**FY 2015 APPLICATION CHECKLIST**

***Before you submit your application, please be sure you have addressed all of the following elements.***

**Required forms (see links below for fillable forms)**

Form SF-424, “Application for Federal Assistance” (DUNS number/SAM CAGE code)

Form SF-424A, “Budget Information-Non-Construction Programs”

Form SF-424B, “Assurances - Non-Construction Programs”

Form AD-3030, “Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants” (required only for corporate applicants)

Certification regarding Federal judgements

**Table of Contents**

Page numbers included for each part of the application

**Executive Summary**

One page description of your proposed project

**Eligibility Discussion (4 page limit)**

Applicant Eligibility

Meet Applicant Type Requirements

Meet Board of Directors/ Governing Board Requirement

Use of Funds

Project Area

Grant Period

**Scoring Criteria**

Technical Assistance (2 page limit)

Experience (2 page limit)

Commitment (2 page limit)

Work Plan/Budget (4 page limit)

Local Support (2 page limit)

**Performance Evaluation Measures**

Estimates provided for performance evaluation measures

**Appendices**

Appendix A – Verification Documents for Applicant Organization

Appendix B – Resumes

Appendix C – Local Support Letters

**REQUIRED STANDARD FORMS**

**Form SF-424 Instructions**

<http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html>

**Form SF-424, “Application for Federal Assistance”**

<http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf>

**Form SF-424-A Instructions**

<http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html>

**Form SF-424A, “Budget Information-Non-Construction Programs”**

<http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

**Form SF-424B, “Assurances - Non-Construction Programs”**

<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

**Form AD-3030, “Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants”**

<http://www.ocio.usda.gov/document/ad3030>