**Application Submission Checklist**

ALL of the following must be included for an application to be complete and eligible for review. Any application submitted with missing components will be considered incomplete and shall not be reviewed.

□ Application Cover Page, Appendix A, completed in its entirety without any blanks and with an electronic signature. Submitted as a MS Word document with editable text.

□ A Budget Form, Appendix B. Submitted as a MS Word document OR a MS Excel spreadsheet with editable text.

□ A project plan that reflects each of the sections noted in Appendix C (and D if applicable*.*)Submitted as a MS Word document with editable text.

The application must be received by email between

February 10, 2020 and **4:00 p.m. on February 17, 2020**.

Applications must be sent to Jaime Smith at [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov) AND Mark Hood, [Mark.Hood@ct.gov](mailto:Mark.Hood@ct.gov)

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

*If you do not receive a confirmation with 24 hours of submission, please first check the spelling of the email address,* [*Jaime.Smith@ct.gov*](mailto:Jaime.Smith@ct.gov)*, then contact the agency.*

This checklist does not need to be submitted with your application. It is for your reference only.