**Key to eligibility**

**How to make sure your project proposal gets assessed**

Many submitted applications miss the chance to have the quality of their proposal assessed. They fail the first check and do not meet the eligibility criteria.

The eligibility check is a **Yes or No** process. In order to pass the check, you need to meet seven eligibility criteria.

1. **Respect the deadline**

The online system does not let you submit after the call ends.

*Plan submission of your application with all the required annexes at least a few days before the deadline.*

1. **Check completeness of your application**

For an application to be complete, it has to include:

* The application form
* Signed declarations of all partners listed in the application (including the lead partner)
* Signed support letters for all partners concerned

*Check the number of uploaded partner declarations and support letters.*

1. **Check that the application is filled in fully and correctly**

The application has to be filled in in English and with meaningful text.

Our online system spots empty cells and helps you with an error message.

*Carefully follow the instructions provided in the application form.*

*Write in English and in meaningful sentences (‘not applicable’ is not considered a meaningful text).*

1. **Check each partner declaration before upload**

Correct and signed partner declaration of each partner listed in the application must be submitted.

*Make sure the declaration:*

* *is* ***signed!!***
* *has an institution name identical to the one of the partner name in the application*
* *text has not been changed or amended (apart from the fields to be filled in)*
1. **Check each support letter before upload (if applicable)**

Correct and signed support letter must be submitted for each partner who addresses a policy instrument without being the institution responsible for that instrument.

*Make sure the support letter:*

* *is* ***signed!!***
* *has the partner institution name identical to the one in the application*
* *has the name of the institution signing the letter identical to the one indicated as responsible for the policy instrument in the application*
* *has the policy instrument name identical to the one in the application*
* *text has not been changed or amended (apart from the fields to be filled in)*
* *when related to Structural Funds, is provided by the relevant organisation in compliance with the information available under the ‘****In my country****’ pages* [*http://www.interregeurope.eu/in-my-country/*](http://www.interregeurope.eu/in-my-country/)
1. **Check the partnership requirement**

The project has partners from at least three countries.

At least two partners are from EU member states, applying to be financed by the Interreg Europe programme.

1. **Check focus on Structural Funds**

At least half of the policy instruments addressed by the EU regions in the project must be Structural Funds programmes.

*In section B.2 of the application form, consider carefully your answer to question ‘Is this policy instrument a Structural Funds programme?’*

* *If you click* ***Yes****, specify the Structural Funds programme and describe the investment priority your project will address.*
* *A policy instrument linked to Structural Funds or even fully financed through them should still have answer* ***No****.*