Application Checklist
Specialty Crop Multi-State Program
California Department of Food and Agriculture

The California Department of Food and Agriculture (CDFA) has developed this document, along with Application Instructions and templates to assist applicants, or "multi-state partners," to meet the requirements of the Specialty Crop Multi-State Program (SCMP) [Request for Applications (RFA)](). Please read the entire RFA prior to submitting application to ensure that program requirements are met. While it is not mandatory that multi-state partners utilize the templates, their use will minimize the risk of a proposal being disqualified during administrative review. The instructions and templates are available on CDFA's SCMP website at: [https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/SCMP.html]().

The application checklist below provides the required documents for an application package.

Project Narrative
- Must be typed, single-spaced, in an 11-point font, not to exceed fifteen (15) 8.5 x 11 pages.
- Submit as a Word document.

Budget Spreadsheet
- Submit as an Excel document.

Budget Narrative
- Submit as a Word document.

Personnel Qualifications
- Submit as a combined PDF document.

A Letter of Commitment from Each Partner or Collaborator
- Submit as a Word or PDF document.

All sections of the applications are to be submitted to CDFA at one time via email to [grants@cdfa.ca.gov]() by 1:59 p.m. PT on November 4, 2021. Late submissions will not be accepted. It is encouraged to submit your application prior to the deadline to ensure application completeness and delivery. Please note, CDFA's email system has a file size limitation and can only accept up to 10MB.