

Annex F2aV - Collective Administrative Verification and Admissibility Grid

Complete Proposal -Two-stage Call for Proposals

This checklist applies to a single complete proposal. It is completed collectively, or validated collectively, by the committee members as part of the evaluation report.

I. Minimum File Identification

Call for Proposals	Scaling pathways for green competences in teacher training and professional development in sub-Saharan Africa – BEL23004-10148
Proposal Reference No.	
Applicant's Name	
Co-Applicant(s), if applicable	
Date and Time of Receipt	

II. Verification

1. Administrative Verification

No.	Verification Point	Yes	No	N/A	Comments
1	The proposal is submitted via the authorised channel.	☐	☐		
2	The correct proposal form was used.	☐	☐		
3	The form is completed, signed, and submitted in the required format.	☐	☐		
4	The proposal is written in the required language.	☐	☐		
5	The required annexes are attached. No annexes other than those required or permitted by the guidelines have been submitted.	☐	☐		
6	The mandates of the co-applicants, if applicable, are completed, signed, and attached.	☐	☐	☐	
7	The budget is attached, balanced, presented in the required format, and denominated in euros, unless otherwise specified in the guidelines.	☐	☐		
8	The logical framework and any other required technical documents are attached when the guidelines require them.	☐	☐		

2. Admissibility Check

No.	Check Point	Yes	No	N/A	Comments
9	The duration of the action complies with the limits set in the guidelines.	☐	☐		
10	The requested contribution has not been modified by more than 10% compared to the amount requested at the concept note stage and complies with the minimum and maximum authorised amounts.	☐	☐		
11	Any co-financing requirements are met.	☐	☐	☐	
12	The proposed costs are, upon initial analysis, eligible under the applicable guidelines. The proposed costs are, upon initial analysis, consistent with the eligible cost categories.	☐	☐		
13	The proposal contains no sub-grants and no financial support to final beneficiaries, both prohibited under guidelines 2.1.2 and listed as ineligible costs in 2.1.3.	☐	☐	☐	

No.	Check Point	Yes	No	N/A	Comments
14	When the proposal includes third-party funding, the minimum required information is provided.	☐	☐	☐	

Conclusion: The proposal ☐ is / ☐ is not considered for evaluation.

Comments:

III. Collective Validation

This verification is completed collectively or validated collectively by the committee members participating in the administrative and admissibility verification of the file.

Name	Position	Date	Signature