

**2016 ISDA Specialty Crop Block Grant –Farm Bill
Application Checklist**

Please answer yes to all of these questions before submitting your application.

- Does the final application documents contain unstapled **hard copies** of the:
 - Application,
 - Application Information Sheet (Exhibit A),
 - Line Item Budget (Exhibit B), and
 - letters of support (Optional)
- Are all the above documents included on a CD or flash drive in the Microsoft Word or Excel formats (not pdf)?
- Does the Application Information Sheet contain your **organizational DUNS** number?
- Does the Line Item Budget (exhibit B) include detailed description and dollar amounts for matching funds, if applicable?
- Are all of the sections of the Application filled out thoroughly, within the fifteen (15) page limit? Is the Project Summary section 250 words or less and **suitable for distribution to the public**?
- If the project has the potential to benefit NON-specialty crops, is it clearly stated how grants funding is being used to solely enhance the competitiveness of eligible specialty crops?
- Has at least one outcome measure been selected? Has at least one indicator been selected for each outcome measure? List and description of outcomes can be found on USDA's website here: [SCBG Outcome Measures](#)
- If the project is marketing and promotion, has outcome # 1 been selected and has sales dollars estimates been provided?
- Does the "Budget Narrative" within the application include cost totals for each budget category and show how all numbers were calculated?
 - Make sure to follow instructions thoroughly in Budget Narrative section, filling out every applicable category
 - Do the totals in the Budget Narrative match the totals in the Line Item Budget (Exhibit B)?