

Annex F1aV - Collective Administrative Verification and Admissibility Grid

Concept Note - Two-stage Call for Proposals

This checklist applies to a single concept note. It is validated collectively by the committee members as part of the evaluation report.

I. Minimum File Identification

Call for Proposals	<TITLE> - <NUMBER>
Concept Note Reference Number	
Applicant's Name	
Co-Applicant(s), if applicable	
Lot Concerned, if applicable	
Date and Time of Receipt	

II. Verification

1. Administrative Verification

No.	Verification Point	Yes	No	Comments
1	The correct concept note form was used.	☐	☐	
2	The concept note is completed and signed, including the applicant's declaration.	☐	☐	
3	The concept note is written in the required language.	☐	☐	
4	The annexes or documents required at the concept note stage are attached.	☐	☐	
5	The concept note is submitted via the authorised channel.	☐	☐	

2. Admissibility Check

No.	Check Point	Yes	No.	Comments
6	The applicant and, where applicable, the co-applicant(s), meet the admissibility criteria applicable to actors, as defined in the guidelines.	☐	☐	
7	The applicant and, where applicable, the co-applicants are not on an Enabel exclusion list (exclusion ground no. 6) or on a Belgian, EU, or UN financial sanctions list (exclusion ground no. 7).	☐	☐	
8	The declaration on honour regarding the grounds for exclusion is provided and duly signed by the applicant (and co-applicants, if applicable).	☐	☐	
9	The action is proposed in the eligible geographical area(s).	☐	☐	
10	The action and the main types of activities proposed are eligible and do not fall under the ineligible activities defined in the guidelines.	☐	☐	
11	The action's duration falls within the minimum and maximum authorised durations.	☐	☐	
12	The requested contribution from Enabel falls within the minimum and maximum authorised limits and, where applicable, complies with co-financing requirements.	☐	☐	

Conclusion: The concept note ☐ is / ☐ is not taken into account for the evaluation.

Comments:

III. Collective Validation

This verification is collectively validated by the members of the evaluation committee.

Name	Position	Date	Signature