***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.

□ A Budget Page, Appendix B, with itemized information. Submitted as a MS Word document.

□ A full business/project plan which reflects each of the sections noted in Appendix C*.* Submitted as a MS Word document.

□ Conceptual drawing if the project includes capital improvements.

The application must be received by email between

November 16, 2015 and **4:00 p.m. on November 19, 2015**.

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.