**Frequent errors – to be avoided**

1. **Admissibility stage**
2. The first page of the application form bounded to the package contained information different from the first page of the application form inside of the package.
3. The paper duplicate of the completed application form and its annexes was missing.
4. The CD attached to the application did not contain any scanned documents or the scanned application package was not completely attached.
5. Discrepancies between the information provided in section 1.3. “Applicant information” and Annex A.6. “Partnership declaration” as regards of the partnership structure.
6. The annexes issued by third parties in other language than English were not accompanied by their English translation or the legal documents were submitted only in English translated version.
7. The OPIS in the application form was not filled in at all or partially filled in.
8. The approved draft of the application form and its annexes was modified:
9. The following sections from the application form were deleted: predefined activity PP 1. “Project preparation” from section 2.3. “Project activities”; section “Activities outside the programme area”; section 2.4. “Project outputs”; section 4. “Exit/continuation strategy”;
10. The last approved template of the project budget with the locked formulas from the Applicant’s Guide package was not respected;
11. The last approved drafts of the annexes to the Applicant’s Guide package were modified.
12. **Eligibility stage**
13. The project proposals did not demonstrate a clear contribution to the output indicators or to the programme result indicators:
14. The presented output indicators or programme result indicators were not quantified (as regards the quantifiable indicators);
15. The presented output indicators or programme result indicators were quantified in other sections of the application form than the section 2.2. “Project objectives and expected results” and section 2.4. “Project outputs”;
16. The presented output indicators or programme result indicators referred to another specific objectives and not to those to which the project proposals were applied;
17. The information provided within sections 2.2. “Project objectives and expected results” and section 2.4. “Project outputs” was switched/overlapped.
18. The details regarding the activities outside the programme area were not provided in the indicated section in the application form “Activities outside the programme area”.
19. The fulfillment of the obligatory cooperation criteria “Joint development” was not clearly described.
20. The fulfillment of the cooperation criteria “Joint staffing” was not clearly described (the implication of the involved beneficiaries in the joint implementation of the project activities was not clearly described).
21. Overlapping of the tasks foreseen for the project management team and the terms of reference for the externalized services.
22. The method of selection and the size of the target groups were not clearly described.
23. **Technical/Financial check**
24. Missing justification for purchasing of equipment/externalizing of a service.
25. Missing justification for included in the project budget expenditures related to travel and accommodation, purchasing of equipment or externalizing of services.
26. Missing justification for equipment/services with superior parameters than the ones provided in Annex C. Ceilings for expenditure.
27. Missing justification about the components, technical parameters, dimensions, characteristics and quantification of equipment/services to be purchased per project partners.
28. Not respecting the ceilings from Annex C. Ceilings for expenditure. Using the ceilings foreseen for Romanian beneficiaries by the Bulgarian ones and vice versa.
29. Using the VAT for Romanian beneficiaries by the Bulgarian ones and vice versa.
30. Not submission of offers/independent evaluation for the services/equipment not included in Annex C. Ceilings for expenditure.
31. Submission of offers for equipment with different technical characteristics. Submission of offers not assumed by the operator (not signed and stamped).
32. In corrective frame of expenditures within the budget related to travel and accommodation, purchasing of equipment and externalizing of services.
33. Not including of the expenditures related to the project management in the dedicated budget category “Out of which external expertise and services related to the project management”.