

CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2012 FULL APPLICATION PACKAGE CHECK LIST

- 1. **Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- 2. **Project Description:** (10 pages maximum, single-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. Project deliverables/products
 - i. Benefits or results expected and transferability
 - j. Project evaluation
- 3. **Assessment of Environmental and Social Impacts**
- 4. **Budget Information:** Submit a completed Standard Form 424A (SF-424a) Budget Information-Non-Construction Programs
- 5. **Budget Narrative:** Submit a detailed budget narrative (maximum of 9 pages)
- 6. **Matching Information**
- 7. **Declaration of Previous CIG Involvement (National or Idaho projects)**
- 8. **Declaration of Beginning or Limited Resource Farmer or Rancher, or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning or Limited Resource Farmer or Rancher, or Indian Tribe, or Community-based Organization representing these entities.
- 9. **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.)
- 10. **Certifications:** Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs
- 11. **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.
- 12. **Required CCR Registration:** To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.