**2019 Specialty Crop Block Grant Program**

**Request for Concept Proposal Application Checklist**

The Request for Concept Proposal (RFCP) Application Checklist is a tool designed to assist in submitting the concept proposal and is not a part of the application. ***Do not submit it to CDFA or upload it to FAAST*.**

This checklist is not a substitute for the actual RFCP instructions and provided supplements.

**APPLICATION PREPARATION**

 [ ]  Read the 2019 RFCP.

 [ ]  Read the Allowable and Unallowable Cost and Activities Table.

 [ ]  Read the 2019 Outcome Measures Supplement.

 [ ]  Read the Q&A document on the SCBGP website.

 [ ]  Viewed or attended the RFCP webinar/workshop.

**GRANT APPLICATION**

**Proposal Description:**

 [ ]  Summarizes the proposal.

 [ ]  Describes the goals and outcomes.

 [ ]  Presents a plan for evaluating and measuring success.

**Funding Area and Funding Category:**

[ ]  Selected the most appropriate funding area and funding category for the proposal.

**Program Priorities:**

 [ ]  Entered at least one of the 2019 SCBGP program priorities verbatim.

 [ ]  Response addresses how the project will address the priority identified.

**Project Purpose:**

 [ ]  Response identifies the issue the project will address

 [ ]  Response addresses why the proposal is important and timely for the specialty crop industry.

**Project Sustainability:**

[ ]  Response identifies how the project will become self-sustaining, and/or;

[ ]  Response addresses how project results benefit the industry beyond the grant duration.

**Proposal Beneficiaries:**

[ ]  The number of beneficiaries is reasonable, realistic, and trackable by the applicant;

[ ]  Response identifies who the beneficiaries are and how they will benefit.

**Outcome Measures Template:**

 [ ]  At least one outcome measure and at least one associated indicator/subindicator has been selected.

[ ]  Data collection methods directly apply to the Outcome and Indicators selected.

[ ]  Responses clearly describe activities to monitor and report on outcomes.

[ ]  If the proposal is submitted to the California Grown Promotion funding category or is a marketing and promotion proposal, then Objective 1 has been selected.

**Work Plan & Outreach:**

 [ ]  Response describes activities needed to accomplish the project objectives and includes approximate dates of activities and titles of the personnel responsible for their completion.

[ ]  Work Plan describes how project results will be shared.

**Budget:**

 [ ]  Double-checked all calculations.

 [ ]  Descriptions are provided for all requested costs.

 [ ]  Double-checked that, in accordance with California Assembly Bill 1887, the budget does not request costs for travel to states with discriminatory laws or for activities in those states.

 [ ]  Double-checked that all personnel that appear in the Budget are listed in the Work Plan and are referenced by the same title.

**BEFORE SUBMITTING**

**General Proofing:**

 [ ]  Spell check and grammar check.

 [ ]  Proofread the grant application for brevity, clarity, and consistency.

 [ ]  Titles of all personnel are consistent throughout the proposal.

 [ ]  Complete all required sections of the application.

 [ ]  All acronyms have been defined the first time they’re used.

**Review for Disqualifications:**

 [ ]  Applicant is not an individual.

 [ ]  Proposal does not include any additional documentation outside what is specifically requested.

 [ ]  Proposal does not leave any questions unanswered.

 [ ]  Attachments are not blank, unreadable, corrupt, or otherwise unusable.

 [ ]  Proposal does not include activities before November 1, 2019 or after April 30, 2022.

 [ ]  Proposal request is not for less than the minimum award amount or more than the maximum award amount of $50,000 to $450,000; $50,000 to $150,000 for fixed amount awards.

 [ ]  Proposal does not contain unallowable costs or activities necessary to complete the project objectives, including indirect costs that exceed the limit set forth in the RFCP.

 [ ]  Proposal does not alter, amend, or replace outcome measures, indicators, and/or sub-indicators.