

SCBGP-FB CHECKLIST

- One original, ten complete copies and one electronic copy on CD** (Adobe file for application cover sheet and budget, Microsoft Word 97-2003 or 2007 file for the project proposal) of application packet. **Only the original application must have an original signature.** The printed copy should be on white paper and fastened with a staple in the upper left-hand corner. Each copy should include the following:

- Eligible Specialty Crop**

The commodity(s) deriving benefit from the grant is/are eligible under the USDA-AMS "Definition of Specialty Crops".

- Signed Application Cover Sheet**

Must be completed in fillable PDF form. Not more than ONE page. Project Title not more than SIX words. Only the original application must have an original signature. Must be labeled Page 1.

- Project Proposal, which includes the following:**

Must be completed in Microsoft Word template. Instructions with examples begin on Page 10. Not more than FOUR pages total. Must be labeled Pages 2-5.

- Abstract

- Project Partner Organization

- Project Purpose

- Potential Impact

- Expected Measurable Outcomes

- Work Plan/Timeline

- Project Commitment

- Multi-State Projects

- Project Funding

- Budget Narrative

- Budget**

Must be completed in fillable PDF form. Not more than ONE page. Must be labeled Page 6.

**COMPLETED APPLICATION PACKETS ARE DUE TO THE
ARIZONA DEPARTMENT OF AGRICULTURE BY
5:00 PM ON APRIL 2, 2014**