

CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2018 APPLICATION PACKAGE CHECKLIST

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

- ☐ **1. Project Abstract**— On a single page, provide the applicant entity name, duration of project in months, amount of Federal funding requested, amount of non-Federal match committed, and project title. Identify the category of the project, the geographic location, and describe in non-technical language the issue or problem, the objectives to address the issue or problem, the innovative approach to be employed (including the role of participating partners, if applicable), how impact will be quantified, and the predicted benefits or deliverables of the project. The executive summary must include both a technical and administrative contact for the proposal (if both are the same person, please note this). These contacts will serve as the primary contacts for CIG staff. If you wish to compete for the 20 percent set aside for Historically Underserved producers or veteran farmers or ranchers, please annotate this.
- ☐ **2. Application Forms (in grants.gov application package)**
- ☐ **3. Project Narrative:** (15 pages maximum, single-spaced, single-sided, 12 point font)
 - 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 federally approved indirect cost rate or indirect cost rate proposal if claiming indirect costs.
- ☐ **7. Matching:** Submit written signed verification of commitments of matching support from non-Federal third parties. Include both cash and in-kind commitments.
- ☐ **8. Declaration of Previous CIG Projects Involvement and Past Performance**
- ☐ **9. Declaration of Historically Underserved and Veteran Farmers or Ranchers**
- ☐ **11. Certifications:** Complete all required certifications.

- ☐ **12. Letters of Support:** Include entity name, location and role.
- ☐ **13. Fact Sheet**
- ☐ ****DUNS and SAM Registration**