# 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](mailto: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)