



## Chesapeake Gateways and Watertrails Network Grants

### *Application Checklist*

PLEASE NOTE: This is a tool to help you organize your Chesapeake Gateways and Watertrails Network Grants application. This is not a required part of your application. Please **DO NOT** submit it with your application. It will not be reviewed. You must submit your application through Grants.gov.

We've assembled this checklist based on a general walk-through of the application process in Grants.gov. If you spot something that is different from what is in Grants.gov, please let us know at [Chesapeake\\_Grants@nps.gov](mailto:Chesapeake_Grants@nps.gov).

#### PRE-APPLICATION

- I have registered on the SAM.gov website. (See [Getting Started with SAM.](#))
- I have obtained a Unique Entity Identifier (UEI) from SAM.gov. (See [Entity Validation Documentation Checklist.](#))
- I have checked that any partners and key personnel getting grant funds through my project are registered in SAM, and neither their organization nor any employees associated with their organization are in the "Excluded Parties" list.

#### ELIGIBILITY REVIEW

- My project fits within one of the two funding levels:
  - o \$25K-\$50K
  - o \$50K-\$150K
- My project fits within at least one the strategic themes:
  - o Advance a Major Inclusive Interpretive Initiative with an Equity Lens
  - o Promote Resilient Communities & Landscapes Through Tourism, Sustainability, Conservation & Local Economies
- I am an eligible entity.
  - o 00 – State governments
  - o 01 – County governments
  - o 02 – City or township governments
  - o 04 – Special district governments
  - o 05 – Independent school districts
  - o 06 – Public and State controlled institutions of higher education
  - o 07 – Native American tribal governments (Federally recognized)
  - o 08 – Public housing authorities/Indian housing authorities
  - o 11 – Native American tribal organizations (other than Federally recognized tribal governments)
  - o 12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
  - o 13 – Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
  - o 20 – Private institutions of higher education
  - o 22 – For profit organization other than small businesses
  - o 23 – Small businesses
- My project will be conducted within the Chesapeake watershed boundary. Double check against the list of Chesapeake Bay counties: [chesapeake-bay-counties-cbp.pdf \(cbf.org\)](#).

## LOGGING IN TO GRANTS.GOV

- I can login in to Grants.gov website. (The login is the same as SAM.gov login.)
- I can access the [grant application](#). (Use link or search by name: P23AS00041 National Park Service Chesapeake Gateways Grants)

## APPLICATION—SF-424

I have filled out the SF-424. [Sample answers provided below.]

1. Type of Submission: Application or Changed/Corrected Application
2. Type of Application: New
3. Date Received: [Enter date submitted.]
4. Applicant Identifier: [Insert your Unique Identify Identifier obtained through SAM.gov]
5. a. Federal Entity Identifier: may leave blank  
b. Federal Award Identifier: may leave blank
6. and 7. are not applicable.
8. APPLICANT INFORMATION [Fill in requested information.]
9. Type of Applicant 1: Select Applicant Type: [Select one of the following]
  - a. 00 – State governments
  - b. 01 – County governments
  - c. 02 – City or township governments
  - d. 04 – Special district governments
  - e. 05 – Independent school districts
  - f. 06 – Public and State controlled institutions of higher education
  - g. 07 – Native American tribal governments (Federally recognized)
  - h. 08 – Public housing authorities/Indian housing authorities
  - i. 11 – Native American tribal organizations (other than Federally recognized tribal governments)
  - j. 12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
  - k. 13 – Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher Education
  - l. 20 – Private institutions of higher education
  - m. 22 – For profit organization other than small businesses
  - n. 23 – Small businesses
10. Name of Federal Agency: National Park Service
11. Catalog of Federal Domestic Assistance Number: 15.930  
CDFA Title: Chesapeake Bay Gateways Network
12. Funding Opportunity Number: P23AS00041  
Title: National Park Service - Chesapeake Gateways Grant
13. and 14: may leave blank
15. Descriptive Title of Project: [Enter the title of your project.]
16. a: where your organization is headquartered;  
b: where the project will be located (may be different)
17. Proposed Project Term: For start date use 6/1/2023 as projected date; then end date per your estimation of time needed for the project—but should be no more than 2 years apart. [Note that the actual start date, term, and end date will be confirmed by NPS at time of award.]

