

NJ-NRCS CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2010 PROPOSAL PACKAGE CHECK LIST

- 1. Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- 2. Project Summary:** Submit a brief description including the information below (limited to 3 pages in length). An optional template titled Project Summary Sheet is available on the NRCS CIG Web site at: <http://www.nj.nrcs.usda.gov/programs/cig/index.html>.
 - a. Project Title
 - b. Applicant determined CIG funding category
 - c. Project Start and End Dates
 - d. Project Director name, contact information (including e-mail)
 - e. Names and Affiliations of Project Collaborators
 - f. Project Purpose
 - g. Project Scope/Area
 - h. Project Deliverables/Products
 - i. Declaration of EQIP eligible producer involvement
- 3. Project Location Map:** Submit a map indicating the location of the proposed project (limited to 1 page in length).
- 4. Project Description:** : (10 pages maximum, single-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 management
 - h. Benefits or results expected and transferability
 - i. Project evaluation
 - j. Project action plan and timeline
 - k. Environmental information and assessment of environmental impacts
- 5. Budget Information:** Submit Standard Form 424A Budget Information Non-Construction Programs.
- 6. Budget Narrative:** Submit a detailed budget narrative (maximum of 9 pages).
- 7. Matching Information.**
- 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 <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.
- 11. CCR Registration:** To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.