

## **Planning Grant Submission Checklist**

The order of items in the Grant Submission should be as follows:

- 1) 1-page **Cover Page** (Solicitation Sec. 4.1.1) (Template at Appendix A)
- 2) **Letter of Application** (Sec. 4.1.2)
- 3) The following items, combined, 1) may not exceed 20 pages, 2) should be submitted in the order listed here, and 3) must conform to the specifications described in Sec. 4.2 of the PG Solicitation:
  - a. **Table of Contents** (Sec. 4.1.3)
  - b. **Executive Summary** (Sec. 4.1.4) (max 1-page)
  - c. **Proposal Narrative** document (Sec. 4.1.5) (See Appendix B for detailed description of required information)
- 4) **PG Project Management Plan** (Sec. 4.2.6.1) (Template at Appendix D)
- 5) **SIP Membership List** (Sec. 4.2.6.2) (Template at Appendix E)
- 6) **Letters of Intent** from each member of the PG Applicant Group (as described in Appendix B(1)(a)(iii))
- 7) **Budget Narrative** (Sec. 4.1.7) (Template at Appendix F)
- 8) **Budget Form** (Sec. 4.1.7) (Template at Appendix G)
- 9) **Assurances Page** (Sec. 4.1.8) (Template at Appendix H)
- 10) **Fiscal Agent Form** (Sec. 4.1.9) (Template at Appendix I)
- 11) **Certificate of Good Standing** from Lead Applicant (Sec. 4.1.10)

*The items in point 3 above, combined, may not exceed 20 pages. All other required items are not included in the portion of the Submission subject to a page limitation.*

For your convenience, the Appendices to the Solicitation for Planning Grant Proposals are now available in Word format on the EARN Maryland website's main page:

[www.earn.maryland.gov](http://www.earn.maryland.gov). Applicants are free to use their own forms if they so choose, so long as all of the specified information is provided.