

Appendix B - Full Application Checklist

SNC Reference#: _____

Project Name: _____

Applicant: _____

Please mark each box if item is included in the application. Please consult with SNC staff prior to submission if you have any questions about the applicability to your project of any items on the checklist. All applications must include a CD including an electronic file of each checklist item, if applicable. The naming convention for each electronic file is listed after each item on the checklist. (Electronic File Name = EFN: "naming convention". file extension choices)

Submission requirements for all Category One and Category Two Grant Applications

1. Completed Application Checklist (*EFN: Checklist.doc,.docx,.or .pdf*)
2. Table of Contents (*EFN: TOC.doc,.docx, or .pdf*)
3. Full Application Project Information Form (*EFN: SIform.doc, .docx, or .pdf*)
4. CCC/Local Conservation Corps Document (*EFN: CCC.pdf*)
5. Authorization to Apply or Resolution (*EFN: authorization.doc, .docx, or .pdf*)
6. Narrative Descriptions (*EFN: Narrative.doc or .docx*)
 - a. Detailed Project Description (5,000 character maximum for section 6a only)
Project Description including Goals/Results, Scope of Work, Location, Purpose, etc.
 - b. Workplan and Schedule
 - c. Restrictions, Technical/Environmental Documents and Agreements
 - Restrictions / Agreements (*EFN: RestAgree.pdf*)
 - Regulatory Requirements / Permits (*EFN: RegPermit.pdf*)
 - d. Organizational Capacity
 - e. Cooperation and Community Support
 - Letters of Support (*EFN: LOS.pdf*)
 - f. Tribal Consultation Narrative (*EFN: tribal.doc, docx*)
 - g. Long Term Management and Sustainability
 - Long-Term Management Plan (*EFN: LTMP.pdf*)
 - h. Performance Measures
7. Budget documents
 - a. Detailed Budget Form (*EFN: Budget.xls, .xlsx*)
8. Supplementary Documents
 - a. Environmental Documentation
 - California Environmental Quality Act (CEQA) documentation (*EFN: CEQA.pdf*)
 - National Environmental Policy Act (NEPA) documentation (*EFN: NEPA.pdf*)
 - b. Maps and Photos
 - Project Location Map (*EFN: LocMap.pdf*)
 - Parcel Map showing County Assessor's Parcel Number(s) (*EFN: ParcelMap.pdf*)

- Topographic Map (EFN: *Topo.pdf*)
- Photos of the Project Site (10 maximum) (EFN: *Photo.jpg, .gif*)
- c. Additional submission requirements for Fee Title Acquisition applications only
 - Acquisition Schedule (EFN: *acqSched.doc, .docx or .pdf*)
 - Willing Seller Letter (EFN: *WillSell.pdf*)
 - Real Estate Appraisal (EFN: *Appraisal.pdf*)
- d. Additional submission requirements for Site Improvement / Restoration Project applications only
 - Land Tenure Documents (EFN: *Tenure.pdf*)
 - Site Plan (EFN: *SitePlan.pdf*)
 - Leases or Agreements (EFN: *LeaseAgmnt.pdf*)

I certify that the information contained in the Application, including required attachments, is accurate, and that I have been authorized to apply for this grant.

Signed (Authorized Representative)

Date

Name and Title (print or type)