

VIII. CONSERVATION INNOVATION GRANTS

FISCAL YEAR 2012 FULL APPLICATION PACKAGE CHECK LIST

- A. Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- B. Project Description:** (12 pages maximum, single-spaced, single-sided, 12 point font)
 - 1. Project background
 - 2. Project objectives
 - 3. Project methods
 - 4. Location and size of project area (include a map if possible)
 - 5. Producer participation
 - 6. Project action plan and timeline
 - 7. Project management
 - 8. Project deliverables/products
 - 9. Benefits or results expected and transferability
 - 10. Project evaluation
- C. Additional Information:** Bibliography, resumes, and/or references
- D. Assessment of Environmental and Social Impacts**
- E. Budget Information:** Submit a completed Standard Form 424A (SF-424A) Budget Information-Non-Construction Programs.
 - 1. Complete SF-424A
 - 2. Detailed budget description
 - 3. Budget narrative
- F. Indirect Cost**
- G. Matching Information**
- H. Declaration of Previous CIG Projects Involvement.**
- I. Declaration of Beginning Farmer or Rancher, Limited Farmer or Rancher, or Federally Recognized Indian tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Federally recognized Indian tribe, or community-based organization representing these entities.
- J. Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs.
- K. DUNS Number:** For information about how to obtain a DUNS number, go to <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- L. Central Contractor Registry (CCR):** To register, visit www.ccr.gov. Allow a minimum of 5 days to complete the CCR registration.