

**Partnership Contract Agreements
Fiscal Year 2007
Checklist for Complete Application**

Proposal Content and Format

Applications are to be typewritten on 8½" x 11" white paper, double spaced, and on one side only. The text of the proposal must be typewritten in a font no smaller than 11-point, with one-inch margins. Applicants must submit one signed original and three (3) complete copies of each project application, accompanied by an electronic copy of the project description on a 3½-inch diskette or compact disc (CD).

1. Application Forms:

- Conservation Program Application form NRCS-CPA-1200
- Highly Erodible Land Conservation and Wetland Conservation Certification (AD-1026),
- Average Adjusted Gross Income Certification (CCC-526).

2. Project Abstract:

- a. Project title
- b. Project duration (beginning and ending dates)
- c. Name, address, telephone, e-mail, and other contact information for the project director
- d. Names and affiliations of project partners
- e. Project objectives and wildlife concern(s) to be addressed
- f. Summary of the work to be performed
- g. Total project cost
- h. Total Federal funds requested

3. Project Description:

- a. Project background
- b. Project objectives
- c. Project methods
- d. Location and size of project or project area
- e. Project Plan of Work
- f. Project management
- g. Benefits or results expected
- h. Project evaluation

4. Certifications: All applications must be signed by an authorized representative of the applicant or organization. Proof of authorization should be included.