



## ATTACHMENT B: CHECKLIST

<b>BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF</b>	<b>Tick the items off below</b>	
<b>Title of the Proposal:</b>	<b>Yes</b>	<b>No</b>
<b>PART 1 (ADMINISTRATIVE)</b>		
<b>1. The Instructions for the Concept Note have been followed.</b>		
<b>2. The proposal is typed (not handwritten) and is in English.</b>		
<b>3. An electronic version of the concept note (e-mail) was sent.</b>		
<b>PART 2 (ELIGIBILITY)</b>		
<b>6. The action will be implemented in an eligible country(ies) [Antigua &amp; Barbuda, Barbados, Dominica, Grenada, Guyana, St. Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago] as well as in one of the required technical sectors [youth/citizen security, HIV/AIDS, LGBTI and the environment].</b>		
<b>7. The duration of the action is between 6 months and 12 months (the minimum and maximum allowed).</b>		