

## VIII. OTHER INFORMATION

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

### CONSERVATION INNOVATION GRANTS FISCAL YEAR 2012 APPLICATION PACKAGE CHECK LIST

- A. Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- B. Project Summary Sheet:** Submit a brief description including the information below (limited to 1 page in length). An optional template titled "Project Summary" is available at: <http://www.pa.nrcs.usda.gov/programs/CIG/CIG.html>.
  1. Project Title
  2. Applicant determined CIG funding category (refer to page 4)
  3. Applicant determined topic (bullet, refer to page 4)
  4. Project start and end dates
  5. Project director name, contact information (including e-mail)
  6. Names and Affiliations of Project Collaborators
  7. Brief description of the project
- C. 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
- D. Additional Information:** Bibliographies and/or resumes
- E. Assessment of Environmental and Social Impacts**
- F. 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
- G. Indirect Cost**
- H. Matching Information**
- I. Declaration of Previous CIG Projects Involvement.**
- J. 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.

**K. Declaration of EQIP Eligibility:** Include a statement indicating that the proposal project will involve EQIP-eligible producers.

**L. Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs.

**M. 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.

**N. Central Contractor Registry (CCR):** To register, visit [www.ccr.gov](http://www.ccr.gov). Allow a minimum of 5 days to complete the CCR registration.