

APPLICATION PACKAGE CHECKLIST

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

- ☐ ****DUNS and SAM Registration – should register at least 3 weeks before the application due date.**

PROPOSAL

- ☐ **1. Cover Page**
- a. Applicant entity name
 - b. Project title
 - c. Duration of project in months
 - d. Amount of Federal funding requested
 - e. Amount of non-Federal cost-share/match funding committed
 - f. Project contacts: One technical and one administrative
 - g. Geographic location of the project
 - h. National priority being addressed
 - i. Declaration of historically underserved (if applicable)
 - j. Statement of innovation
- ☐ **2. Project Abstract: (one page maximum)**
- ☐ **3. Standard Form (SF) 424, “Application for Federal Assistance”**
- ☐ **4. Project Narrative: (15 pages maximum)**
- a. Project background
 - b. Project goals/objectives
 - c. Project design and methods
 - d. Project outcomes and benefits
 - e. Geographic location and size of project area (include a map if possible)

- f. EQIP-eligible producer participation
- g. Project deliverables/products
- h. Project action plan and timeline
- i. Project management
- j. Project transferability
- k. Project evaluation

- ☐ **5. References/citations (if applicable)**
- ☐ **6. Team Qualifications**
- ☐ **7. Declaration of Previous CIG Awards (if applicable)**
- ☐ **8. Assessment of Environmental Impacts**

BUDGET INFORMATION

- ☐ **9. Completed SF-424A, “Budget Information – Non-Construction Programs”**
- ☐ **10. Detailed Budget Narrative (see template in Appendix B); Maximum 12 pages**
- ☐ **11. 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\(B\)\(9\)](#)).
- ☐ **12. Matching Letters (see template in Appendix C):** (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.

OTHER

- ☐ **13. Certification Regarding Lobbying ([section IV\(B\)\(13\)](#)).**
- ☐ **14. Letters of Support: (optional)**