

## 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.

- ☐ 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, with itemized information. Submitted as a MS Word document 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 7, 2019 and 4:00 p.m. on February 14, 2019.**

Applications must be sent to Jaime Smith at [Jaime.Smith@ct.gov](mailto:Jaime.Smith@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.*