

2015 ISDA Specialty Crop Block Grant –Farm Bill Application Checklist

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

- Does the application contain unstapled **hard copies** of the Application Cover Sheet (the Project Proposal, the Budget Narrative, and the Line Item Budget (Exhibit A and B, available at www.agri.idaho.gov)?)
- Are all the above documents included on a CD or flash drive in the Microsoft Word or Excel formats (not pdf)?
- Does the Application Cover Sheet contain your **organizational DUNS** number?
- Does the project proposal contain all of the required six (6) categories (Project Title and Abstract, Project Purpose, Potential Impact, Expected Measurable Outcomes, Work Plan, and Project Commitment)?
- Is the Abstract 200 words or less and **suitable for distribution to the public**?
- Does the “Project Purpose” section describe the specific issue that is being addressed, why the project is timely and important, and clearly state the objectives?
- 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?
- Does the “Project Purpose” section state whether or not the project has been submitted to or funded by another Federal or State program?
- Does the “Potential Impact” section address who the beneficiaries are and how they will be impacted by the project?
- Does the “Expected Measurable Outcomes” section state at least one quantifiable and measurable outcome that is external to the project and is of direct importance to the intended beneficiaries?
 - Does the outcome include a goal, performance measure, baseline, and target?
 - Does this section include how performance toward meeting to outcomes will be monitored?
- Does the “Work Plan” include a description of specific tasks and start and end dates for each one, along with who is responsible for the task completion?
- Does the “Budget Narrative” include cost totals for each budget category and show how all numbers were calculated?
 - If personnel costs are budgeted, does the narrative include each project participant’s title, %FTE, corresponding salary (or hourly wage and estimated hours to be worked), and total personnel costs?
 - If fringe benefits are budgeted, does the narrative include the rate of fringe benefits for each project participants salary described under personnel and total fringe benefit costs?
 - If travel is budgeted, does the narrative include the destination, purpose of trip, number of trips, number of people traveling, number of days traveling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meal cots, and estimated mileage costs?
 - If supplies are budgeted, does the budget narrative include an itemized list of supplies under \$5,000 and the estimated dollar amount of each item and the total supply costs?
 - If contractual is budgeted, does the narrative provide a short description of the services each contract covers, indicate if the costs is a flat rate fee OR total hourly fee, include the flat rate cost OR hourly rate; as well as list the general categories of items the contract covers such as professional services, travel , lodging, etc.?
- Does the project oversight section explain **who** will be conducting oversight, **how** it will be conducted, and provide **specific timeframes** (monthly, quarterly, etc)?