

**2023 ISDA Specialty Crop Block Grant – Farm Bill
Application Checklist**

Please answer yes to all of these questions before submitting your application.

- Does the final application contain the following documents:
 - Application,
 - Application Information Sheet (Exhibit A), and
 - Letters of support (optional but highly encouraged)
- Is your **UEI** number registered and current with the **System for Award Management** (<https://sam.gov>)
- Does the Application Information Sheet contain your **UEI (Unique Entity ID)** number?
- Are all of the sections of the Application filled out thoroughly, within the fifteen (15) page limit? Is the Project Summary section 250 words or less and **suitable for distribution to the public**?
- If the project has the potential to benefit NON-specialty crops, is it clearly stated how grants funding is being used to enhance the competitiveness of eligible specialty crops?
- Has at least one outcome measure been selected? Has at least one indicator been selected for each outcome measure? Did you cut and paste the outcome measure and indicator DIRECTLY from the list without modifications and ONLY filled in the blanks? The list of “Application Outcome Measures and Indicators” can be found on ISDA’s website: <https://agri.idaho.gov/main/marketing/financial-assistance/idaho-specialty-crop-block-grant-program/>
- Does the “Budget Narrative” within the application include cost totals for each budget category and show how all numbers were calculated?
 - Make sure to follow instructions thoroughly in Budget Narrative section, filling out every applicable category