

## CONSERVATION INNOVATION GRANTS

### FISCAL YEAR 2004 APPLICATION PACKAGE CHECK LIST

- 1. **Application Cover Sheet:** Complete Standard Form 424
- 2. **Project Abstract:** (1 page maximum)
  - a. Project Title;
  - b. Project Duration;
  - c. Name, address, telephone, email and other contact information for project director;
  - d. Names and affiliations of project collaborators;
  - e. Estimated number of EQIP eligible producers involved in the project;
  - f. Project objectives;
  - g. Total project cost; and,
  - h. Total Federal funds requested
- 3. **Narrative Section:** (10 pages maximum, double spaced, single sided, 12 point font)
  - i. Project background;
  - j. Project objectives;
  - k. Project methods;
  - l. Location and size of project area (include a map if possible);
  - m. Producer participation;
  - n. Project action plan and timeline;
  - o. Project management;
  - p. Benefits or results expected and transferability; and
  - q. Project Evaluation
- 4. **Budget Information:** Complete Standard Form 424A
- 5. **Declaration of EQIP Eligibility:** Include a statement regarding EQIP eligibility of producers participating in the project.
- 6. **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.
- 7. **Environmental Evaluation:** Respond to all questions in the Environmental Profile Worksheet.
- 8. **Supporting Documentation:** At the applicants' option, provide any additional information necessary or useful to describe the project.
- 9. **Certifications:** Complete Standard Form 424B
- 10. **Submissions:** Mail one signed original and one copy of each application and include an electronic copy on a 3 1/2-inch diskette or compact disc (CD).

*Note: All forms and worksheets can be obtained from the website:  
<http://www.nrcs.usda.gov/programs/cig/>*