

## GRANT APPLICATION (FORM ED049) SUBMISSION CHECKLIST

Revised April 2008

All documentation listed below must be included in the grant application package submitted in order for the application to be considered complete. Although Form ED049 is required to be submitted electronically via the School Construction Grant Management System (SCGMS), the supplemental documentation listed below is required as indicated in order to complete the electronic application.

1. ☐ Form ED049 electronically submitted via SCGMS at [www.csde.state.ct.us](http://www.csde.state.ct.us).
2. ☐ Certified copy of resolutions from the local legislative body (*not* the Board of Education):
  - (i) establishing a building committee;
  - (ii) authorizing at least the preparation of schematic drawings and outline specifications; and
  - (iii) authorizing the filing of the grant application.
3. ☐ Complete educational specifications for the project.
4. ☐ Board of Education's written approval of educational specifications.
5. ☐ Documentation of locally authorized funding (i.e. certified referendum language and vote count; budget page(s) containing funding for the project and date budget was passed, etc.) in an amount sufficient to cover the local share. Where locally authorized funding references more than one project, a cover letter providing an allocation of the funding also needs to be provided.
6. ☐ Enrollment projection in support of the highest eight-year projected enrollment for all projects *except* code violation, roof replacement, Board of Education space, and certified indoor air quality emergency projects.
7. ☐ Vo-Ag equipment list, if applicable.
8. ☐ Formal approval from the appropriate SDE programmatic office for vo-ag projects (equipment and/or construction), interdistrict magnet projects, and regional special education center projects.
9. ☐ Completed cost estimating worksheet Part B for any project with costs in excess of \$2 million.
10. ☐ This checklist signed by contact person listed on Form ED049.

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Contact Person's Name

Signature

Phone

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**Notes:** For Priority List projects, the local resolutions, Board of Education approval of educational specifications, and locally authorized funding need to all be executed prior to the June 30 deadline.

*Incomplete grant applications will only be assigned a temporary project number. No state grant commitments can be given for grant applications with temporary project numbers.*