|  |  |
| --- | --- |
| **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**