have an experience of organizing culture events | 0 |  |  |
| 4.2. | Project promoter and the project partner have an experience of organizing culture events for less than a year | 5 |  |  |
| 4.3. | Project promoter and the project partner have an experience of organizing culture events for more than a year | 10 |  |  |
| **5.** | **The qualification and experience of project personal and the capacity of its management** | **5** | **2** | **P** |
| 5.1. | The qualification and experience of project personal is not satisfactory, the education and professional qualifications are not appropriate for the project implementation | 0 |  |  |
| 5.2. | The qualification and experience of project personal are partially adequate for the implementation of the project | 2 |  |  |
| 5.3. | The project personal has qualification and experience for implementation of 2 projects, the project application provides detailed description of the capacity and professional qualifications of project management | 4 |  |  |
| 5.4. | The project personal has qualification and experience for implementation of 3 or more projects, the project application provides detailed description of the capacity and professional qualifications of project management | 5 |  |  |
| **6.** | **The project application is relevant to project promoter’s regular activities, is clearly linked to the planned cooperation with the project partner and the created culture product /service is relevant and justified[[2]](#footnote-2)** | **10** | **5** | **P** |
| 6.1. | There is no connection between the area of activities of project promoter, planned cooperation with partner and the created culture product /service | 0 |  |  |
| 6.2. | There is a limited connection between the area of activities of project promoter, planned cooperation with partner and the created culture product /service | 5 |  |  |
| 6.3. | There is detailed connection between the area of activities of project promoter, planned cooperation with partner and the created culture product /service | 10 |  |  |
| **7.** | **Promotion of cultural diversity, tolerance, intercultural dialogue and the synergy of different culture areas[[3]](#footnote-3)** | **15** | **Criterion is not exclusive** | **P** |
| 7.1. | Project is not promoting cultural diversity, tolerance, intercultural dialogue and the synergy of different culture areas | 0 |  |  |
| 7.2. | Project is partially promoting cultural diversity, tolerance, intercultural dialogue and the synergy of different culture areas | 10 |  |  |
| 7.3. | Project is promoting cultural diversity, tolerance, including fight against anti-semitism and national minority rights, intercultural dialogue and the synergy of different culture areas | 15 |  |  |
| **8.** | **The sustainability of project results** | **10** | **5** | **N** |
| 8.1. | In the project application there is not described how the sustainability of project results will be ensured after project completion | 0 |  |  |
| 8.2. | In the project application there is a short description of how the sustainability of project results will be ensured after project completion, but the information does not contain a description of the use of project promoters financial resources to guarantee it | 5 |  |  |
| 8.3. | In the project application there is a detailed description, justified with documents attached to the project, of how the sustainability of project results will be ensured after project completion and the information does contain a description of the use of project promoters financial resources to guarantee it | 10 |  |  |
| **9.** | **The quality of information and publicity activities, both in donor and beneficiary countries** | **10** | **5** | **P** |
| 9.1. | The project application does not contain any information and publicity activities | 0 |  |  |
| 9.2. | The project application contains publicity and information activities but they have limited scope and will reach limited target audience | 5 |  |  |
| 9.3. | The project application contains publicity and information activities and they provide comprehensive information about project and will reach large target audience | 10 |  |  |
| **10.** | **Evaluation of possible project implementation risks, their probability and impact and creation of a risk prevention program** | **10** | **5** | **P** |
| 10.1 | Evaluation of possible risks (implementation, finance, time-limit, and the risk of accomplishment of result and outcome indicators) have not been carried out and an analysis of the probability and impact of them is not provided and a program of prevention or reduction of all identified risks has not been drafted in the project proposal | 0 |  |  |
| 10.2. | Evaluation of possible risks (implementation, finance, time-limit, and the risk of accomplishment of result and outcome indicators) have been partially carried out and an incomplete analysis of the probability and impact of them is provided and an incomplete program of prevention or reduction of all identified risks has been drafted in the project proposal | 5 |  |  |
| 10.3. | Evaluation of possible risks (implementation, finance, time-limit, and the risk of accomplishment of result and outcome indicators) have been carried out and an analysis of the probability and impact of them is provided and a program of prevention or reduction of all identified risks has been drafted in the project proposal | 10 |  |  |
| **Total** |  | **130** | **42** |  |

Notes.

Conformity of the project application to the eligibility and administrative criteria is evaluated with “Yes” or “No”, where two evaluation options are possible:

\*P – the project application can be approved with the condition to provide conformity to the respective criteria.

\*\*N – negative result, where project application is rejected without possibilities of correction or improvement.

Conformity of the project application to the quality criteria is evaluated according to the point system. Where necessary, the minimum is indicated that has to be acquired otherwise project application will be rejected.

1. Except the cinema sector, where in-kind contributions are not eligible for co-financing for any projects [↑](#footnote-ref-1)
2. According with the definition set in the national guidelines of cultural politics 2006-2015 [↑](#footnote-ref-2)
3. The culture disciplines supported – music, dance, theatre, circus, visual and audio-visual art (including new media), design, photography, literature, cinema [↑](#footnote-ref-3)