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)