

Instructions for use of this form:

1. Scroll down and check the box indicating completion of requested information in the appropriate format.

“ You can move among the boxes by using your mouse or the %Tab+key.

2. When you have completed the form, print and sign at the bottom.

Please note: Adobe® Reader® does not allow you to save your work. It is very important that you print out your form immediately after completing it.

Appendix B1

Full Application Checklist

Project Name: _____ EGID#: _____

Applicant: _____

Please mark each box: check if item is included in the application; mark %N/A+if not applicable to the project. %N/A+identifications must be explained in the application. Please consult with SNC staff prior to submission if you have any questions about the applicability to your project of any items on the checklist. All applications must include a CD including an electronic file of each checklist item, if applicable. The naming convention for each electronic file is listed after each item on the checklist. (Electronic File Name = EFN: %naming convention+ file extension choices)

Submission requirements for all Category One and Category Two Grant Applications

1. Completed Application Checklist (EFN: Checklist.pdf)
2. Table of Contents (EFN: TOC.doc or .docx)
3. Full Application Project Information Form (EFN: fapi.doc, .docx or .pdf)
4. Authorization to Apply or Resolution (EFN: authorization.doc or .docx)
5. Narrative Descriptions - Submit a single document (maximum 10 pages, Arial 12 pt font, 1 inch margins) that includes each of the following narrative descriptions (EFN: Narrative.doc or .docx)
 - a. Detailed Project Description
 - Project Description including Goals/Results, Scope of Work, Location, Purpose, etc.
 - Project Summary
 - Environmental Setting
 - b. Workplan and Schedule
 - c. Restrictions, Technical/Environmental Documents and Agreements . Category One projects only
 - d. Organizational Capacity
 - e. Cooperation and Community Support
 - f. Long Term Management and Sustainability
 - g. Performance Measures
 - h. Budget Narrative
6. Supplemental and Supporting documents
 - a. CEQA/NEPA Compliance Form (EFN: CEQAform.doc or .docx)

- California Environmental Quality Act (CEQA) documentation (EFN: CEQA.pdf)
- National Environmental Policy Act (NEPA) documentation (EFN: NEPA.pdf)
- b. Detailed Budget Form (EFN: Budget.xls, .xlsx)
- c. Restrictions, Technical/Environmental Documents and Agreements, as applicable
 - Category One projects only
 - Restrictions / Agreements (EFN: RestAgree.pdf)
 - Regulatory Requirements / Permits (EFN: RegPermit.pdf)
- d. Cooperation and Community Support
 - Letters of Support (EFN: LOS.doc, .docx or .pdf)
- e. Long-Term Management and Sustainability
 - Long-Term Management Plan (EFN: LTMP.pdf)
- f. Maps and Photos
 - Project Location Map (EFN: LocMap.pdf)
 - Parcel Map showing County Assessor's Parcel Number(s) (EFN: ParcelMap.pdf)
 - Topographic Map (EFN: Topo.pdf)
 - Photos of the Project Site (10 maximum) (EFN: Photo.jpg, .gif)
- g. Additional submission requirements for Conservation Easement Acquisition applications only
 - Acquisition Schedule (EFN: acqSched.doc, .docx, .rtf, .pdf)
 - Willing Seller Letter (EFN: WillSell.pdf)
 - Real Estate Appraisal (EFN: Appraisal.pdf)
 - Conservation Easement Language (EFN: CE.pdf)
 - Third Party Transfer Acknowledgment Letter (if applicable) (EFN: Transfer.pdf)
- h. Additional submission requirements for Site Improvement/Restoration Project applications only
 - Land Tenure Documents . attach only if documentation was not included with Pre-application (EFN: Tenure.pdf)
 - Site Plan (EFN: SitePlan.pdf)
 - Leases or Agreements (EFN: LeaseAgmnt.pdf)

I certify that the information contained in the Application, including required attachments, is accurate.

Signed (Authorized Representative)

Date

Name and Title (print or type)