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| **Before sending your CONCEPT NOTE, please check that each of the criteria BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the Proposal:** | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The Instructions for the Concept Note have been followed.** |  |  |
| **2. The proposal is typed (not handwritten) and is in English.** |  |  |
| **3. An electronic version of the concept note (e-mail) was sent.** |  |  |
| **PART 2 (ELIGIBILITY)**  **6. The action will be implemented in an eligible country(ies) [Antigua & 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].** |  |  |
| **7. The duration of the action is between 6 months and 12 months (the minimum and maximum allowed).** |  |  |
| **8. The requested contribution is equal to or below the maximum allowed.** |  |  |

**ATTACHMENT B: CHECKLIST**