# **CHECKLIST FOR CONCEPT NOTE**

|  |  |
| --- | --- |
| **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** |
| **Lead Applicant (Name, Country):** |  | **Yes** | **No** |
| **Title of the proposal:** |  |  |  |
| **PART 1 (ADMINISTRATIVE)**1. **The instructions for the concept note have been followed.**
 |[ ] [ ]
| 1. **The declaration by the lead applicant has been filled in and signed.**
 |[ ] [ ]
| 1. **The proposal is typed and is in English.**
 |[ ] [ ]
| 1. **The electronic version of the concept note is enclosed in the Submittable and confirmation about successful submission received**
 |[ ] [ ]
| **PART 2 (ELIGIBILITY)**1. **The action will be implemented in eligible countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and in the minimum required number of eligible countries.**
 |[ ] [ ]
| 1. **The action is proposed by a consortium of minimum 3 partners, which represent at least two eligible countries.**
 |[ ] [ ]
| 1. **The duration of the action is between 18 months and 30 months (the minimum and maximum allowed).**
 |[ ] [ ]
| 1. **The requested contribution is between the minimum and maximum allowed.**
 |[ ] [ ]
| 1. **This checklist and the declaration by the lead applicant have been filled in and uploaded with the concept note.**
 |[ ] [ ]