

## Applicant Checklist

Please use this checklist as a tool to ensure all required information is included and that formatting is correct prior to submitting your application. Do not submit this checklist with the application.

- Is the application no more than 10 pages (12 pages for Hub-and-Spoke applications) (Sections 6.1 - 6.6)?
- Is the Cover Sheet (Attachment #1) signed by an authorized official?
  - Was the Hub-and-Spoke determination checklist completed? Mark the appropriate box on the Cover Sheet indicating if the proposal is a Hub-and-Spoke project.
- Is the Work Plan (Attachment #2) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application)
- Is the Budget Table (Attachment #3) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application)
- For Hub-and-Spoke applications only, is Attachment #4 included within the 12 page limit?
- Are sections 6.1 -6.7 labeled as described in the Request for Applications?
- Is the application formatted as follows? Pages numbered, formatted to 8.5"x11" paper with 1-inch margins, single-spaced, standard 11-point type (e.g. "Arial"), black font.
- Are the following required documents included in the appendix:
  - Project Leader(s) current resume(s)
  - If other entities will play a significant role in the implementation of the project, such as a business partner or a government agency, include a letter of support from each entity.
  - For-profit and non-profit applications only: Letter of support from a local government agency or a letter from the applicant explaining how the project would be beneficial to the community
  - Copy of Colorado's Secretary of State Certificate of Good Standing (for-profit or nonprofit only)
  - For Hub-and-Spoke applications only, a map of the anticipated service area.
  - For electronic waste recycling applications only, a list of downstream handlers of all materials, the percent landfilled, and indicate whether or not they have obtained a nationally recognized certification as responsible recyclers (i.e. - eStewards, R2)
- Is the grant application and appendix in a single PDF document (if sending electronically)?
- Is PDF document file size no larger than 10 MB (megabytes)? If no, reduce file size or send by courier or certified mail.
- Reviewed and fully understand sections 7.0 (Proprietary Information Policy), 8.0 (Reporting Requirements) and 9.0 (Grant Funding)?

Deadline to send electronically is March 3, 2015 by 3:00 PM MST. Hard copy applications sent by mail must be received by 3:00 PM on March 3, 2015. Applications postmarked on March 3 that are received on a later date will not be reviewed.