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| --- | --- | --- |
| **Action** | **Check (Y/N)** |  |
| Proposal matches the scope defined under:   * + Objectives   + The theme and priority   + Activities that can be funded |  |  |
| Check that no action proposals are listed under the formal exclusion |  |  |
| Expected impact reached |  |  |
| Requested amount (budget) **not exceeding** the Maximum Grant Amount |  |  |
| Project Duration respects the Expected Duration from the topic (if not needs justification) |  |  |
| Project summary must respect the character limit (2000 char max with spaces) |  |  |
| Needs analysis and specific objectives using SMART principle |  |  |
| Risks identified and mitigation proposed |  |  |
| Project breakdown structure defined (Work package/Tasks) |  |  |
| Check that at least one deliverable for each Work Package has been identified |  |  |
| Check that each WP falls under at least one Milestone |  |  |
| Gantt Chart provided |  |  |
| Detailed expected cost by budget item (resources + travels + others) |  |  |