GRANT APPLICATION CHECKLIST – Non-Construction
STATE & PRIVATE FORESTRY PROGRAMS

APPLICANT: _____   PROGRAM: _____

____ MATCHING REQUIREMENT
    (Indicate in box)

50:50		75:25		80:20		100:0	

____ Application for Federal Assistance   Form SF-424

____ Budget Information - Non-construction Programs   Form SF-424A

____ Indirect cost rate (or other indirect costing method) documentation if indirect costs are budgeted

____ Assurances - Non-construction Programs   Form SF-424B

____ Certification Regarding Debarment, Suspension,   Form AD-1047 Primary Covered Transactions
    Ineligibility and Voluntary Exclusion

____ Certification Regarding Drug-free Workplace   Form AD-1049 Grantees Other Than Individuals
    Requirements (use applicable form)   Form AD-1052 State and State Agencies

____ Assurance of Compliance with The Department of   Form 1700-1
    Agriculture Regulation Under Title VI of The Civil
    Rights Act of 1964

____ Certification Regarding Lobbying   No number
    Disclosure of Lobbying Activities   SF-LLL
    (required if total grant funding is $100,000 or more)

____ NARRATIVE PROPOSAL with:
    * Project title and EIP number
    * Project coordinators identified
    * Statement of need:
        * Describe the existing situation and what needs to be done
    * Goals and objectives:
        * Describe project goals, meeting the needs identified
        * Describe course of action to accomplish the goal
        * Describe how actions are consistent with grant program guidelines and direction for use of funds
    * Specific activities:
        * Identify activities that are to be accomplished
        * Identify the methods that will be used to accomplish activities
        * Provide a work plan and timetable
        * Identify what the product and/or outcomes will be
    * Evaluation and monitoring:
        * Describe how progress and successful achievement of the objectives will be measured
    * Budget:
        * Information must support narrative statements
        * Provide details to reflect costs needed to complete the activities identified
        * Provide enough detail to determine if costs are reasonable and allowable
        * Identify the source of non-federal resources and the ability to meet matching requirements
    * Key personnel:
        * Describe the qualifications of key personnel or organizations involved in accomplishing objectives