

GRANT APPLICATION CHECKLIST

- SF-424 Application for Federal Assistance
- SF-424A Budget Information
- SF-424B Assurances Non-Construction Programs **OR**
SF-424D Assurances – Construction Programs
- AD-1047 Certification Regarding Debarment, Suspension, and Other
Responsibility Matters – Primary Covered Transaction
- AD-1049 Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternatives I – for Grantees Other Than Individuals **OR**
AD-1050 for Grantees Who Are Individuals **OR**
AD-1052 for Grantees Who Are State and State Agencies

- Provide a copy of Designated Signing Authority – Name and Title of party with
signing authority for this grant
- SF-270 Request for Advance of Reimbursement – Submit when requesting
reimbursement for grant
- If claiming non-profit status, please provide a copy of 501(c)(3) status
- Narrative Proposal which includes the following:
 - Project Title
 - Project Coordinators Identified
 - Statement of Need
 - Describe the existing situation and what needs to be done
 - Goals and Objectives
 - Describe the 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 to be accomplished
 - Describe any anticipated subgrant or subcontracting activity
 - Identify the methods that will be used to accomplish activities
 - Provide a timetable (start up and completion dates), by phases, as
necessary to complete the project
 - Identify what the product and/or outcome will be
 - Evaluation and Monitoring
 - Accomplishment benchmarks and a description of the project
report to be provided when the project is completed.
 - Budget
 - Including costs and the source of all funding, including matching
funds and services (See Form 424A). This should be a detailed
breakdown of costs supporting the SF 424A.
 - Provide enough information to determine if costs are reasonable
and allowable (see Grant Costing Guidelines)

RETURN COMPLETED PACKAGE TO:

Melody A. Herbert
Grants Administrator
USDA Forest Service
125 North Main St.
Chadron, NE 69337