

**NORTH DAKOTA CONSERVATION INNOVATION GRANTS  
FISCAL YEAR 2009 APPLICATION PACKAGE CHECKLIST**

- 1. **Application Cover Sheet:** Complete Standard Form 424 (SF-424).
- 2. **Project Summary Sheet:** (2 page maximum; template available)
  - a. Project Title
  - b. Project Director - name and contact information (including e-mail)
  - c. Project Collaborators - names and affiliations
  - d. Project Purpose
  - e. Project Deliverables/Products
  - f. Project Scope/Area/Location
  - g. Project Start and End Dates (Projects should plan to begin no earlier than August 1, 2009 and no later than September 30, 2009)
  - h. Natural Resource Concern(s) Category to be Addressed
  - i. Certifications - EQIP Eligibility
  - j. Estimated Number of EQIP - Eligible Producers Involved in the Project
  - k. Total Project Cost
  - l. Total Federal Funds Requested
  - m. Brief Summary of Project
- 3. **Project Description:** (12 pages maximum, double spaced, 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 Impacts
- 4. **Budget Information:** Submit a completed SF-424A, a DETAILED budget narrative, and DOCUMENTATION showing matching funds available.
- 5. **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.
- 6. **Declaration of EQIP Eligibility:** Include a statement indicating that all producers receiving direct or indirect payments will be eligible for EQIP participation.
- 7. **National CIG Competition.**
- 8. **Certifications:** Complete Standard Form 424b (SF-424b).
- 9. **DUNS Number:** For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- 10. **Required CCR Registration:** Visit [www.ccr.gov](http://www.ccr.gov) to register. Allow a minimum of 5 days to complete the CCR registration.