

**UTAH CONSERVATION INNOVATION GRANTS  
FISCAL YEAR 2006 APPLICATION PACKAGE CHECKLIST**

- 1. Application Cover Sheet:** Complete Standard Form 424 (SF-424).
- 2. Project Abstract:** (2 page maximum)
  - a. Project Title;
  - b. Project Duration;
  - c. Name, address, telephone, email and other contact information for project director;
  - d. Names and affiliations of project collaborators;
  - e. Estimated number of EQIP eligible producers involved in the project;
  - f. Natural resource concern(s)/technology to be addressed;
  - g. List of deliverables/products of project activities;
  - h. Summary of the work to be performed;
  - i. Total project cost; and,
  - j. Total Federal funds requested
- 3. Narrative Section:** (10 pages maximum, double spaced, single sided, 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; and
  - j. Environmental impacts
- 4. Budget Information:** Submit a completed SF-424a and a detailed budget narrative.
- 5. Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
- 6. 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 or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
- 7. Certifications:** Complete Standard Form 424b (SF-424b).
- 8. 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 .
- 9. Required CCR Registration:** Visit [www.ccr.gov](http://www.ccr.gov) to register.

*All OMB standard forms (SF) necessary for CIG submission are posted on the following OMB website: [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)*