

CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2019 APPLICATION PACKAGE CHECKLIST

Important: Proposals Missing Any of These Required Items Will Not Be Considered

- 1. Project Abstract: (one page Maximum)**
 - a. Applicant entity name
 - b. Duration of project in months
 - c. Amount of federal funding requested
 - d. Amount of non-federal cost-share/match funding committed
 - e. Project title
 - f. Geographic location of the project
 - g. Brief project description
 - h. State priority being addressed
 - i. Indication that you wish to compete for the 10 percent set-aside
 - j. Technical and administrative contact

- 2. Standard Application Form SF-424**

- 3. Project Narrative: (15 pages maximum)**
 - a. Project background
 - b. Project objectives
 - c. Project methods
 - d. Geographic location and size of project area (include a map if possible)
 - e. EQIP eligible 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

- 4. Assessment of Environmental Impacts**

- 5. Budget Information: (12 pages maximum)**
 - a. Complete SF-424A
 - b. Detailed budget narrative

- 6. Indirect Costs:** Submit documentation of a federally approved indirect cost rate (NICRA), a previous de minimis rate agreement, or a request to establish a de minimis rate agreement. ([Section IV.A.7.](#)).

- 7. Matching:** (required for projects with matching funds coming from a third party) Submit signed commitment letters of matching support from each non-federal third party providing matching funds. Include both cash and in-kind commitments.

- 8. List of Previous CIG Awards (if applicable)**

- 9. Declaration of Historically Underserved and Veteran Farmers or Ranchers (if applicable)**

- 10. Certifications:** Complete all required certifications ([Section IV.A.11.](#)).
 - a. AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants
 - b. AD-3031 Assurances Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants
 - c. SF-424B, Assurances for Non-Construction Programs
 - d. Certification Regarding Lobbying

- 11. Letters of Support: (optional)**

