

Application Checklist

Applicants may use this checklist to ensure your application contains all required documents and submission requirements. All applicants must review OECOSL RFF 19-003 prior to using this checklist. Applicants are also encouraged to review the Key Considerations for Applicants (Attachment E) prior to submission. Please ensure all items listed below have been entered or uploaded into the Early Learning Indiana online application platform (<https://earlylearningin.submittable.com/submit>) as specified. This checklist is a resource for you and does not need to be submitted with your application.

Application Component	ITEM	√
General Applicant Information	Confirmation of County Eligibility	
	Entry of Respondent Information (including point of contact) and Grant Match Information	
	Upload Prospective Program Sites and Community Partner Form (Attachment A) **Must be downloaded, completed, and reuploaded in original Excel format	
	Signature of Authorized Representative	
Technical Proposal	Complete response to all 6 Technical Proposal questions	
	Upload Grant Match Commitment Letter(s) from grant matching entity/entities	
Grant Budget Proposal	Upload Grant Budget Proposal based on provider type (Attachment B.1 for individual early childhood education providers or Attachment B.2 for county/community coalitions) **Must be downloaded, completed, and reuploaded in original Excel format	
	Entry of the Grant Budget Narrative and Recent Grant Funding Received	
Priority Points	Upload PTQ Coach Involvement Letter(s) for all early childhood education providers (if applicable)	
	Upload supplemental letters of support (if applicable)	
Only Required if Applying for Additional Early Learning Indiana Funds	Upload IRS 501(c)3 Determination Letter proving nonprofit status	
	Completion of the Early Learning Indiana Funding Proposal within the Grant Budget Proposal (part of Attachment B.1 or Attachment B.2)	
	Entry of Early Learning Indiana Grant Narrative	