



#### Annex 4. Administrative and eligibility criteria

No	Verified area	Description	Documentary evidence	Potential verification outcome	Required verification outcome
<b>First step of verification</b>					
<b>If the criterion in this step is not fulfilled, the application will be rejected and there is no possibility to correct the application.</b>					
1	The Applicant is not an entity that has been excluded under Article 207 of the Public Finance Act, nor under Article 6b(3)(3)(c) of the PARP Act	It needs to be verified whether the Applicant is featured in the register of entities excluded under Article 207 of the Public Finance Act, or whether they defaulting on their obligations under Article 6b(3)(3)(c) of the PARP Act.	Verification on the bases of information from Ministry of Finance on entities excluded under Article 207 of the Public Finance Act and the PARP data	Yes/No	Yes

No	Verified area	Description	Documentary evidence	Potential verification outcome	Required verification outcome
<b>Second step of verification</b> <b>Possibility to correct shortcomings and clerical errors.</b>					
1	The Applicant submitted only one application under the call	<p>It needs to be verified whether the Applicant submitted only one application under the call.</p> <p>If the Applicant has submitted more than one application under the call, he/she should withdraw the other applications (application) within 7 days from the day after receiving PARP's request for withdrawing. In the case that the other applications (application) are not withdrawn, the application that has been submitted as first one will be the application assessed. The other applications <b>will not be verified further.</b></p>	Verification on the bases of application and submitted attachments in IT system (Application Generator)	Yes/No	Yes
2	The Applicant's eligibility for a given grant scheme	<p>It needs to be verified whether:</p> <ol style="list-style-type: none"> <li><b>The applicant is an entrepreneur operating in the territory of the Republic of Poland, certified with an entry in a relevant register.</b></li> </ol> <p>In the case of entrepreneurs registered in the Central Register and Information on Economic Activity, whether at least one business address is located in the Republic of Poland's territory.</p> <p>In the case of entrepreneurs registered in the National Court Register, whether the address of their registered office, or at least of one branch, is located in the Republic of Poland's territory.</p>	Verification on the bases of application form and relevant registers	Yes/No	Yes

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		<p><b>A Small Grant Schemes for female enterprises additionally requires</b> verifying whether the Applicant:</p> <ol style="list-style-type: none"> <li>1) is a woman running a business (female entrepreneur – owner) or</li> <li>2) is an enterprise where a woman is a partner authorised to act on behalf of the company, or</li> <li>3) is an enterprise where a woman is either a partner and member of a management authority or a shareholder and member of a management authority.</li> </ol>			
		<p>2. <b>The applicant is a micro-, small or medium-sized enterprise</b> within the meaning of Annex I to Regulation No 651/2014.</p>	<p>Verification on the bases of application form (including Applicant's self-declarations)</p>	<p>Yes/No</p>	<p>Yes</p>
		<p>3. <b>The applicant has closed at least one fiscal year that lasted for at least 12 months (<u>not applicable to Small Grant scheme for female enterprises</u>).</b></p>	<p>Verification on the bases of application form (including Applicant's self-declarations)</p>	<p>Yes/No</p>	<p>Yes</p>

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		<p>4. In at least one fiscal year (that lasted for at least 12 months) closed within 3 years preceding the year of submitting application for support in the call for proposal, <b>the Applicant</b> reached <b>sales revenues</b> worth at least the equivalent of:</p> <ol style="list-style-type: none"> <li>1) EUR 140 thousand (applicable to Green industry innovation scheme);</li> <li>2) EUR 20 thousand (applicable to Blue growth scheme and Welfare technologies scheme);</li> <li>3) <b><u>not applicable to Small Grant Scheme for female enterprises.</u></b></li> </ol>	Verification on the bases of application form (including Applicant's self-declarations)	Yes/No	Yes
		<p>5. Pursuant to Article 14(16) of Regulation No 651/2014, <b>the Applicant has not carried out a relocation</b> (in accordance with the definition laid down in Article 2 point (61a) of Regulation No 651/2014) to the establishment in which the initial investment for which aid is requested is to take place, in the two years preceding the application for aid, and hereby commits that it will not do so up to a period of two years after the initial investment for which aid is requested is completed.</p>	Verification on the bases of application form (including Applicant's self-declarations)	Yes/No	Yes

No	Verified area	Description	Documentary evidence	Potential verification outcome	Required verification outcome
		<p>6. <b>The Applicant is not subject to exclusion</b> from being eligible to receive support, i.e.:</p> <ol style="list-style-type: none"> <li>1) there are no conditions with respect to the Applicant laid down in: <ol style="list-style-type: none"> <li>a) Article 211 of the Act of 30 June 2005 on public finance;</li> <li>b) Article 6b(3)(1)–(4) excluding point 3(c) of the PARP Act;</li> </ol> </li> <li>2) the Applicant is not in an undertaking in difficulty within the meaning of Article 2 (18) of Regulation No 651/2014;</li> <li>3) the Applicant is not obligated to return aid as a result of a decision of the European Commission declaring this aid granted by the Republic of Poland illegal or incompatible with the internal market.</li> </ol>	Verification on the bases of application form (including Applicant's self-declarations)	Yes/No	Yes
3	Completeness of the application	It needs to be verified whether all required fields in the application form have been filled. The application features all required attachments, which were drawn up in accordance with a relevant template (if applicable), are complete and legible.	Verification on the bases of application form and submitted attachments in IT system	Yes/No	Yes

No	Verified area	Description	Documentary evidence	Potential verification outcome	Required verification outcome
			(Application Generator)		
4	The application has been drawn up in relevant languages	<p>It needs to be verified whether the application in the case of:</p> <ul style="list-style-type: none"> <li>- non-partnership projects – <b>has been drawn up in Polish;</b></li> <li>- partnership projects – <b>has been drawn up in Polish and English.</b></li> </ul> <p>It needs to be verified whether the attachments to the application prepared according to the templates set out in Annex 7-8 to the Call for proposals have been <b>drawn up in Polish.</b></p> <p>It needs to be verified whether the Partnership Agreement has been <b>drawn up</b> in Polish and English (if applicable).</p>	Verification on the bases of application and submitted attachments in IT system (Application Generator)	Yes/No	Yes