

FISCAL YEAR 2008 CIG 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. **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 August 1, 2008)
 - h. CIG Category (Natural Resource Concerns or Technology)
 - i. Proposal Review Category (Water Resources; Soil Resources; Atmospheric Resources; and Grazing Land and Forest Health; Market-Based Approaches; Wildlife Habitat; Improved on-farm energy efficiency)
 - 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. **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. **Certifications:** Complete Standard Form 424b (SF-424b)
8. **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
9. **Required CCR Registration:** Visit www.ccr.gov to register