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Rural Maryland Economic Development Fund Project Application Checklist

All applicants requesting Rural Maryland Economic Development Fund project funding should use this checklist to develop a complete project application. The framework for the checklist is based on Rural Maryland Economic Development Fund Overview, Instructions & Application. Words in bold identify materials that should be included as supporting materials.

List the page in your application where the required information can be found in the blank space next to each section and subsection. Submit completed applications to Tri-County Council for Western Maryland.

SECTION 1: Page # ___ Project/Program Request

- o Rural Maryland Economic Development Fund Project Summary to include:
    - Project Name
    - Project Summary (250 words or less)
    - County or counties where the project is located
    - Project Primary Contact
        - Name
        - Title
        - Organization
        - Address
        - Phone Number
        - Email
    - Funding Request Amount

SECTION 2: Page # ___ Budget Information

- o Include both sources and uses of funds, including any request for administrative expenses

SECTION 3: Page # ___ Project Narrative

- o Formatting instructions: Use the headings below as headings in the project narrative. Please number the pages.
    - Page # ___ Detailed Project Description
    - Page # ___ Describe the expected outcome of the project
    - Page # ___ Describe any other funds being leveraged and their source

- Page # ___ Describe how this project will have a significant economic development impact for the jurisdiction
- Page # ___ Describe any partnerships that will be leveraged for this project
- Page # ___ Describe how the success and/or economic impact of the project will be measured.

SECTION 4: Page # ___ Project Timeline/Key Milestones

SECTION 5: Page # ___ Have potential vendors been identified? (Yes/No)

o If so, please identify

o Please attach any proposals from potential vendors

SECTION 6: Page # ___ Additional Documentation

o Please attach any other supporting materials that would be useful in understanding the project, such as feasibility studies, local economic development strategic plans, etc.