

The most frequent mistakes in applications and projects including recommendations for applicants/beneficiaries

	Mistake description	The frequency of occurrence in the following scale: rare, frequent, very frequent	Recommendations for the applicant/beneficiary
Mistakes during submitting of the applications			Proceed according to the Applicant's Manual, the Guideline of ME on submitting applications as amended, Binding Instructions for Applicants and Aid Beneficiaries in OP E. These documents are available at www.opzp.cz , section Downloads – for applicants and beneficiaries. Read through the FAQ&A section, contact regional personnel of the Fund, the State Environmental Fund call centre at +420 800 260 500, OP E regional advisory and information centres. For larger projects, consult your plans with a project manager of an objectively pertinent Fund department.
Application	The delivered application does not have the required form	Rare	The box with the project shall be marked according to the prescribed standard, it shall include an ID (the number generated on the front-page of the application form after its storing in the BENE-FILL database)
Incorrectly filled in application bookmarks	Bookmark B – incorrect project classification	Frequent	It is necessary to choose a relevant classification for the project application so as for the application to comply with supportable measures.
	Bookmark C – incorrect indication whether or not the applicant is a VAT payer	Frequent	The VAT paying obligation is important for the determination of eligible expenses; it needs to be identified correctly.
	Bookmark E – incorrectly filled in and classified funding resources	Very frequent	It is also necessary to identify resources according to assumed funding structure.
	Bookmark J – incorrect or incomplete filling in of indicators in the project application.	Frequent	It is necessary to indicate the data in compliance with the project documents (audit, expert opinion).
Application annexes	The list of annexes is completely missing or is not delivered in required form. Not all the listed annexes are often submitted.	Very frequent	The list of annexes shall be printed from BENE-FILL, the application shall include all annexes.
Formal essentials of the annexes	- Missing page quantities	Very frequent	All written or printed pages shall be counted, i.e. also the pages with an authorization stamp.
	- Missing ref. No	Very frequent	The reference number shall be copied from the document; it is not the reference number of the verification clause.
	- Missing date of annexes.	Frequent	The date indicates the document's age, not the day when the copy was verified. The decision

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	<ul style="list-style-type: none"> - Missing names of annexes. - Document type and issuer missing. - Full powers for the applicant's representation at the Fund are not submitted with the required scope and form. The full powers are issued for a statutory representative of the applicant and not for the person who prepares the application and negotiates with the Fund. - Missing signatures on the documents 	<p>Frequent</p> <p>Frequent</p> <p>Frequent</p> <p>Very frequent</p>	<p>shall contain a clause on its coming into legal force.</p> <p>If "other" annex subtype is selected during the registration of annexes in BENE-FILL, the password "other" always needs to be rewritten by a relevant name of an attached document.</p> <p>Thoroughly specify whether the document is a copy, original copy or a verified copy.</p> <p>The essentials of full powers are specified in Section 31 of the Civil Code. The applicant who appoints a representative shall provide them with full powers.</p> <p>It is necessary to properly authorise every document.</p>
<p>General / technical annexes</p>	<ul style="list-style-type: none"> - The standpoint of the locally pertinent regional authority - the applicants submit the standpoints from previous requests, there are frequent changes in the projects. - Mutual discordance of the documents – project documents, issued decisions, application (e.g. different project scope, different locality, the zoning and planning decision does not include the entire construction scope, the project's technical parameters do not comply with the 	<p>Frequent</p> <p>Frequent</p>	<p>Update necessary; the regional authority comments on the application for the currently submitted project in a given request.</p> <p>Thoroughly check the application's supporting documents, be especially particular about indicators and parameters, project budget.</p>

