

Attachment C: Completeness Check

Please use this completeness check to ensure all required information has been included with your application. If you have questions, please contact the Recycling Market Development Program Manager at RMDPGrants@idem.IN.gov. The application must be **complete** before it will be forwarded to the review team.

- Submit application by the deadline.
 - Proposal and supporting documentation should be submitted via email to RMDPGrants@idem.IN.gov. Proposals must be in the format of Microsoft Word or Adobe PDF.
- Registered with Indiana Secretary of State (School corporations, municipalities, solid waste management districts, and sole proprietorships are **exempt** from this requirement.)
- Has maintained all required federal, state, and local permits.

The following information has been provided in the grant proposal submission. Please refer to the proposal guidance for further information regarding the below required information.

- A. Project Abstract & Cover Page
- B. Completeness Check
- C. Project Summary/Scope of Work
- D. Past Performance
- E. Voluntary Cost Share/Match and Leveraged Funds
- F. Detailed Budget Narrative including copies of quotes for equipment, supplies, and other relevant purchases.
- Business Plan, if a business purchasing equipment