



Printable check list for completing the 50% CostShare Application

Thank you for completing the online portion of your application. However, you are not done! Please make sure to complete all items on the following checklist in order for your application to be reviewed.

- Application Packet with Original Signatures:
 - Certification Statement - This document confirms that the information in your 50% CostShare application is true. You can sign the Certification Statement electronically. If you navigate back to your dashboard and click on 50% CostShare, click the tile that says 'Certification Statement - Unsigned'. Then follow the prompts to verify the Authorized Signer. If you wish to print this document, sign it and send it to SUSTA via courier, that is still an option.
 - Brand Owner Permission (if applicable)

- Pay Your Company's Non-Refundable Application Fee (if you didn't already submit it online). It is \$250 if you submit your application before the start of the program year (by December 31) and \$300 if you submit your application after the program year has started (January 1). The fee can be paid online, or a check can be sent.

- Product Packaging and/or Labels
SUSTA will review your packaging/labels every 5 years. You must submit packaging/labels for each product you will promote as listed in your application; each size and variety of a product is considered its own item. The packaging/labels must show brand(s) and an eligible U.S. origin statement.

- Once your application has been reviewed and approved, you will be invoiced for 6% of the total amount you are requesting in reimbursement. Until this non-refundable fee is paid in full, you are not contracted in the program.

Useful Tip: All of this information and more can be found in our [50% CostShare Manual](#)

If mailing any items to SUSTA, please send by courier delivery where documentation can be tracked:

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