# New York Sea Grant Small Grants Program

# Application Components Checklist

**Please use the checklist below to verify all proposal components are submitted.**

[ ]  Cover Sheet (Does not count toward 5 page maximum)

[ ]  Title

[ ]  Project Lead/Project Team

[ ]  Contact Information

[ ]  Amount Requested

[ ]  Project Description (5 page maximum – single-spaced, 12 point Times New Roman font)

[ ]  ID GLAA goal and specific actions addressed

[ ]  Project Summary

[ ]  Goals and Methods

[ ]  Objectives and Activities

[ ]  Outputs, Outcomes, and Deliverables

[ ]  Integration of EBM principles

[ ]  Personnel and Collaboration

[ ]  Project Location

[ ]  Personnel and Partners (Do not count toward 5 page maximum)

[ ]  Brief Biographical Sketch with Contact Information

[ ]  Partnerships

[ ]  Timeline (Does not count toward 5 page maximum)

[ ]  Budget Justification (Does not count toward 5 page maximum)

[ ]  Cost Reasonableness Statement (Does not count toward 5 page maximum)

[ ]  90-4 Budget Form (Does not count toward 5 page maximum)

[ ]  90-2 Project Summary Form (Does not count toward 5 page maximum)

[ ]  Subcontractor Commitment Form (Does not count toward 5 page maximum)

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[ ]  Letter of Support (Only required for projects on public property. Do not count toward 5 page maximum)