



# 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

Section A: Contribution to the aims and objectives of the funding programme/call	
<b>A.1. Does the project show a clear commitment towards contributing towards the aims of the call?</b>	
Appraiser's comment:	
<b>A.2 Have the potential synergies with other projects been described?</b>	
Appraiser's comment:	
<b>A.3 Has the added value of the project in contributing to existing strategies been described sufficiently?</b>	
Appraiser's comment:	
<b>A.4 Has the innovative character of the project been outlined clearly?</b>	
Appraiser's comment:	
<b>A.5 Has the workplan of the project and its range of activities been built around the key objectives of the funding call?</b>	
Appraiser's comment:	
Section B: Coherence and feasibility of the project	
<b>B.1 Does the application present the project as a realistic and feasible initiative (including its financial and time propositions and thematic focus)?</b>	
Appraiser's comment:	
<b>B.2 Is the project work plan coherent and realistic in view of the project costings / budget allocations?</b>	
Appraiser's comment:	
<b>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?</b>	
Appraiser's comment:	
<b>B.4 Does the applications 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?</b>	
Appraiser's comment:	
<b>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?</b>	
Appraiser's comment:	
<b>B.6 Is the proposed project delivery approach well thought-through, results-orientated, coherent with the various activities and project partners?</b>	
Appraiser's comment:	
<b>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?</b>	
Appraiser's comment:	
<b>B.8 Are the project activities and their results and outputs SMART (strategic, measureable, ambitious, realistic and timebound)?</b>	
Appraiser's comment:	
<b>B.9 Does the application include a sufficiently comprehensive risk analysis including relevant prevention and mitigation measures?</b>	
Appraiser's comment:	
<b>B.10 Has the application sufficiently described how the project will contribute to environmental sustainability and equalities and social inclusion aspects?</b>	
Appraiser's comment:	