

Appendix D: Submission 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 an electronic signature. Submitted as a MS Word document with editable text.
- Budget Form, Appendix B, with itemized information. Submitted as a MS Word document with editable text.
- Project plan which reflects each of the sections noted in Appendix C. Submitted as a MS Word document with editable text.

Files should be saved with files names following the format of:
Applicant Name or Acronym_CoverPage (or BudgetForm or ProjectPlan).

One large file or multiple files can be submitted.

The application must be received by email between
November 5, 2019 and 4:00 p.m. on November 12, 2019.

Applications must be sent to Jaime Smith at Jaime.Smith@ct.gov
AND Mark Hood, 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, then contact the agency.