

## FISCAL YEAR 2008 APPLICATION PACKAGE CHECKLIST

APPLICATIONS MISSING ANY OF THESE REQUIRED ITEMS WILL NOT BE CONSIDERED

- 1. **Application Cover Sheet:** Complete Standard Form 424 (SF-424).
- 2. **Project Summary Sheet:** (2 page maximum; template available)
  - a. Project Title
  - b. Project Director name and contact information (including e-mail)
  - c. Names and affiliations of project collaborators
  - d. Project Purpose
  - e. Project Deliverables/Products
  - f. Project Scope/Area
  - g. Project Start and End Dates (Projects should plan to begin no earlier than September 1, 2007)
  - h. CIG National Component Category (Natural Resource, Chesapeake Bay, or Technology)
  - i. Proposal Review Category (water quality-livestock, water quality-non livestock, water quantity, soils, atmospheric, grazing land and forest health, market-based approach, or energy)
  - j. Certifications – EQIP Eligibility and Request for Federal Funds
  - k. Brief summary of project
- 3. **Project Description:** (10 pages maximum, double spaced, 12 point font)
  - a. Project background;
  - b. Project objectives;
  - c. Project methods;
  - d. Location and size of project area (include a map if possible);
  - e. Producer participation;
  - f. Project action plan and timeline;
  - g. Project management;
  - h. Benefits or results expected and transferability;
  - i. Project evaluation; and
  - j. Environmental impacts
- 4. **Budget Information: Submit a completed SF-424a and a detailed budget narrative.**
- 5. **Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
- 6. **Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
- 7. **Documentation that proposal was sent to State Conservationist(s) requesting a letter of review.**
- 8. **Certifications:** Complete Standard Form 424b (SF-424b).
- 9. **DUNS Number:** For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- 10. **Required CCR Registration:** Visit [www.ccr.gov](http://www.ccr.gov) to register.