National Association of Conservation Districts

NACD Grant Application Checklist

Use this checklist to ensure you have completed and submitted all required materials for the NACD Technical Assistance (TA) Grant application. Incomplete or late applications will not be considered.

1. Complete Online Application Form

- ☐ Answer all narrative and eligibility questions in the portal.
  - ☐ Executive Summary
    - Past project performance - Describe experience managing previous technical assistance (TA) grants or similar federal grant programs, highlighting project objectives, scope, outcomes achieved, and how performance goals were met. Emphasis should be placed on projects comparable in size and purpose to the current opportunity.
    - Audit findings - Audit findings in a grant application help assess financial and administrative capacity, accountability, and compliance with federal regulations. It identifies potential risks, ensures transparency, and helps determine whether corrective actions were taken to resolve past issues.
  - ☐ Project Funding
    - Unique Entity Identifier - 12-character, government-issued number for identifying businesses participating in federal grants, awards, and contracts. It replaced the Data Universal Numbering System (DUNS) number in April 2022 and can be obtained by registering in the System for Award Management (SAM.gov).
    - Negotiated Indirect Cost Rate Agreement (NICRA)
  - ☐ Environmental Outcomes - This narrative should address the scope of the project, potential risks and mitigation plans, and environmental benefits. It should also address why and what type of technical assistance is needed in the community and how the identified need fits within the context of the district's long-range or strategic plan.
  - ☐ Social Outcomes - This narrative should discuss the number of new producers reached through grant supported activities, specific strategies for prioritizing audiences and delivering Farm Bill program outreach and qualitative metrics that will demonstrate progress towards improving producer engagement. Strong proposals will demonstrate how position responsibilities, deliverables, and goals address local needs, improve service delivery, and strengthen long-term capacity for conservation.
  - ☐ Project Staffing – This section should demonstrate the need and strategy for staffing this program including ensuring sufficient staff to meet goals, sustainability of the program, and alignment with state and national priorities.
  - ☐ Project Plan

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2. Project Plan & Anticipated Metrics

- ☐ Complete the **project plan** in the portal.
  - Include anticipated **outputs and outcomes/metrics** as required in the RFP.

3. Budget Table + Justifications

- ☐ Fill out the **budget table** in the portal.
- ☐ Provide clear **budget justifications** for each line item. Justifications should include a list of items included and the basis of estimate for each line. Basis of estimates include:
  - **Direct Labor**:
    - Personnel by title, role, effort (% of time), and salary rate
  - **Fringe Benefits**:
    - Percentage and basis (institutional rate or estimate)
  - **Contracting**
  - **Materials & Supplies**:
    - Itemized lists or categories with estimated quantities and costs.
    - Materials and supplies must be project specific.
  - **Travel**:
    - Number of trips, locations, purpose, cost per traveler (mileage rate, lodging, per diem)
  - **Training:**
- ☐ Identify and describe **match sources**. Match must be from non-federal sources. Match should be clearly identified and should include details on what is included in the match.
- ☐ Upload your **current NICRA**, **only if applicable** to your organization.

📌 **General Reminders**

- 🗓️ **Submit before the deadline**: Applications **must be fully submitted before the proposal closes**. There are several confirmations in the submission process. Start submitting the proposal at least 5 minutes before the deadline to ensure submission before the deadline.

Note: Applications **in progress will NOT automatically submit** and **cannot be submitted after the deadline.**

- **All sections must be completed in the online portal**: **Do not upload PDFs or attachments** for questions, budget, or project plans unless specifically requested.

💬 **Need Help?**

If you have questions during the application process, refer to the **RFP, FAQs, and guidance documents** or contact the NACD Conservation Programs team.