

APPENDIX D
APPLICATION PACKAGE CHECKLIST

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

PROPOSAL

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1. Project Abstract: (one page maximum)

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2. Project Narrative: (16 pages maximum)

- a. Cover Page (Mandatory. 1-page maximum included in 16-page limit for narrative.)
 - i. Applicant entity name
 - ii. Project title
 - iii. Proposed Start/End Date and duration of project in months
 - iv. Amount of Federal funding requested
 - v. Amount of non-Federal cost-share/match funding committed
 - vi. Project contacts: One technical and one administrative
 - vii. Geographic location of the project
 - viii. State priority being addressed
 - ix. Declaration of historically underserved (if applicable)
 - x. Statement of innovation
- 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 (technology transfer)
- k. Project evaluation

- ☐ **3. References/citations (if applicable)**
- ☐ **4. Team Qualifications**
- ☐ **5. Assessment of Environmental Impacts**
- ☐ **5. Declaration of Previous CIG Awards (if applicable)**
- ☐ **6. Declaration of Historically Underserved (if applicable)**

BUDGET INFORMATION

- ☐ **7. Standard Form (SF) 424, “Application for Federal Assistance”**
- ☐ **8. Completed SF-424A, “Budget Information – Non-Construction Programs”**
- ☐ **9. Detailed Budget Narrative with Table (see example in Appendix D); Maximum 12 pages**
- ☐ **10. 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\(B\)\(9\)](#)).
- ☐ **11. Letters of Commitment for Project Match (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

- ☐ **12. Certification Regarding Lobbying**
- ☐ **13. Negotiated Indirect Cost Rate Agreement: (if applicable)**
- ☐ **14. Letters of Support: (optional - required for funding matches)**

APPENDIX E

Sample Pledge Agreement

Applicant Cash/In-kind Contribution Commitment

1) Donor Organization: Name

Address

City, State, Zip code

2) Applicant Organization: Name of applicant

3) Project Title: *Name of project title*

4) Description of cash contribution: *Add clear statement the organization is committing, such as:* “The X Trust is committing \$182,000 in cash and in-kind support to this project from general fundraising support (corporate giving, foundations, fundraising events, etc.). Funds will be used to support the five farmers to attend state meetings and also contractor work to support website development and app development.” The funding breaks down into the following budget line items:

- Travel: \$2,000 - in-kind
- Contractual : \$180,000 – cash”

5) Pledge Statement: The [add name of organization] pledges to make this contribution over the USDA NRCS 2022 Conservation Innovation Grants funding period as cash/in-kind match to USDA NRCS CIG grant funds awarded to [name of applicant] for Innovative Conservation project, [*project title*].

Signature of Donor Organization Authorized
Representative:

Signature of Applicant Organization Authorized
Representative: