

CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2009 APPLICATION PACKAGE CHECK LIST

- 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 October 1, 2009)
 - h. 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. Benefits or results expected and transferability
 - i. Project evaluation
 - j. Environmental information and assessment of environmental impacts
 - k. Project management
- 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 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.)

- 8. Certifications:** Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs

- 9. 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.

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