**List of frequent errors**

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. The electronic version of the annexes to the application form was not numbered.
6. There were discrepancies between the information provided in section 1.3. “Applicant information” and Annex A.6. “Partnership declaration” as regards of the partnership structure.
7. 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.
8. The OPIS in the application form was not filled in at all or partially filled in.
9. The cost benefit analysis was not submitted for the projects which declared as being revenue generating projects.
10. And the vice versa case, in which from the proposed project activities could be clearly identified that, these activities are generating revenues, but still the presented “Cost-benefit analysis” is presenting negative financial results;
11. Missing or partially filled-in technical documentation for the investment projects (missing parts of the technical documentation such as essential written parts which are impeding the technical analysis and issuing an opinion eg. geological study, topographical study, technical documentation provided without bearing the signatures and stamps of the bodies responsible for its elaboration, missing or partially provided Bill of quantities, miscorrelation between the original of the provided technical documentation and its translation in English);
12. The standard template of the application form (or its annexes) were modified, e.g.:
13. The following sections from the application form were deleted: predefined activity PP 1. “Project preparation” from section 2.3. “Project activities”; section 2.4. “Project outputs”; section 4. “Exit/continuation strategy”;
14. The template of the project budget with the locked formulas from the Applicant’s Guide package was not observed;
15. Project budgets exceeded the thresholds for the respective PAs;
16. The template of the annexes to the Application Form was modified and misused (modification of template of the declarations – annexes 1, 4, 5, and 6 to the Application Form).
17. Not all sections within Annex 7- Cost benefit analysis are filled in; discrepancy between the revenues indicated in AF and the revenues within Annex 7; not considering the reference period in revenues calculation;
18. Annex 8- Property documents- when the applicant who performs the investment is not the owner of the land, lack of explicit agreement that the applicant institution may perform the investment;
19. Annex 9- Not presenting the technical solution (only BoQs); for RO beneficiaries- attaching Feasibility study for existing investment objects instead of DALI; not attaching the technical expertise/ building energetic audit to DALI; for BG beneficiaries: not presenting values for the BoQ; the preliminary design must contain values.
20. **Eligibility stage**
21. Entities/branches with no legal personality applied as beneficiary in the project proposal;
22. The project proposals did not demonstrate a clear contribution to the output indicators or to the programme result indicators:
23. The contribution to the output indicators or programme result indicators were not quantified
24. The contribution to the 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”;
25. The contribution to the output indicators or programme result indicators referred to another specific objectives and not to those to which the project proposals were applied;
26. The information provided within sections 2.2. “Project objectives and expected results” and section 2.4. “Project outputs” was switched/overlapped.
27. Stating that the application was for a specific PA, but providing in sections 2.2- project objectives and expected results and 2.4- Project outputs information which corresponds to other PA
28. 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”.
29. Overlapping of the tasks foreseen for the project management team and the terms of reference for the externalized services.
30. The method of selection and the size of the target groups were not clearly described.
31. The proposed project activities are not in line with a programme specific objective.
32. **Technical/Financial check**
33. Missing justification for purchasing of equipment/externalizing of a service.
34. Missing justification for including in the project budget expenditures related to travel and accommodation, purchasing of equipment or externalizing of services.
35. Missing justification for equipment/services with superior parameters than the ones provided in Annex C. Ceilings for expenditure.
36. Missing justification about the components, technical parameters, dimensions, characteristics and quantification of equipment/services to be purchased per project partners.
37. Not respecting the ceilings from Annex C. Ceilings for expenditure. Using the ceilings foreseen for Romanian beneficiaries by the Bulgarian ones and vice versa.
38. Using the VAT for Romanian beneficiaries by the Bulgarian ones and vice versa.
39. Not submitting the offers/independent evaluation for the services/equipment not included in Annex C. Ceilings for expenditure.
40. Submitting offers for equipment with different technical characteristics.
41. Incorrect framing of expenditures within the budget/not observing the provisions of the List of eligible expenditures for Interreg V-A Romania-Bulgaria Programme applicable to Priority axis 1-5 regarding the framing of the expenditure within the budget categories.
42. Not including the expenditures related to the project management in the dedicated budget category “Out of which external expertise and services related to the project management”.
43. Within section 2.3- Project activities, the necessity of the activities is not described;