

# Pre-Application Checklist

Applicants should have the following documents ready at the time of application for the Wi-Fi Grant Program. Additional information is available in the Program Guidance. The relevant sections of the Program Guidance are indicated in parentheses following each document type below.

- Partner Agreements or Memorandums of Agreement between the primary CAI applicant and any partner organizations (Section 3.2)
- Statement on Organization and Experience (Section 3.3)
- Executive Summary (Section 3.4)
- Project Budget (Section 3.5.2)
  - Submission should use template outlined in Appendix B – Budget Template
- Statement of Viability (Section 3.5.3)
- Project Timeline (Section 3.6)
- Implementation and Project Management Strategy (Section 3.7)
- Technical Specifications (Section 3.8)
- Identified Risk and Mitigation Plan (Section 3.9)
- Impact Statement (Section 3.10)
- Community Support (Section 3.10.2)
- Brief descriptions (up to 750 characters) on how projects address Project Prioritization Criteria:
  - Community Partnerships (Section 3.11.1)
  - Sustainability Plan (Section 3.11.2)
  - eduroam® Integration (Section 3.11.3)
  - Exceed Minimum Wireless Internet Speeds (Section 3.11.4)
  - In-Kind Contributions (Section 3.11.5)
- Signed Applicant Affidavit
  - To review content applicants and partners are required to agree to, reference [Appendix D – Applicant Affidavit](#).