

**NORTH DAKOTA CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2008 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 June 1, 2008 and no later than September 30, 2008)
 - 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:** (10 pages maximum, double spaced, 12 point font)
 - a. Project Background
 - b. Project Objectives
 - c. Project Methods
 - d. Location and Size of Project Area (include a map if possible)
 - e. Producer Participation
 - f. Project Action Plan and Timeline
 - g. Project Management
 - h. Benefits or Results Expected and Transferability
 - i. Project Evaluation
 - j. Environmental Impacts
- 4. **Budget Information: Submit a completed SF-424a and a DETAILED budget narrative, and DOCUMENTATION showing matching funds available.**
- 5. **Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, Indian Tribe, 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 to register. Allow a minimum of 5 days to complete the CCR registration.