

## **MOST COMMON MISTAKES DISCOVERED DURING THE ADMINISTRATIVE CHECK OF PROJECT APPLICATIONS**

### **APPLICATION FORM - CONTENT:**

- **Not all (mandatory) fields were filled in bilingually** (the name of the deliverable / the investment summary in the investment work package / the description of deliverable in implementation WP / the description of the activity / objectives in the communication work package / the title of the activity).
- **Not all (mandatory) fields in the Application Form were filled in** (in the Preparation work package the involved partners were not defined / the Project Summary was not provided in all three languages / the indicative budget amounts in work packages were missing; the target groups are not filled).
- The Lead Partner was located outside the programme area.
- Information presented in the application package documents was not consistent. In the Application Form the PP declared to have the investments, but in the Project partner Statement they choose not to have the investment.

### **APPLICATION FORM – BUDGET:**

- **The budget section was not filled in bilingually**
- **The budget section was not completely filled in** (office and administrative costs are not in line with the Open Call requirements / the descriptions of the budget lines are not filled in (no further breakdown) / the Project Partners' contributions were not defined / the budget of both partners are provided only in English languages).

### **ANNEXES:**

- **Obligatory annexes were not submitted** (the Project Partner Statement for the Lead partner was not submitted).
- **The obligatory Annexes were not filled in completely** (in the Project Partner Statement the state aid/de-minimis contribution/points in section 5 WERE not marked).
- The national counterpart of the Lead partner was not secured: the amount of his own contribution in the Project Partner Statement was lower than the obligatory min. 15 % of the total funds, so the financial construction was not closed.
- In the Project Partner Statement and also in the Application Form for the PP the own contribution was not sufficient.
- The obligatory Annexes were not filled in completely.

- Data in Annexes were not true (permits were not secured on the day of submission of the Application).

**ADVICE:** we advise you not to enter the fields only with character for example slash (/), because after it can happen that you forget to fill in the right data and system can not notify that something is missing. The computer accepts the slash (/) as filled in field. Instead we suggest you to fill in data instantly.