1. ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY REQUIREMENTS

The Administrative Compliance Check and the Eligibility Check of the Application and of the Applicant is ensured by the technical means of the **EGRANT system**.

The system will **allow** an **Application to be submitted**, if:

- the Application is submitted via EGRANT system within the time specified in the Call for Proposals,
- all mandatory fields of the Application in the system are completed,
- the completed Applicant details meet the definition of an eligible applicant,
- the completed Partner/-s details meet the definition of eligible partners,
- the amount of the grant applied for meets the minimum (EUR 400,000) and maximum (EUR 750,000) limits for the grant to be applied for.

The submitted Application cannot be supplemented. The Application will be evaluated as submitted.

NOTICE:

For the purposes of this Call, **eligible cities and towns** are considered to be Slovak Cities, City boroughs and Towns with population exceeding 20,000 inhabitants.

According to the data of the Statistical Office of the Slovak Republic, a total of 49 Slovak municipalities exceeded 20,000 inhabitants by the end of 2023. All these municipalities are eligible to apply. If other municipalities exceed 20,000 inhabitants according to the same dataset by the end of 2024, they may contact the Programme Operator to request technical adjustments in the system, allowing them to submit an application. Updated data will not affect the eligibility of municipalities that are already eligible according to the data as of the end of 2023.

Eliminating criterion:

In case the application scores 0 points in any of the eliminating criteria, the application cannot be supported even though the overall number of points is more than the minimum required.

2. CONTENT RELATED CRITERIA

No.	Criterion	Description	Range	Score	Evaluation - Comments
1.	**Health Promotion Focus** The Programme Component must prioritize health promotion and a healthy lifestyle through pilot initiatives implemented at the municipal level, taking into account the hard-to-reach communities in the pilot initiatives. **Key Points:** • **Primary Objective:** Focus on improving public health and encouraging healthy lifestyle choices. • **Pilot Initiatives:** Activities must be in alignment with Strategic Framework 2014 – 2030, chapter 4.1 dedicated to Public Health Eliminating criterion		0 – 8		
2.	**Municipal Commitment** The Programme Component must demonstrate strong municipal commitment to health promotion initiatives. **Key Points:** • **Prevention Coordinator:** The establishment of at least one Prevention Coordinator is mandatory. • **Strategic Planning:** The municipality integrates health into social development and service plans. Eliminating criterion		0 – 8		
3.	**Alignment with Core WHO Principles** The Programme Component should align with the WHO core elements for Healthy Cities, including investment in people, urban design, participation, and access to services. **Key Points:** • **People:** Investment in education and community capacity-building. • **Places:** Designing urban environments that improve health and well-being. • **Partnerships:** Active collaboration across stakeholders. **Community Prosperity:** Access to services and common goods.		0 – 8		

No.	Criterion	Description	Range	Score	Evaluation - Comments
4.	**Local Community Engagement and Literacy** The Programme Component must engage local communities in health-related education and activities to improve health literacy. Engagement of hard-to-reach communities is required. **Key Points:** • **Community Involvement:** Activities should target broad community participation. • **Health Literacy:** Skills and knowledge for navigating health, education, and social services.		0 – 8		
5.	**Environmental Health Improvements** The Programme Component should include initiatives that promote health and reduce risks by fostering healthier lifestyles and behaviours in relation to the environment. **Key Points:** • **Behavioural Change:** Encouraging citizens to adopt habits that improve personal and community health (e.g., reducing pollution, engaging in outdoor activities). • **Environmental Awareness:** Organizing educational campaigns or workshops to raise awareness about environmental health risks and their impact on well-being. • **Community Engagement:** Involving local communities in participatory initiatives, such as clean-up events or biodiversity-friendly practices (e.g., urban gardening).		0 – 6		
6.	**Multi-Stakeholder Partnership** The Programme Component must demonstrate collaboration across multiple levels of government and stakeholders. **Key Points:** • **Partnerships:** Building partnerships with other cities and towns included in the Component 3 network, as well as inter- and multi-sectoral partnerships based on the participation in the network coordinated by Ministry of Health. • **Integration:** Coordination and collaboration with the Ministry of Health and other stakeholders.		0 – 6		
7.	**Communication with population** The Programme Component places emphasis on public communication of the		0 - 5		

No.	Criterion	Description	Range	Score	Evaluation - Comments
		activities conducted and communication to public about non-communicable diseases (NCDs) prevention and/or health promotion in general. **Key Points:** • **Public Communication:** Programme Component emphasise pubic communication.			
8.	**Feasibility and Effectiveness**	Evaluate the likelihood of success based on the proposed timeframe, goals and activities. **Key Points:** • **Realistic Planning:** Well-structured and achievable timeline. • **Defined Activities:** Clearly outlined actions and measurable goals.	0 – 6		
9.	**Adequacy of Team and Budget**	Assess whether the expertise of the team and allocated budget are sufficient for successful implementation. **Key Points:** • **Qualified Team:** Prevention Coordinators and other team members have appropriate qualifications. • **Budget:** Adequately resourced and justified financial plan.	0 - 7		
10.	**Inclusivity and Vulnerable Groups**	The Programme Component must actively include hard-to-reach communities, in terms of difficult access to health services due to social, geographical reasons, health / mental conditions, absence of knowledge or other disabilities. **Key Points:** • **Inclusivity:** Tailored activities to meet the needs of diverse groups. • **Support Programs:** Initiatives addressing mental health and physical health, such as healthy diet, physical activity, and more.	0 – 14		
11.	**Innovation and Pilot Potential**	The Programme Component should include innovative approaches and pilot initiatives that can be replicated in other municipalities. **Key Points:** • **Innovation:** Creative strategies for health promotion. • **Replication:** Potential for scaling and replicating successful practices.	0 – 6		
12.	**Sustainability of Initiatives**	The Programme Component must demonstrate a long-term commitment to	0 – 6		

