

Annex F1a of the Guidelines for Calls for Proposals

CONCEPT NOTE VERIFICATION AND EVALUATION GRID

CALL FOR PROPOSALS: < TITLE >

I. IDENTIFICATION DATA

Grid completed by:	
Call for Proposals number:	
Title of action:	
Navision no.	
Name of applicant:	

II. VERIFICATION

	Yes	No
1. Administrative verification		
1. Instructions on the concept note have been followed.		
2. Applicant's declaration has been completed and signed.		
3. The proposal is typewritten and in the required language.		
4. One original and <X copy/copies> are attached.		
5. The required annexes are attached.		
6. An electronic version of the concept note (CD-ROM) is attached.		
2. Verification of admissibility		
7. The applicant (and co-applicants) fulfil the admissibility criteria referred to in point 2.1.1.		
8. The applicant is not on an Enabel exclusion list (exclusion ground no. 6) or on a financial sanctions list, BE, EU or UN (exclusion ground no. 7)		
9. The legal status of the applicant and co-applicants meets the guidelines' requirements.		
10. The action will be implemented in the eligible region(s).		

11. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		
12. The duration of the action is between <X months> and <X months> (authorised minimum and maximum duration).		
13. The contribution requested is between the authorised minimum and maximum.		
Conclusion: The concept note <will/will not> be taken into account for the evaluation Comments:		

III. EVALUATION

Scoring guidelines

This evaluation grid is divided into **sections** and **sub-sections**. For each sub-section, a score between 1 and 5 is given, in accordance with the assessment scale below:

Score	Assessment
1	Very inadequate
2	Inadequate
3	Average
4	Good
5	Very good

These scores must be added up to obtain the total score for the section in question. Total scores of sections must be added up to obtain the overall score for the concept note in question.

Relevance of the action	Max score	Score
14. To what extent is the proposal relevant to the expected objectives and results of	5(x2)**	

