**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.