

CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2012 APPLICATION PACKAGE CHECK LIST

1. Application Cover Sheet: Complete Standard Form 424 (SF-424) Application for Federal Assistance

2. Project Summary Sheet: (Two pages maximum)

- 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 that October 1, 2011)
- h. Proposal Review Category (Energy, Climate Change Mitigation and Adaptation, Water Quality, Plant Health/Vigor, or Wildlife Habitat)
- i. Proposal Sub Category
- j. Certification-Request for Federal Funds

3. One-Page Abstract: (non-confidential summary describing the project and expected outcomes and benefits)

4. Project Description: (7 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
- f. Producer participation
- g. Project action plan and timeline
- h. Project management
- i. Benefits or results expected and transferability
- 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 4 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. Certifications:** Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs

- 10. 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.

- 11. Required Central Contractor Registration (CCR) Registration:** Visit www.ccr.gov to register.