Prescott Grant Proposal Pre-Submission Checklist

- **SF424**—Authorized Representative (AR) (Grants.gov account holder whose signature will be digitally signed) is the same person identified in the information box; identify congressional district
- **SF424A**—Federal Request and non-federal share are clearly broken out
- **SF424B**—same AR signature as SF424
- **CD-511**—same AR signature as SF424
- **SF-LLL** (if applicable), same AR signature as SF424

- **Title page**—Include federal, non-federal and total costs and list national and regional priorities applying under (example: national priority 1a, and regional priority 2, a,b,c)

- **Proposal Narrative**—(10 page limit), be sure to address National and Regional priorities, Goals and Objectives, Project Management, Project Description, Environmental Impacts, Need for Financial Assistance, and Federal, State and Local Government Programs and Activities.

- **Organizational Summary**—(three page limit), remember to include how your organization addresses Diversity and Inclusion and a financial overview of your facility.

- **Data Sharing Plan**—(two page limit), minimum requirement, be specific

- **Budget Information**—(no page limit), the amounts per category and total amounts indicated on the form must correspond with the amounts indicated on all other proposal documents (title page, SF424, SF424A, budget narrative and budget table). Itemize!

- **Appendices**—(15 page limit), these are the extra documents that bolster your application, tables, charts, graphs, maps, photographs, slide shows, educational and outreach materials.

- **Supporting Documentation**—(no page limit), Letter of Eligibility, results of past three years of previous Prescott Grant awards, CV’s (four pages max per person), Letters of Cooperation, Letters of Support (optional, five pages max), Indirect Cost Rate Agreement if applicable, copies of cover letters of permit or request for permits, position descriptions, and equipment descriptions (one page for each piece of equipment over $5000, no catalogs with a page number identified in the budget narrative!)

Please label and number your documents according to the breakdown above and group similar docs together if possible (CV’s, letters of support and cooperation, etc.)