**Application Checklist**

* **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
* **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424- Individual form
* **Project summary**
* **Project narrative**
* **Timetable**
* **Description of key personnel qualifications**
* **A-133 Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
* **SF 424 budget form**:A complete SF 424A or SF 424C Budget Information form
* **Budget justification** **narrative**
* **Federally-funded equipment list**:If Federally-funded equipment will be used for the project, a list of that equipment
* **NICRA**: When applicable, a copy of the organization’s current Negotiated Indirect Cost Rate Agreement
* **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form
* **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form

Failure to provide complete information may cause delays, postponement, or rejection of the application.

**V. Submission Instructions**

Download the Application Package linked to this Funding Opportunity on Grants.gov. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Applications may be submitted by email or electronically through grants.gov. Please select **ONE** of the submission options:

***To submit an application by email:***

Format all of your documents to print on Letter size (8 ½” x 11”) paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. Email your application to the USFWS program point of contact (Megan Cook) identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization’s authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text “Completed by Grants.gov upon submission” or “Completed on submission to Grants.gov”. Remove this text (manually or digitally) before signing the forms.

***To submit an application through Grants.gov:***

Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply\_for\_grants.jsp) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.