

## Appendix C: Checklist for Applicants

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The application process has many different steps, so feel free to use this checklist as you are preparing your materials to ensure that you have everything before submission.

- Are all narrative questions fully addressed?**
  - Goals and Objectives
  - Description of project location
  - Demographic information
  - Community context
  - Project context
  - Sustainability
  - Landownership
  - Regulatory Issues
  - Evaluation
  - Organizational experience
  - Contractors
- Do you have permission by the entity owning the land that the project is being proposed on to work on their land?**
  - If necessary, do you have permits? If yes, what are their statuses—pending or secured?
- If your proposal is a planting plan, do you have the following supporting documents:**
  - Native plant list
  - Site plan
  - Project design
  - Photo(s) of the planting/restoration site
  - Detailed maintenance plan for **3 years**
- Is your application budget complete and accurate?**
  - Have you considered creating signage for your project?
    - If your proposed project site is in a highly visible area, then we highly recommend creating signage. This *grant program will fund signage* if the Trust's Bay plate and Anne Arundel Forestry Board logos are included. For examples and information about signage, visit <https://cbtrust.org/additional-resources/> and expand the "Signage" section.
- Review your application through in the Trust's online portal—please note that you can save your application and come back to it.**

- Do you have all necessary components?
  - Narrative questions
  - Supporting documents, including possible permits and Letters of Commitments
  - Application budget FMS
    - Make sure the amount you requested in your FMS budget matches the values entered in the “Financial Management Spreadsheet- Application Budget Information” section under the “Budget” tab of the online application.
    - Though it’s not required, we recommend taking time to justify your proposed expenses in the “Additional Budget Justification” section.

**Submit your application!**

- You will know your submission was successful when you receive an automated email confirmation.