

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.

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, then contact the agency.

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