***Appendix D***

**Application Check List**

ALL of the following must be included/addressed to constitute a complete application eligible for review. Any application submitted with missing components will not be regarded as complete.

□ Application Cover Page, Appendix A, completed in its entirety without any blanks and with a signature.

□ A Budget Page, Appendix B.

□ A full business plan which reflects each of the sections noted in Appendix C, *A Guide to Writing an Agricultural Business Plan.*

□ If you are a beginning farmer (farming less than 10 years), provide a statement of intent and an explanation of the background in agriculture production.

□ If the project includes capital improvement (some type of building), provide conceptual drawing of proposal.

The application must be received via email by **4:00 p.m. on Friday, March 6, 2015.** Applications should be sent to Jaime Smith at Jaime.Smith@ct.gov.

A confirmation email will be sent once the application is received.