## APPLICATION—ESTIMATED FUNDING

- I have filled out the Estimated Funding (Question 18).
- Question 19: will need to assess the compliance requirements in your state
- I am not delinquent on any federal debt (Question 20).

## APPLICATION—BUDGET SF-424A

- I have filled out the SF-424A Section A. Budget Summary
  - Grant Program Function or Activity (a) [Fill in your proposed project as one activity. If your project involves separate grant activities, you can split up the project into separate activities, as long as all the activities are included in the overall budget.]
  - Catalog of Federal Domestic Assistance Number (b): 15.930
  - New or Revised Budget (e): [Fill in the total amount listed in the Estimated Funding (box 18g on Form 424).]
- I have filled out the SF-424A Section B. Budget Categories
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Contractual
  - Construction
  - Other
  - Total Direct charges (sum of 6a-6h).
  - Indirect Charges: 10% of direct charges [An associated rate agreement documenting the indirect rate must be included for rates higher than the minimum of 10%. Otherwise, 10% must be used.]
  - TOTAL (sum of 6i and 6j).
- My SF-424A grand total (Item 6K) equals my SF-424 grand total (Item 18g).
- I have filled out the SF-424A Section C. Non-federal Resources (if applicable)
- I have filled out the SF-424A Section D. Forecasted Cash Needs (as applicable)
- If a two-year project, I have filled out the SF-424A Section E. Budget Estimates for Balance of Project.
- I have filled out the SF-424A Section F. Other Information
  - 21. Direct Charges [Fill in with the number in Section B.6.i.]
  - 22. Indirect Charges [Fill in with the number in Section B.6.j.]

## APPLICATION—DETAILED BUDGET

- My Detailed Budget includes information on all cost categories and clearly identifies all project costs. Unit costs have been provided for all budget items including the cost of work to be provided by contractors or sub-recipients.

## APPLICATION--NARRATIVE

- My application includes a project abstract that states the goals and tasks of the project.
- My Narrative does not exceed 8 pages, with minimum font size of 11pt.
- My Narrative includes the following required components:
  - Project Overview
  - Strategic Intent
  - Organization/Applicant Overview
  - Proposed Partners
- My Narrative includes the following optional components (does not count towards 8-page limit):
  - Project Resumes (no more than 3 pages per resume)
  - Letters of Support (no more than 2 pages per letter)

## REVIEW CRITERIA

- My application addresses each review criterion separately.
  - Connection to Chesapeake Gateways Strategic Themes--Does the project connect to one or more of the two target strategic themes.
  - Connection to Equity, Inclusion, Accessibility, & Engagement Objectives--Does the project address equity, inclusion, accessibility, and engagement objectives?
  - Innovation in Project Intent--How innovative the proposed project is at addressing the chosen theme(s) and intended impact?
  - Clarity of Project's Operational Plan--Does the budget and project narrative convey the intent of the project?
  - Team's Capacity to Implement Project--Have you envisioned and assembled a team with the necessary skills to accomplish the project?

## SUBMISSION DEADLINE

- I submitted my application before midnight on January 30, 2022.

## HELPFUL HINT

Download the application first to prepare your responses. Then you can enter them into the online form.

## FREQUENTLY ASKED QUESTIONS (FAQ)

In addition to this checklist, check the FAQ: <https://www.nps.gov/chba/getinvolved/grant-faq.htm> for answers to questions submitted to NPS Chesapeake. Information will be added as new questions are received up to the application deadline.

To get more details and a link to the grant application, visit: [Chesapeake Gateways Network Grants - Chesapeake Bay \(U.S. National Park Service\) \(nps.gov\)](#).