Application Checklist

Please submit the following materials electronically by

5:00 p.m. Friday, May 2, 2014 to:

WEDDrenewals@cccco.edu

NOTE: This checklist is a tool for allocation recipients to use when completing their renewal application. If the application contains the following information, the packet will be complete.

☐ **Contact Page** (*Appendix B, Application Forms*)

☐ **Application Budget Summary** (*Appendix B, Application Forms*)
(Requires original CBO/Designee and Project Monitor Signature)

☐ **Application Budget Detail Sheet** (*Appendix B, Application Forms*)
Application Budget Detail Sheet–Sample (*Appendix B, Application Forms*)

☐ **Application Budget Detail Sheet–Match** (*Appendix B, Application Forms* and
Appendix E, Allocation Listings to determine renewal applications that require match)

☐ **Collaborative Regional Workplan Certification** (*Appendix B, Application Forms*)
(Requires Signature)

☐ **Annual Workplans 1-10** (*Appendix B, Application Forms*)

☐ **Out-of-State Travel Form**
(*If requesting Out-of-State Travel include this form as part of your application*):

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/OutofStateTravel.aspx

No supplemental material
(***DO NOT*** *include appendices or other supplemental information unless specifically requested in the Application*.)

Applications must be submitted electronically in one e-mail. All submitted documents should be in MS Word or PDF format for documents requiring a signature, and e-mailed to **WEDDrenewals@cccco.edu** by 5:00 p.m., Friday, May 2, 2014.

The maximum size for all attachments sent within an individual e-mail is 10 MB. Applicants should check their institution's server limits for attachment file size when sending documents