

## ***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.
- A Budget Form, Appendix B, with itemized information. Submitted as a MS Word document with editable text.
- A project plan which reflects **each** of the sections noted in Appendix C. Submitted as a MS Word document with editable text.

The application must be received by email between  
November 7, 2016 and **4:00 p.m. on November 14, 2016.**

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, then contact the agency.*