



STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
Citizens' Election Program

GRANT APPLICATION REVIEW (GAR) CHECKLIST

Committee Name _____

Candidate Name _____

Office/District # _____

In order to help facilitate the grant review process, it is imperative that all committees take great care to submit orderly and complete grant application packages. Candidates are urged to apply as early as possible in the election cycle, and as early as possible in the week (such as Monday or Tuesday) during each grant application period. Any questions about the grant application package may be directed to the Candidate Services Unit (860-256-2985 or public.finance@ct.gov).

Pre-Application Review:

Y / N The committee had a Pre-Application Review done by Commission staff.

Exploratory Committee:

Y / N Did the candidate have an exploratory committee?

If yes, did the committee already provide documentation to the SEEC to complete a Rollover Review?

Y Already provided

N Documentation is provided today and submitted separately for a Rollover Review

In this cycle, the exploratory committee must have filed the following before the candidate committee applies for a grant:

Y / N A Notice of Intent to Dissolve ([SEEC Form 5](#))

Y / N A termination disclosure statement ([SEEC Form 30](#))

Y / N A [carry forward form](#) detailing assets or debts carried forward from the exploratory committee to the candidate committee (If there are neither assets nor debts being carried forward, then the carry forward form must state so)

Also: Y / N The committee has received feedback on the status of their rollover review

Candidate Committee Registration ([SEEC Form 1 and 1A](#))

Y / N The candidate registered his or her candidacy and his or her candidate committee by filing the Registration by Candidate and Candidate Committee Registration Statement ([SEEC Form 1 and 1A](#)).

NA / Y / N If there has been any change in the committee information, such as a change in address or other contact information since the candidate initially filed the registration statement ([SEEC Form 1 and 1A](#)), the candidate filed an amended registration before or with the application.

Affidavit of Intent to Abide by Expenditure Limits and Other Citizens' Election Program Requirements ([SEEC Form CEP 10](#))

- Y / N If the candidate faces a primary, the candidate filed the [SEEC Form CEP 10](#) no later than 4:00 p.m. on July 17, 2020.
- Y / N If the candidate does not face a primary, the candidate filed the [SEEC Form CEP 10](#) no later than 4:00 p.m. on September 24, 2020.
- Y / N The candidate, treasurer and deputy treasurer (if applicable) initialed every box on the form and signed the affidavit in the presence of a person who has authority to administer an oath.
- Y / N The candidate checked the appropriate party status, reflecting their avenue to ballot access. *Call your Elections Officer with any questions 860-265-2985.*

Test Transaction (Electronic Funds Transfer – [SEEC Form CEP 12](#))

- Y / N The treasurer completed and either previously submitted or attached a copy here of the Electronic Funds Transfer Form ([SEEC Form CEP 12](#)).
- Y / N The treasurer or deputy treasurer already confirmed via email to the Candidate Services Unit the committee's receipt of the test transaction amount.

SOTS Letter / Endorsement Paperwork (Ballot Access)

- Y / N The candidate qualified for the ballot and provided a copy of the certification form from the Secretary of the State.

Qualifying Contributions

- Y / N The committee raised qualifying contributions to meet or exceed, as a "buffer", the required qualifying threshold amount.
- Y / N The committee raised "in-district" qualifying contributions to meet or exceed the second part of the two-part threshold.
- Y / N The campaign provided one copy of a [Qualifying Contribution Certification \("QC Cert"\) Form](#) or other permissible documentation for each contribution received by the committee.
- Y / N The treasurer has kept all original documentation of qualifying contributions. *(Treasurers must keep internal records, including originals and solicitor records, for four years.)*
- Y / N The treasurer has reviewed each [QC Cert Form](#) to ensure that it has been completed in full and signed by the contributor. (Documentation listing employer as "self-employed" is not acceptable.)
- Y / N **Each QC document copy has a unique Contribution ID number marked in its upper right corner that matches the Contribution ID number reported in Section B of [SEEC Form 30](#).**
- Y / N The copies are organized in order of Contribution ID number.
- Y / N Check/Money Order Contributions: When making copies, a copy of the check or money order is placed at the bottom of the corresponding [QC Cert Form](#). Also, the check copy still allows a full, visible contributor signature. (If the copy of the check or money order is on a separate page from the corresponding [QC Cert Form](#), the check or money order **must** also be numbered with the Contribution ID number).
- Y / N Cash Contributions: **Do not copy cash!** If cash is copied to the bottom of a QC Cert Form, recopy with a piece of white paper over the cash, but make sure the re-copy clearly shows the contributor's signature on the [QC Cert Form](#).
- Y / N Each [QC Cert Form](#) shows a **residential address** for the contributor. (Documentation with a P.O. Box is not acceptable.)

