

Pre-submission Appraisal

To review the final project funding application in detail before submission

Before you start

- Identify the need for an appraiser early on in the application writing process, so that you have time to identify a suitable person and arrange time, availability, etc.
- If you don't have anybody in house or partners, you need to tender for this task. This also needs to be done in time for the tendering and selection process before the submission deadline.
- Complete the final draft of the funding application allowing sufficient time to attend to the comments for improvements.

It is invaluable to have the draft final project application reviewed before the document is being submitted. This is much more than a proof-reading check of the document. It is about **quality control, consistency and coherence**.

This task is to ensure that your funding application is as good as you can get it. It comes as list of questions relevant for a quality and coherence appraisal of a funding application.

It can guide the work of the appraiser or raise awareness of the range of aspects necessary to be addressed by the appraiser.

What for?

- To ensure that the quality of the funding application is as high as possible to maximise its chances of success.

How to use it?

Step 1 Read through the list of questions and familiarise yourself with the example and type of appraisal questions asked.

Step 2 Adjust the tool/list of questions to fit the specific requirements of the call and the selection criteria of the funder (i.e. delete and/or add more relevant questions to the list as required).

Step 3 Read the call documents and the final draft of the funding application and assess each of the appraisal questions.

Step 4 Articulate recommendations for improvement and communicate them to the Funding Application Writing Team.

In line with the requirements of the call, the pre-appraisal should include:

- *A check of all eligibility criteria*
- *An internal coherence and consistency check*
- *A costing and accuracy check*
- *A check on all the selection criteria of the funder*
- *A review of all required documents for completeness*

Coherence check of funding applications

Section A: Contribution to the aims and objectives of the funding programme/call
A.1. Does the project show a clear commitment towards contributing towards the aims of the call?
<i>Appraiser's comment:</i>
A.2 Have the potential synergies with other projects been described?
<i>Appraiser's comment:</i>
A.3 Has the added value of the project in contributing to existing strategies been described sufficiently?
<i>Appraiser's comment:</i>
A.4 Has the innovative character of the project been outlined clearly?
<i>Appraiser's comment:</i>
A.5 Has the workplan of the project and its range of activities been built around the key objectives of the funding call?
<i>Appraiser's comment:</i>
A.6 Have the project needs been well justified and furnished with relevant evidence?
<i>Appraiser's comment:</i>
A.7 Are the results and outcomes of the project tangible and directly relevant to the performance indicators of the funding programme/call?
<i>Appraiser's comment:</i>
A.8 Is the methodological approach chosen by the project relevant and in line with the suggested approaches in the funding programme/call?
<i>Appraiser's comment:</i>
A.9 Are the specific requirements of the call clearly and sufficiently been addressed?
<i>Appraiser's comment:</i>

Section B: Coherence and feasibility of the project
B.1 Does the application present the project as a realistic and feasible initiative (including its financial and time propositions and thematic focus)?
<i>Appraiser's comment:</i>
B.2 Is the project work plan coherent and realistic in view of the project costings / budget allocations?
<i>Appraiser's comment:</i>
B.3 Does the application present a coherent document; are all activities represented in the project budget; are partnership arrangements thought through and roles and responsibilities are suitable for the type of project and its activities?
<i>Appraiser's comment:</i>
B.4 Does the application present the project in a convincing manner with regard to the competence of the project team to deliver the project and achieve the change envisaged?
<i>Appraiser's comment:</i>
B.5 Are the project management structures and processes appropriate for the size and type of project and the size of partnership and its activities?
<i>Appraiser's comment:</i>

B.6 Is the proposed project delivery approach well thought-through, results-orientated, coherent with the various activities and project partners?
<i>Appraiser's comment:</i>
B.7 Does the application clearly describe how the project will attend to communication with its project team and external stakeholders, including target groups and how it will reach them?
<i>Appraiser's comment:</i>
B.8 Are the project activities and their results and outputs SMART (strategic, measurable, ambitious, realistic and timebound)?
<i>Appraiser's comment:</i>
B.9 Does the application include a sufficiently comprehensive risk analysis including relevant prevention and mitigation measures?
<i>Appraiser's comment:</i>
B.10 Has the application sufficiently described how the project will contribute to environmental sustainability and equalities and social inclusion aspects?
<i>Appraiser's comment:</i>

Section C: Budget and Value for Money
C.1 Does the project present a cost-efficient and cost-effective approach in achieving the set results and outcomes?
<i>Appraiser's comment:</i>
C.2 Is the project budget appropriate for the project activities, the length of the project, the size of the project partnership?
<i>Appraiser's comment:</i>
C.3 Is the project budget sufficiently detailed, justified and is it accurate?
<i>Appraiser's comment:</i>
C.4 Is the project and its budget in line with all the eligibility criteria and technical specifications demanded by the call?
<i>Appraiser's comment:</i>