

CONSERVATION INNOVATION GRANTS APPLICATION CHECKLIST

- 1. **Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- 2. **Project Summary Sheet** (3 pages maximum)
 - a. Project Title
 - b. Applicant determined CIG funding category and subcategory
 - c. Project Director Name and Contact information (including email)
 - d. Names and Affiliations of Project Collaborators
 - e. Project Purpose
 - f. Project Deliverables/Products
 - g. Project Scope/Area
 - h. Project Start and End Dates (Projects should plan to begin no earlier than September)
 - i. Certifications and Declarations – EQIP Eligibility and Request for Federal Funds
 - j. Brief Summary of Project
- 3. **Project Description:** Submit a description including the information below (10 pages maximum, single-spaced, single-sided, 12 point font).
 - a. Project background: Describe the history of, and need for, the proposed innovation. Provide evidence that the proposed innovation has been studied sufficiently to indicate a good probability for success of the project.
 - b. Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project’s purpose and goals. Describe how the project is innovative.
 - c. Project methods: Describe clearly the methodology of the project and the tools or processes that will be used to implement the project.
 - d. Location and size of project or project area: Describe the location of the project and the relative size and scope (e.g., acres, farm types and demographics, etc.) of the project area. Provide a map, if possible.
 - e. Producer participation: Estimate the number of producers involved in the project, and describe the extent of their involvement (all producers involved in the project must be eligible for EQIP).
 - f. Project action plan and timeline: Provide a table listing project actions, timeframes, and associated milestones through project completion.
 - g. Project management: Give a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant education or experience, and their anticipated contributions to the project.
 - h. Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities, and explain how the results will be measured. Identify project beneficiaries, i.e., agricultural producers by type, region, or sector; rural communities; and municipalities. Explain how these entities will

benefit. In addition, describe how results will be communicated to others via outreach activities.

- i. Project evaluation: Describe the methodology or procedures to be followed to evaluate the project, determine technical feasibility, and quantify the results of the project for the final report (grant recipients will be required to provide a semiannual report of progress, quarterly financial reports, and a final project report to NRCS. Instructions for submitting quarterly reports will be detailed in the grant agreement); and
- j. Environmental Information and Assessment of Environmental Impacts: Describe and assess the anticipated environmental effects of the proposed project. This description will be used to determine whether an Environmental Assessment (EA) or Environmental Impact Statement (EIS) is needed for any given project, prior to the awarding the grant funds. The applicant is responsible for the cost of an EA or EIS, should one be required. This cost may be counted as part of the grantee's in-kind contribution.

- 4. Budget Information** (One (1) page maximum in length).
- 5. 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.
- 6. Central Contractor Registry (CCR):** To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.
- 4. Assessment of Environmental and Social Impacts**
- 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 9 pages).
- 7. Matching Information.**
- 8. Declaration of Previous CIG Projects Involvement.**
- 9. Declaration of Beginning Farmer or Rancher, Limited 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, or Indian tribe, or community-based organization representing these entities.
- 10. 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.)
- 11. Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs.