

**CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2009 APPLICATION PACKAGE CHECK LIST**

Important: Applications Missing Any of These Required Items Will Not Be Considered

- 1. Application Cover Sheet: Complete Standard Form 424 (SF-424) Application for Federal Assistance
- 2. Project Summary Sheet: (One page maximum, template available)
 - a. Project Title
 - b. Project Director name, contact information (including e-mail)
 - c. Names and affiliations of project collaborators
 - d. Project Purpose
 - e. Project Deliverables/Products
 - f. Project Scope/Area
 - g. Project Start and End Dates (Projects should plan to begin no earlier than *September 1, 2009*)
 - h. CIG National Component Category (Natural Resources, Chesapeake Bay, Technology, or Grant Leveraging)
 - i. Proposal Review Category (Water Quality-Livestock; Water Quality-Not Livestock; Water Quantity; Soils Resources; Atmospheric Resources; Grazing Land, Forest Health; Wildlife Habitat, and On-Farm Energy Efficiency)
 - j. Certification-Request for Federal Funds
- 3. One-Page Abstract: (non-confidential summary describing the project and expected outcomes and benefits)
- 4. Project Description: (15 pages maximum, double spaced, single sided, 12 point font)
 - a. Project narrative
 - b. Project background
 - c. Project objectives
 - d. Project methods
 - e. Location and size of project area (include a map if possible)
 - f. Producer participation
 - g. Project action plan and timeline
 - h. Project management
 - i. Benefits or results expected and transferability
 - j. Project evaluation
 - k. Environmental information and assessment of environmental impacts
- 5. Budget Information: Submit a completed Standard Form 424A (SF-424a) Budget Information-Non-Construction Programs
- 6. Budget Narrative: Submit a detailed budget narrative (maximum of 3 pages)
- 7. Declaration of Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher (Special Provisions): If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher, or Community-based Organization representing these entities.

- 8. Declaration Environmental Quality Incentives Program (EQIP) Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP. (If EQIP eligible producers are not involved, the proposal will be considered ineligible.)
- 9. State Conservationist Letter of Review :** Include documentation showing that the proposal was sent and review by the State Conservationist(s)
- 10. Certifications: Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs**
- 11. DUNS Number:** For information about how to obtain a DUNS number go to www.grants.gov/RequestaDUNS or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- 12. Required Central Contractor Registration (CCR) Registration:** Visit www.ccr.gov to register.