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	<p>project documents).</p> <ul style="list-style-type: none"> - Poor-quality expert opinion or audit. - The project documentation does not fulfil the acceptability criteria – the project is at variance with regional concepts - The project budget is overestimated. 	<p>Frequent</p> <p>Frequent</p> <p>Rare</p>	<p>Be careful to choose a good-quality project maker, auditor.</p> <p>When choosing a project maker, advise of binding concepts on regional level.</p> <p>Before submitting the application, check the success probability according to published evaluation criteria, optimize the project.</p>
Economic annexes	<ul style="list-style-type: none"> - Economic materials documenting the applicant's income miss in addition to statutory declaration also other comments and an account statement (or a similar proof). - VAT statutory declaration – if the applicant is a VAT payer but cannot apply VAT deduction for the aid subject, they fail to include the reasoning hereof in the declaration. - A report for the evaluation of budget performance of municipalities – instead of the required document the municipalities submit a profit and loss account. 	<p>Frequent</p> <p>Very frequent</p> <p>Very frequent</p>	<p>Have a co-funding concept and describe it in the comment.</p> <p>If the applicant is a VAT payer but cannot apply VAT deduction for the aid subject, they shall submit a statutory declaration hereof.</p> <p>This statement is a mandatory annex to the application for the applicants-municipalities.</p>
Mistakes in a selection procedure			<p>Proceed pursuant to Act No 137/2006 Coll. on public orders, Directive of the Ministry of the Environment on application submitting as amended and the Binding Instructions for Applicants and Aid Beneficiaries in OP E</p>
	<p>The rules for the selection procedure are insufficiently taken into account</p> <p>The specifications of the public contracts do not</p>	<p>Very frequent</p>	<p>When choosing a company to prepare the project documents and organise the tender procedure, consistently search for the company's references, require a compensation for damage, if applicable, also due to a subsidy reduction or</p>

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	contain all the requirements (funding from EU resources, subcontracting max. 30%, price with the minimum weight of 60%). Disobedience to the requirement not to disclose business names of companies and products in blind budgets, technical reports, etc. Failure to send invitations to the Fund evaluation committee.		
	Incorrectly selected evaluation criteria and conditions at the qualification criteria The evaluation criteria miss the weight determination, the criteria which do not have a direct link to the work accomplishment are used. Too discriminating qualification criteria are set. Applicants who are not eligible for the order fulfilling are contacted.	Frequent	denial by virtue of misconduct in the tender procedure. Advise the company of the Directive of the Ministry of the Environment on application submitting as amended and the Binding Instructions for Applicants and Aid Beneficiaries in OP E and also proceed in compliance with Act No 137/2006 Coll. on public procurement.
	Failure to meet the deadlines for submitting the proposals.	Frequent	
	The request for proposal does not include the date of publishing at and removal from the official notice board.	Very frequent	
	Very inexpertly prepared specifications. The contracting entity relies on the Fund to check the specification and the submission conditions.	Frequent	
Mistakes in providing background documents to the Decision on Granting a Subsidy			
	A very long process of gradual delivery of background documents from the side of the applicants.	Very frequent	Check the work of consultancy companies.
	Changes in the construction during the project preparation with effect on the fulfilment of the subsidy purpose.	Rare	Before submitting the application, think the project over thoroughly, consult the planned substantial changes with a relevant project manager.
	Unfilled in BENE-FILL	Frequent	It is necessary to continuously provide

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	<p>applications The applicant is not aware that the BENE-FILL application shall be used and what shall be filled in.</p>		information on the current situation via BENE-FILL even before the project implementation starts.
Mistakes when submitting a request for payment			Proceed according to the Binding Instructions for Applicants and Aid Beneficiaries in OP E.
	<p>Mistakes in invoicing and its documenting</p> <p>a) Submitting of invoices that are not confirmed by the aid beneficiary and expert supervisor</p> <p>b) The lists of performed works are at variance with the specification from the Contract for Work.</p> <p>c) Submitting of an account statement without authentication</p> <p>d) Payment of invoices performed to suppliers' accounts which are not listed in the technical and financial annex (TFA) or from another beneficiary's account</p> <p>e) Incorrect variable symbol in a payment</p>	<p>Frequent</p> <p>Rare</p> <p>Rare</p> <p>Frequent</p> <p>Rare</p>	<p>The invoices shall be confirmed by using an original signature and stamp of the beneficiary and expert supervisor.</p> <p>Consistently supervise the contractor through the activity of the expert supervisor.</p> <p>The account statement shall be provided with an original signature and stamp of the beneficiary.</p> <p>The payment of invoices is only possible to the account numbers announced to the Fund.</p> <p>Be particular about entering correct variable symbols during payments.</p>
Other			
	<p>Failure to be acquainted with the process of administering the applications, approved project.</p>	Frequent	We recommend being aware of the schedule of the project cycle and proceeding accordingly.
	<p>Insufficient communication with the Fund during the administration and associated problems.</p>	Frequent	In case of any queries or ambiguities, contact the Fund staff either via a green line of the State Environmental Fund at 800 260 500 or contact the project or financial manager according to the nature of the problem.
	<p>Problems with a consultancy company which mediates the aid for the beneficiary.</p>	Frequent	Be especially careful when selecting the consultant, read through the contractual conditions; the mediator cannot guarantee obtaining of the subsidy. It is suitable to orientate at least according to the references of a given consultant. Check the consultant's work during the project administration.