# SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

Applicants completing the SF-424 must:

* + Complete all required sections of the form and have the form signed and dated by the organization’s Authorized Representative. The Authorized Representative is the person who has the authority to legally bind your organization to an agreement.
  + Complete all required fields.
  + Enter only the amount being requested from NPS ABPP in the “Federal” funding box on the SF-424. Applicants should include any other Federal sources of active funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).
  + Enter any voluntary matching funds in the “Applicant” box.
  + Make sure that the amounts entered on the SF-424 match the SF-424A and Budget Narrative.

Applicants should keep the following information in mind when completed the SF-424:

* + The title section under the funding opportunity number is asking for title of this Notice of Funding Opportunity.
  + The Descriptive Title for the applicant's project should be unique, and may describe the project’s primary task or objective, and use the name of the battlefield(s) or associated site(s). However, vague or overly simplistic titles are not recommended (example: Battle of XYZ Phase II project).
  + The primary point of contact entered in box F may be different from the Authorized Representative and should be the anticipated project lead for the proposed project.

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, “Budget Information for Non-Construction Programs” form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

Applicants completing the SF-424A must:

* + Complete all required fields.
  + Enter project tasks in the “Grant Program Function or Activity” “(a)” column on Page 1.
  + Enter only the amount being requested from NPS ABPP in the “Federal” “(e)” column under the New or Revised Budget Section of Page 1.
  + Enter any voluntary cost share in the “Non-Federal” “(f)” column under the New or Revised Budget Section of Page 1.
  + Enter the same project tasks as page 1 (organized by broader theme or component) into the numbered columns at the top of page 1A (second page of the SF-424A).
  + Enter the associated Object Class Category cost for the Federal share of each task (applicant’s voluntary cost share, and any other additional source of funding are entered on Page 2).
  + Enter the same project tasks as page 1 into rows (8) through (11) on page 2.
  + Enter any voluntary cost share under column “(b)”.
  + Enter any additional funding sources as appropriate under columns “(c)” and/or “(d)”.
  + Enter the total amount of all direct and indirect charges in Section F of page 2. Applicants should keep the following information in mind when completed the SF-424A:
  + Section D on Page 2 may be left blank.
  + Section E should have the same project tasks as page 1 in rows (16) through (19).
  + Section E should be completed with estimates provided in column “(b)” and “(c),” and these estimated should add up to total the same amount as the total amount on page 1.
  + The remarks section of the SF-424A should not be used for the applicant’s statement of overlap or duplication of effort (see Other Program Requirements below).

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All of the required application forms are available with this announcement on Grants.gov.

Applicants must submit a SF-424B. This form must be signed by the applicant’s Authorized Representative.