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](https://sam.gov/content/entity-registration).)
* I have obtained a Unique Entity Identifier (UEI) from SAM.gov. (See [Entity Validation Documentation Checklist](https://content.govdelivery.com/attachments/USDHSFEMA/2022/06/15/file_attachments/2186323/Entity%20Validation%20Service%20%28EVS%29%20Documentation%20Guide%20&%20Checklist.pdf).)
* I have obtained a CAGE code as part of my Unique Entity Identifier.
* 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.

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 at https://www.grants.gov/web/grants/view-opportunity.html?oppId=350030. (Use link or search by name: P24AS00031 National Park Service Chesapeake Gateways Grants)

ELIGIBILITY REVIEW

* I am an eligible entity (included in the list below).

00 – State governments

01 – County governments

02 – City or township governments

04 – Special district governments

05 – Independent school districts

06 – Public and State controlled institutions of higher education

07 – Native American tribal governments (Federally recognized)

08 – Public housing authorities/Indian housing authorities

11 – Native American tribal organizations (other than Federally recognized tribal governments)

12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

13 – Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

20 – Private institutions of higher education

22 – For profit organization other than small businesses

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)](https://www.cbf.org/document-library/maps/chesapeake-bay-counties-cbp.pdf).

THEMATIC REVIEW

* My project will identify, conserve, restore, and/or interpret natural, recreational, historical, and/or cultural resources within the Chesapeake Bay Watershed to enhance public education of and access to the Chesapeake Bay.
* My project fits within at least one the strategic themes (listed below).

Advance a Major Inclusive Interpretive Initiative with an Equity Lens

Promote Resilient Communities & Landscapes Through Tourism, Sustainability, Conservation & Local Economies

FUNDING REVIEW

* My project fits within one of the two funding levels:

$25K-$50K

$50K-$150K

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: may leave blank

5. Federal Entity Identifier: may leave blank

5b. 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]

00 – State governments

01 – County governments

02 – City or township governments

04 – Special district governments

05 – Independent school districts

06 – Public and State controlled institutions of higher education

07 – Native American tribal governments (Federally recognized)

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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: P24AS00031

Title: National Park Service - Chesapeake Gateways Grant

13 and 14: may leave blank

15: Descriptive Title of Project: [Enter the title of your project.]

16a: where your organization is headquartered

16b: where the project will be located (may be different)

17. Proposed Project Term: For start date use 6/1/2024 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--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)

* My Narrative includes the required statements/forms as defined in Section D2 Content and Form of Application Submission:

1. Disclosure of Lobbying Activities: All applicants engaged in lobbying need to fill out an [SF-LLL Disclosure of Lobbying Activities](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) form. If you will not be involved in lobbying, then you must include the following statement in your narrative:
2. “No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award.”
3. “No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award.”
4. Overlap or Duplication of Effort: All applicants must assure the federal government that the proposed work is not already covered by another federal grant, by stating somewhere in the narrative:
5. “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects.”
6. “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects.”
7. This only applies to the portion funded through the award.

APPLICATION—BUDGET SF-424A

* I have filled out the SF-424A Section A. Budget Summary

1. 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.]
2. Catalog of Federal Domestic Assistance Number (b): 15.930
3. 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

1. Personnel
2. Fringe Benefits
3. Travel
4. Equipment
5. Supplies
6. Contractual
7. Construction
8. Other
9. Total Direct charges (sum of 6a-6h).
10. Indirect Charges: 10% of direct charges

[PLEASE NOTE: An associated rate agreement documenting the indirect rate must be included for rates higher than the minimum of 10%. Otherwise, 10% must be used.]

1. 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 NARRATIVE

* My budget is accompanied by a detailed Budget Narrative that 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.
* My Budget detail includes the required statements as defined in Section D6. Funding Restrictions:
* Required Indirect Cost Statement: I have included a statement that best matches my organization. I have included any additional documentation if required by the selected statement. The statement should appear in the budget portion of your narrative.
* I have included an Indirect Rate Agreement if I am budgeting an indirect rate higher than 10%? If no documentation is available, the maximum indirect rate is 10%.

REVIEW CRITERIA

* My application addresses each review criterion separately.

1. Connection to Chesapeake Bay Initiative Act—Does the project identify, conserve, restore, and/or interpret natural, recreational, historical, and/or cultural resources within the Chesapeake Bay Watershed to enhance public education of and access to the Chesapeake Bay?
2. Connection to Chesapeake Gateways Strategic Themes--Does the project connect to one or more of the two target strategic themes?
3. Connection to Equity, Inclusion, Accessibility, & Engagement Objectives--Does the project address equity, inclusion, accessibility, and engagement objectives?
4. Innovation in Project Intent--How innovative the proposed project is at addressing the chosen theme(s) and intended impact?
5. Clarity of Project’s Operational Plan--Does the budget and project narrative convey the intent of the project?
6. Team’s Capacity to Implement Project--Has you envisioned and assembled a team with the necessary skills to accomplish the project?

SUBMISSION DEADLINE

* I submitted my application before 11:59pm on Friday, November 3, 2023.

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 webpage at <https://www.nps.gov/locations/chesapeakebaywatershed/grants-faqs.htm> for answers to questions submitted to NPS Chesapeake Gateways. 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, please visit https://www.nps.gov/locations/chesapeakebaywatershed/grants.htm.