

**GRANT APPLICATION CHECKLIST Non-Construction & Construction
STATE & PRIVATE FORESTRY PROGRAMS**

APPLICANT: _____ PROGRAM: _____

_____ MATCHING REQUIREMENT (Indicate in box)	50:50		75:25		80:20		100:0	
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- _____ Application for Federal Assistance Form SF-424
- _____ Budget Information - Non-construction Programs Form SF-424A
- _____ Budget Information - Construction Programs Form SF-424C
- _____ Indirect cost rate (or other indirect costing method) documentation if indirect costs are budgeted
- _____ Assurances - Non-construction Programs Form SF-424B
- _____ Assurances - Construction Programs Form SF-424D
- _____ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form AD-1047 Primary Covered Transactions
- _____ Certification Regarding Drug-free Workplace Requirements (use applicable form) Form AD-1049 Grantees Other Than Individuals
Form AD-1052 State and State Agencies
- _____ Assurance of Compliance with The Department of Agriculture Regulation Under Title VI of The Civil Rights Act of 1964 Form 1700-1
- _____ Certification Regarding Lobbying Disclosure of Lobbying Activities (required if total grant funding is \$100,000 or more) No number
SF-LLL

- _____ NARRATIVE PROPOSAL with:
 - * Project title and EIP number
 - * Project coordinators identified
 - * Statement of need:
 - * Describe the existing situation and what needs to be done
 - * Goals and objectives:
 - * Describe project goals, meeting the needs identified
 - * Describe course of action to accomplish the goal
 - * Describe how actions are consistent with grant program guidelines and direction for use of funds
 - * Specific activities:
 - * Identify activities that are to be accomplished
 - * Identify the methods that will be used to accomplish activities
 - * Provide a work plan and timetable
 - * Identify what the product and/or outcomes will be
 - * Evaluation and monitoring:
 - * Describe how progress and successful achievement of the objectives will be measured
 - * Budget:
 - * Information must support narrative statements
 - * Provide details to reflect costs needed to complete the activities identified
 - * Provide enough detail to determine if costs are reasonable and allowable
 - * Identify the source of non-federal resources and the ability to meet matching requirements
 - * Key personnel:
 - * Describe the qualifications of key personnel or organizations involved in accomplishing objectives