# 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)