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Attachments

- Every item listed under each Attachments section on the Checklist should be its own separate document when submitting application.

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Attachment Naming

- Keep document names for any forms you download from TPC's grant web page.

- For all other attachments, use short name to signify document content such as:
  - Organizational Chart: **OrgChart**
  - Tobacco-Free Grounds Policy: **TFPolicy**

- After document name, add the name of your **Application County.**
  - Ex. OrgChart_Steuben

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Final Submission

TPCApplications@health.in.gov

Submission Email Subject Line

- Include:
  - Application County
  - Lead Agency Name
  - Application Type

- Ex.

Vermillion – Sacred Heart Hospital – Community

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Multiple Emails

- If one email with all required attachments exceeds size limit, you can send in multiple emails
  - Be sure to be consistent in naming your subject lines for all your emails and include a number indicator at the end of each email's subject line
  - i.e. 1 of 3, 2 of 3, 3 of 3

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Other Notes

- Please do not send your completed *forms* in any other format besides the original format, or you will be asked to resubmit with the proper format.

- Once your application is received by the TPC office, you will receive a notification within 24 hours

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