



GRANT APPLICATION CHECKLIST

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

- Has the candidate registered his candidacy and his candidate committee by filing the Registration by Candidate and Candidate Committee Registration Statement ([SEEC Form 1 and 1A](#))?
- If there has been any change in the committee contact information, such as a change in address or other contact information since the candidate initially filed the registration statement ([SEEC Form 1 and 1A](#)), has the candidate filed an amended registration before or with the application?

Important Note: If there has been any change in the committee officers (changing treasurer or deputy treasurer OR adding a deputy treasurer), an amended [SEEC Form 1 and 1A](#) must be filed within *ten days* of the change. Any CEP Forms that were filed prior to the amended registration (CEP 10, CEP 12), must also be amended *prior* to submitting the grant application.

Affidavit of Intent to Participate ([SEEC Form CEP 10](#))

- If the candidate faces a primary*, has the candidate filed the Affidavit of Intent to Abide by Expenditure Limits and Other Citizens' Election Program Requirements ([SEEC Form CEP 10](#)) no later than 4:00 p.m. on July 15, 2016?
- If the candidate does not face a primary*, has the candidate filed the Affidavit of Intent to Abide by Expenditure Limits and Other Citizens' Election Program Requirements ([SEEC Form CEP 10](#)) no later than 4:00 p.m. on September 29, 2016?
- Did the candidate, treasurer and deputy treasurer (if applicable) initial every box on the form and sign the affidavit in the presence of a notary?
- Has the candidate checked the appropriate party status? Call your Candidates Services Liaison with any questions.

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

- Has the treasurer completed and submitted an Electronic Funds Transfer Form ([SEEC Form CEP 12](#)) at least a week before submitting the grant application?
- Has the treasurer or deputy treasurer confirmed via email to the Candidate Services Unit the committee's receipt of the test transaction amount?


Ballot Access (via Secretary of the State)

- Has the candidate qualified for the ballot and provided a copy of the certification form from the Secretary of the State?



Qualifying Contributions

- Did the committee raise qualifying contributions to meet or exceed, as a “buffer”, the required qualifying threshold amount (\$15,000 for a state senate candidate and \$5,000 for a state representative candidate)?
- Did the committee raise “in-district” qualifying contributions to meet or exceed the second part of the two-part threshold (300 or more contributors in-district for a state senate candidate and 150 or more contributors in-district for a state representative candidate)?
- Did the campaign provide with the application a **copy** of a [Qualifying Contribution Certification \(“QC Cert”\) Form](#) or other permissible documentation for each contribution (if not already provided pre-application)?
- Is each [QC Cert Form](#) completed in full and signed by the contributor? (Documentation listing employer as “self-employed” is not acceptable.)
- Does each [QC Cert Form](#) have 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](#)?
- When making copies, was a copy of the check or money order placed at the bottom of the corresponding [QC Cert Form](#)? (If the copy of the check or money order is on a separate page from the corresponding QC Cert Form, the copy of the check or money order must also have the Contribution ID number).
- When making copies, **do not copy cash!** If you have copied cash at the bottom of a QC Cert Form, recopy with a piece of white paper over the cash, but make sure that the re-copy clearly shows the contributor's signature.
- Does each QC Cert Form show a **residence address** for the contributor? (Documentation with a P. O. Box is not acceptable.)
- Are the copies organized in order of Contribution ID number, and if paper copies, **not** bound, stapled, clipped, taped, and **not** in a vinyl cover, sleeve or notebook?
- If a contribution was made by credit card, is a copy of the summary statement from the merchant account provider included? If by credit card over the internet, has the website host provided a copy of the affirmative language (“individual contributor certifications”) that the contributor agreed to on the site in order to make a contribution?
- Did the campaign treasurer keep all original documentation of qualifying contributions? (Treasurers must keep internal records, including originals and solicitor records, for four years.)
- Has the committee received and deposited every contribution and received all contribution documentation from every appointed solicitor?



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

- Did the candidate, treasurer and deputy treasurer (if applicable) initial every box on the application and sign the application?
- Will the treasurer be available by telephone during the Commission's grant application review period?
- Has the candidate 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?

Buffer Qualifying Contributions

- Did the treasurer provide a signed committee check made payable to the Citizens' Election Fund at the time of grant submission in the amount of the buffer qualifying contributions (also known as the buffer check)?
- Will the treasurer 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

- Did the treasurer return (if not yet deposited) or refund all non-qualifying contributions to the contributors, and report the receipt as well as the refund in [SEEC Form 30](#) of all refunded contributions, prior to applying for a grant? **OR**
- Did the treasurer write a committee check to "CEF" for the amount of all **non-qualifying contributions retained by the committee**, and include that check with the grant application?

Deposits

- At the time of grant application, has every contribution been deposited? All contributions, including cash, must be deposited before they are spent.
- At the time of grant application, does the committee depository hold only the following:
 1. Unspent qualifying contributions of no more than the applicable threshold;
 2. Unspent personal funds provided to the committee by the candidate of no more than the allowable limit (\$2,000 for a state senate candidate and \$1,000 for a state representative candidate); and
 3. Unspent bank interest not yet transmitted to the Citizens' Election Fund?



SEEC Form 30

- Has the treasurer completed every applicable section and signed the [SEEC Form 30](#) ("Initial Itemized Statement accompanying application for Public Grant") reporting all funds received, expenditures made and expenses incurred but not yet paid by the committee as of between one and three days preceding the day the application is filed?
- Has 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](#)?

Important Note for Candidates who had an Exploratory Committee: If a candidate had an exploratory committee in this cycle, the exploratory committee must have filed the following before the candidate committee applies for a grant: (1) a Notice of Intent to Dissolve ([SEEC Form 5](#)); (2) a termination statement ([SEEC Form 30](#)); and (3) 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 form must state that).

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.