# Appendix A

Application Checklist

(Do not submit)

**Full application package due date: March 25, 2020**

[ ]  **Intent to Apply Form (not required, but requested) due date: February 21, 2020**

[ ]  Emailed to Robin.Castle@vermont.gov

[ ]  **Part I: Introductory materials**

[ ]  a. Cover pages (Appendix C) completed

[ ]  b. Assurances and signature page (Appendix D) completed

[ ]  c. Demonstrated effectiveness table (Appendix E) completed

□ d. Table of Contents – page numbers are correct

[ ]  **Part II: Application Narrative**

 [ ]  a. Executive Summary completed

[ ]  b. Responses to the 13 Considerations for Award

 [ ]  35-page limit not exceeded

[ ]  **Part III: Supporting Documents**

[ ]  a. Resumes of key project personnel

 [ ]  b. Summary of job descriptions of instructional staff

 [ ]  c. List of learning center locations

 [ ]  15-page limit not exceeded

[ ]  **Part IV. Budget Proposal (in Excel format)**

 [ ]  Excel workbook was set up initially on the “Codes” spreadsheet

 [ ]  Data was entered only on the “Budget” spreadsheet

[ ]  All fields in each row have been filled in

[ ]  The “Description” field explains the calculations

[ ]  Amounts auto-populated onto the other spreadsheets. (If numbers did not auto-populate correctly, an error was made while setting up the “Codes” spreadsheet and/or while entering data on the “Budget” spreadsheet).

 [ ]  No protections were deleted or added to the workbook

[ ]  **Application proofread and submitted by March 25, 2020, 4:30 p.m.**

 [ ]  Page counts, fonts, line spacing, and margins as instructed

 [ ]  Cognito form filled out

 [ ]  Uploaded PDF of Parts I, II, and III

 [ ]  Uploaded Excel workbook (Part IV)