

**CONSERVATION INNOVATION GRANTS**  
(FISCAL YEAR 2013 APPLICATION PACKAGE CHECK LIST)

- 1. Application Cover Sheet:**  
Submit Standard Form 424 Application for Federal Assistance
  
- 2. Project Summary Sheet:**  
No more than 1 page in length that includes the listed information. A template for the Project Summary Sheet is available on the National NRCS CIG Website: [www.nrcs.usda.gov/programs/cig](http://www.nrcs.usda.gov/programs/cig).
  - a. Project title
  - b. Project director's name, contact information (including email)
  - 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 October 1, 2013)
  - h. CIG Kansas component category
  - i. Certification request for federal funds
  
- 3. One-Page Abstract:**  
One page, single-sided, non-confidential technical summary that describes the work to be undertaken and the expected outcome and benefits
  
- 4. Project Description:**  
10 pages maximum, single-spaced, single-sided, 12 point font
  - a. Project narrative
  - b. Project background
  - c. Project objectives
  - d. Project methods
  - e. Location and size of project area (include a map if possible)
  - f. Producer participation
  - g. Project action plan and timeline
  - h. Project management
  - i. Project deliverables/products
  - j. Benefits or results expected and transferability
  - k. Project evaluation
  
- 5. Assessment of Environmental and Social Impacts**
  
- 6. Budget Information:**  
Submit a completed Standard Form 424A (SF-424A) Budget Information-Non-Construction Program
  
- 7. Budget Narrative:**  
Submit a detailed budget narrative (maximum of 9 pages)

- 8. Matching Information**
- 9. Declaration of Beginning Farmer or Rancher, Limited Farmer or Rancher, or Indian tribe (Special Provisions):**  
If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Indian tribe, or community-based organization representing these entities
- 10. Declaration Environmental Quality Incentives Program (EQIP) Eligibility:**  
Include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they or parties involved in the project, are eligible for EQIP. (If EQIP-eligible producers are not involved, the proposal will be considered ineligible.)
- 11. Certifications:**  
Complete Standard Form 424B (SF-424B) Assurances-Non- Construction Programs
- 12. DUNS Number:**  
Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. For information about how to obtain a DUNS number, go <http://fedgov.dnb.com/webform> or call 1-866-705-5711.
- 13. Required Central Contractor Registry (CCR) Registration:**  
The CCR is a database that serves as the primary government repository for contractor information required for the conduct of business with the government. CIG applicants must register with the CCR. To register, visit <https://www.sam.gov/portal/public/SAM/>