

# 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) [Notice of Funding Opportunity \(NOFO\)](#). Please read the entire NOFO prior to submitting application to ensure that program requirements are met. The templates are mandatory. The instructions and templates are available on CDFA’s SCMP website at: [https://www.cdfa.ca.gov/Specialty\\_Crop\\_Competitiveness\\_Grants/SCMP.html](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 Application Form**
  - Must be typed, single-spaced, in an 11-point font, not to exceed thirty (30) 8.5 x 11 pages (16 original form pages + 14 pages of applicant content). DO NOT modify the SCMP Project Narrative form.
  - Submit as a Word document.
- Budget Narrative Instructions Form**
  - Separate form with further instructions on how to draft the proposal budget. Data should be inserted into the Project Narrative Application form once finalized to ensure maximum page limit is not exceeded.
  - Submit as a Word document.
- Supplemental Contractual Budget Narrative Form**
  - Does not count towards the 30 page limit but is required.
  - Submit as a Word document.
- Letter of Verification for Cost Share**
  - Submit on letterhead and addressed to the applicant (i.e., Project Director) and signed.
  - Submit as a PDF document.
- Personnel Qualifications**
  - Submit as a combined PDF document.
- A Letter of Commitment from Each Partner or Collaborator**
  - Submit on letterhead and addressed to the applicant (i.e., Project Director) and signed.
  - 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](mailto:grants@cdfa.ca.gov) by **1:59 p.m. PT on August 31, 2026**. 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.