Y / N The paper copies are **not** bound, stapled, clipped, taped, or hole-punched, and are **not** in a vinyl cover, sleeve or notebook.

If the committee collected online contributions via a website, the SEEC staff reviewed/approved:

- NA / Y / N The website interface
- NA / Y / N A sample transactional receipt
- NA / Y / N The spreadsheet
- NA / Y / N The initial merchant account processor (MAP) letter
- NA / Y / N The Treasurer certifies that no changes have been made to the online contribution page since the SEEC's review.

If a contribution was made by credit card, the committee has provided all required backup documentation:

- NA / Y / N The individual transactional receipts (which will serve as the certification forms and should be printed and numbered in accordance to their contribution ID number)
- NA / Y / N A copy of the summary statement from the merchant account provider in a workable format (Excel/CSV)
- NA / Y / N The initial MAP letter
- NA / Y / N A grant application processor (GAP) letter stating any changes or affirming no changes since the SEEC staff's review of the website

Deposits

Y / N At the time of grant application, every contribution reported has also been deposited. All contributions, including cash and all contributions received via the website, must be deposited into the committee's bank account before they are spent.

At the time of grant application, the committee depository holds only the following:

- Y / N Unspent qualifying contributions of no more than the applicable threshold plus the amount of any buffer collected for which you intend to write a check to the SEEC
- NA / Y / N Unspent personal funds provided to the committee by the candidate of no more than the allowable limit
- NA / Y / N Unspent bank interest not yet transmitted to the Citizens' Election Fund

Application Form ([SEEC Form CEP 15](#))

- Y / N The candidate, treasurer and deputy treasurer (if applicable) initialed every box on the application and signed the application.
- Y / N The candidate has agreed, by signing and dating the continuance section of the grant application form, to permit the Commission to continue its review, without prejudice, of an application after the initial review period, if necessary.

Itemized Statement Accompanying Application for Public Grant ([SEEC Form 30](#))

- Y / N A copy of the [SEEC Form 30](#) page showing the aggregate amounts that the threshold for amount collected has been met is attached.
- Y / N The treasurer has completed every applicable section and submitted the [SEEC Form 30](#) reporting all funds received, expenditures made and expenses incurred but not yet paid by the committee through the end of the time period covered by the financial report for the grant application.

- NA / Y / N **The treasurer has reported any personal funds from the candidate in Section E. Personal Funds of the Candidate. (Note: Candidates CANNOT contribute to their own candidate committee.)**
- NA / Y / N The treasurer has confirmed with the candidate that **all** expenses paid by the candidate to date, whether or not reimbursement has been sought, have been reported in the [SEEC Form 30](#) submitted with this application.
- NA / Y / N The treasurer confirmed that all filings made during the life of the committee utilizing a [SEEC Form 21](#) or Section A of [SEEC Form 30](#) have been amended to report each contribution received during the relevant timeframe in Section B of a [SEEC Form 30](#).

Buffer Check

- Y / N The treasurer provided a signed committee check made payable to the Citizens’ Election Fund (“CEF”) at the time of grant submission in the amount of the buffer qualifying contributions (also known as the buffer check).
- Y / N The treasurer followed the instructions in the section “How to Calculate the Amount for the Buffer Check” and confirmed that the buffer check is for the correct amount.
- Y / N The treasurer (or deputy treasurer) will be readily available during the grant application period to answer questions or promptly provide a committee check for any adjustment in the amount for transmission to the Citizens’ Election Fund.

Non-Qualifying Contributions

At the time of grant application, the treasurer either:

- Y / N / NA Returned (if not yet deposited) or refunded all non-qualifying contributions to the contributors, and reported the receipt as well as the refund in [SEEC Form 30](#) of all refunded contributions, prior to applying for a grant; **OR**
- Y / N / NA Wrote a committee check to the “CEF” for the amount of all **non-qualifying contributions retained by the committee**, and included that check with the grant application. (Note – this may be included with the buffer check.)

Important Note for Candidates in a Primary: Although a participating candidate who has qualified for a Program grant for a primary does not need to re-qualify for a general election grant after he or she has won the primary, the candidate does need to file a [SEEC Form 30](#) after the primary, so that the Commission can determine the amount of the general election grant for which the candidate qualifies.

Signature: _____

Applicant Printed Name: _____

Date: _____