

**NEW JERSEY CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2007 APPLICATION PACKAGE CHECKLIST**

- 1. Application Cover Sheet:** Complete Standard Form 424 (SF-424).
- 2. Project 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 September 1, 2007)
 - h. Certifications – EQIP Eligibility and Request for Federal Funds
 - i. 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
- 4. Budget Information: Submit a completed SF-424a and a detailed budget narrative.**
- 5. Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
- 6. Certifications:** Complete Standard Form 424b (SF-424b).
- 7. 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.
- 8. Required CCR Registration:** Visit www.ccr.gov to register.