

## REVIEW REQUEST TEMPLATE

APPLICATION DETAILS	
<b>PROGRAMME:</b>	
<b>PRIORITY/SPECIFIC OBJECTIVE:</b>	
<b>APPLICANT NAME:</b>	
<b>PROJECT NAME:</b>	
<b>APPLICATION REFERENCE No:</b>	
<b>DATE OF DEBRIEF MEETING/TELEPHONE CALL</b>	

Please select the grounds for your review request (tick appropriate box/boxes below):

1. *There was a failure in adherence to procedures or systems that materially or could have materially affected the decision*
  
2. *The outcome was a decision that no reasonable person would have made on the basis of the information provided to the Steering Committee*

- If you have only ticked number 1, complete section 1 only
- If you have only ticked number 2, complete section 2 only
- If you have ticked numbers 1 and 2, complete both sections 1 and 2
- Section 3 is optional and can be used for any other relevant information

**\*\*Note – Failure to complete the correct sections will result in an ineligible review request**

## **SECTION 1 – ADHERENCE TO PROCEDURE**

This section should be completed if you are requesting a review on the ground that;

1. ***There was a failure in adherence to procedures or systems that materially or could have materially affected the decision***

It should also be completed if you are requesting a review on both grounds.

### **Instructions for completing Section 1 (Applicant)**

- Complete the left column of the table that follows
- Your rationale should **only** relate to a perceived procedural or system failure
- Include references to documents only if appropriate

### **Instructions for completing Section 1 (JS)**

- Please provide counter information in the right-hand column
- Your counter response should be referenced where appropriate

<b>FOR COMPLETION BY APPLICANT (max word count 750)</b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 750)</b>
<b>Please outline your rationale for requesting a review on the first ground</b>	<b>Please provide a response</b>

## **SECTION 2 – BASIS OF DECISION**

This section should be completed if you are requesting a review on the ground that;

- 2. *The outcome was a decision that no reasonable person would have made on the basis of the information provided to the Steering Committee***

It should also be completed if you are requesting a review on both grounds.

### **Instructions for completing Section 2 (Applicant)**

- Section 2 is designed to align with the Programme Criteria by which your application was assessed
- Each criterion has a separate page – you should complete the left column
- You should only provide a rationale against the criterion where your score was below the threshold (3)
- You must provide a reference (page/section) relating to your original application/application documentation where appropriate in the middle column

**Note – any new information that was not available to the Steering Committee at the time of assessment will be redacted**

### **Instructions for completing Section 2 (JS)**

- Please provide counter information in the right-hand column
- The counter response should be based on the Steering Committee's decision making
- Counter references should be included in your text where appropriate

**CRITERION 1 – CONTRIBUTION OF THE PROJECT TO THE DEFINED RESULTS AND OUTPUTS OF THE PROGRAMME**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>

**CRITERION 2 – QUALITY OF PROJECT DESIGN**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>

**CRITERION 3 – QUALITY OF CROSS-BORDER COOPERATION WITH DEMONSTRABLE ADDED VALUE**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>

**CRITERION 4 – QUALITY OF THE PROJECT TEAM AND IMPLEMENTATION ARRANGEMENTS**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>



**CRITERION 5 – VALUE FOR MONEY**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>

**CRITERION 6 – SUSTAINABLE DEVELOPMENT**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>

**CRITERION 7 – EQUALITY**

<b>FOR COMPLETION BY APPLICANT (max word count 1000)</b>	<b>Reference (page no/document) For Applicant <u>only</u></b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 1000)</b>

**SECTION 3 (Optional)**

The following box below can be used to provide any concluding information

<b>FOR COMPLETION BY APPLICANT (max word count 300)</b>	<b>FOR COMPLETION BY JOINT SECRETARIAT (max word count 300)</b>

**COMPLETED BY:** \_\_\_\_\_  
**Applicant**

**DATE:** \_\_\_\_\_

**COMPLETED BY:** \_\_\_\_\_  
**Joint Secretariat**

**DATE:** \_\_\_\_\_