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# Checklist: submission small-scale AF

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Dear applicant,

We strongly recommend to fill in the following checklist carefully before submitting the application form (AF). It should ensure that your application is meeting the eligibility criteria, and in addition reminds you on some recommendations of the programme bodies. **If one of the following statements cannot be confirmed, please consult the Joint Secretariat (JS) on how to further proceed before submitting the AF.**

- The AF is completed with the requested information (obligatory fields filled in: i.e. parts A, B, C and D).
- The AF is completed in English (please consider: only information provided in English will be reflected in the assessment).
- The partnership agreement as obligatory annex is properly signed and part of the application.
- The AF meets the requirements laid down in the Terms of Reference (as regards content - the project proposal addresses a specific objective under the thematic priority 1, 2 or 3).
- The application considers the project characteristics defined for small-scale projects (as regards partnership and duration).
  - The total financial size of your project ranges between EUR 250.000 and 750.000;
  - The duration of the project ranges between 12 and 18 months;
  - Your project involves 3 to 6 partners from at least three different countries of the programme area.

In case of any deviations it is strongly recommended to contact the Alpine Space Contact Point (ACP) of the lead applicant/the JS to discuss the further proceeding.

- The general recommendation of the programme to the lead applicant to contact the ACP before submission was considered.
  - If relevant, any documentation allowing the verification of national requirements have been submitted in due time by each project applicant to the relevant ACP.
  - The application was agreed among the partnership.
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