No.	Criterion	Description	Range	Score	Evaluation - Comments
		maintaining health promotion activities beyond the pilot phase. **Key Points:** • **Continuity:** Plans to sustain the Prevention Coordinator position and related activities. • **Scalability:** Potential for expanding successful initiatives to other municipalities. • **Funding Plan:** Provisions for continued financial and operational support. • **Verification documentation:** It is considered an advantage if the application is complemented with explicit verification documentation or a declaration of intent demonstrating commitment to a long-term impact.			
13.	**Monitoring and Evaluation Plan**	The Programme Component must include a system for tracking progress and evaluating outcomes. **Key Points:** • **Defined Metrics:** Establishes measurable indicators for health promotion and lifestyle changes. • **Regular Reporting:** Implements periodic monitoring and reporting of results. • **Outcome Analysis:** Uses evaluation to improve future initiatives and practices.	0 – 6		
14.	**Diversity of Activities**	The Programme Component must demonstrate a variety of activities to address multiple aspects of health promotion and lifestyle improvement. **Key Points:** • **Activity Range:** Covers environmental health, active lifestyle, and health literacy. • **Multi-Faceted Approach:** Incorporates diverse strategies for broad impact. • **Community Fit:** Activities tailored to specific local needs.	0 – 6		
	Total score *(of maximum 100 points)*				
	Recommendation			Recommended / Not recommended	
	Substantive comments				
The minimum number of points for support is 60.					

Eliminating criteria - a criterion that is of special importance with respect to the successful implementation and timely completion of the Programme Component. These are in particular those criteria that are linked to a specific indicator that the Programme Operator is obliged to guarantee. For example, if the International Support Measure Agreement foresees that each Programme Component Operator must be active in a given area, but all Evaluators score the Programme Component Operator's activity in that area as 0, this Application will or may be excluded from further evaluation. The Steering Committee must be made aware of such evaluation criteria and may recommend special measures to be taken to mitigate the risk, including a recommendation not to support the Application.

Applications receiving less than 60 points (in average) shall not be supported.

Achieving the minimum required points does not guarantee receiving support.

The method of awarding points is as follows:

The evaluators will award points under each criterion based on the quality and completeness of the information provided in the Application. The allocation of points will be determined by assessing the quality of performance according to the percentage scale below. The overall score for each criterion will be expressed in points, with 100% being the maximum number of points that can be awarded for that criterion.

Classification of performance according to a percentage scale:

Excellent performance (76 - 100%):

- The Application provides a clear and detailed description of activities or measures and the like addressing all key aspects of the criterion comprehensively and containing all relevant information.
- Relevant data and evidence (e.g. documents, analyses, and plans) are available and sufficiently support the claims made in the application.
- The description is logically structured, well-justified, and clearly linked to the objectives and requirements of the Programme Component.

Good performance (51 - 75%):
- The Application covers most of the relevant aspects of the criterion, but some important details or evidence are missing or less comprehensive.
- Information is generally well described, but some sections could be elaborated further to provide greater clarity or depth.

Partial description (26 - 50%):
- The description in the Application is limited, with several key aspects missing or superficially addressed.
- Relevant data or evidence is insufficient or entirely lacking, making it difficult to assess the quality and relevance of the proposal.

None or very general description (0 - 25%):
- The Application does not provide any relevant information, or the description is so general that it fails to address the criterion meaningfully.
- Relevant data and evidence are either completely absent or unclear, preventing the evaluator from awarding a higher score.

Evaluation procedure

The evaluators first review the Application and analyse the information provided for each criterion. Based on the quality, completeness, and supporting data, they will assign scores within the given range. Once the points for each criterion have been allocated, they will be totalled to provide an overall rating for the application. Finally, the evaluator will summarize the assessment and describe the overall Programme Component rating.

The evaluators shall assess the awarded Applications according to the Selection Criteria annexed to the Call. The whole process of the technical evaluation of the Application is recorded by the Evaluators in the Evaluation Sheet in the EGRANT system.

The Evaluators shall follow the Programme Operator's interpretative and procedural instructions, if received in writing, when evaluating individual criteria, unless these compromise the professionalism, independence or impartiality of the evaluation.

In addition to the scores, the Evaluators are obliged to provide a narrative evaluation in the Evaluation Sheet with a justification for the evaluation of the criterion.

The verbal evaluation shall be indicated by the Evaluator in the Comments column. For each evaluation criterion, the Evaluator shall provide a verbal comment, which must contain a clear and as precise as possible justification for the evaluation of the criterion. In giving a narrative evaluation, the Evaluator will specifically focus on the justification for cases where:

(a) in a given criterion, the Evaluator wishes to point out a negative finding or risk or, on the contrary, to highlight a positive aspect of the Programme Component,

b) it is an Elimination Criterion and the Evaluator has awarded zero or the minimum number of points,

The verbal assessment is always also given by the Evaluator in the final part of the Evaluation Sheet in the Recommendation section, where they briefly state whether or not they recommend to support the Application. The Evaluator may also not recommend an Application if it has achieved more than the minimum score, but in such a case they will give their reasons in the Substantive Comments section.

The verbal assessment is also given by the Evaluator in the Substantive comments section, where they give a summary of the most important findings or risks identified in the evaluation of the Application.

For further information, please refer to the Evaluator's Guide, which is an annex to the Project Implementation Manual.