

## Placeholder Information

An Application Checklist Item, not complete by the Application deadline, requires the submission of a placeholder. Submitting a placeholder represents your accountability of an incomplete Checklist Item.

Checklist item #2 – Project Selection Criteria **must** be completed by Application deadline. Placeholders do not apply and will not be accepted.

### **A placeholder should include the following:**

1. Checklist Item #
2. Checklist Item title
3. Applicant Name (entity applying for the GRANT)
4. Estimated completion date of item
5. Upload date of item
6. Reason for placeholder

### **Placeholder Example**

SPP Placeholder for Checklist Item #5 – Grant Scope Cost/Estimate Form.

The City of ABCDE will be uploading a Grant Scope/Cost Estimate Form the week of November 16, 2026.

Reason for placeholder: Pending estimated costs