



ATTACHMENT B: CHECKLIST

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.		