

Farmers Market Promotion Program (FMPP) Application Package Checklist and Order of Required Documents for Mailed Submissions

This application checklist is designed to provide you with a quick overview of the submission requirements for Farmers Market Promotion Program (FMPP) grant applications. Listed below are all of the documents and forms that need to be included in the application package:

- _____ 1. **Form SF-424**, “Application for Federal Assistance.” This form must be returned to AMS with an original signature.
- _____ 2. **Form SF-424A**, “Budget Information – Non-Construction Programs.”
- _____ 3. **Form SF-424B**, “Assurances – Non-Construction Programs.” This form must be returned to AMS with an original signature.
- _____ 4. **DUNS Number**. All Federal grants require a DUNS number on the SF-424 form, “Application for Federal Assistance.” If you do not already have a DUNS number, you may acquire one at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or on-line at <http://www.dnb.com/ccr/register.html>.
- _____ 5. **Proposal Narrative**. Have you included each of the sections required in the proposal narrative, as listed in the enclosed FMPP Guidelines document? Use the [FMPP Project Proposal Template](#) for further assistance.
- _____ 6. **Supplemental Budget Summary**. Have you included information about the budget categories listed on Form SF-424A to demonstrate that the budget is reasonable and adequate for the proposed work? Have you addressed personnel, travel, equipment, supplies, indirect costs, and contractual categories listed in the enclosed FMPP Guidelines?

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- _____7. **Evaluation Criteria.** Have you addressed each of the evaluation criteria listed in the FMPP Guidelines?
- _____8. **Supporting Documents.** Do you have letters of commitments from project participants and/or descriptions of their qualifications that you could include with the application package?

Once you've completed the required documents, please use this list to PLACE YOUR PAPERWORK IN THE PROPER ORDER FOR SUBMISSION.

- **Form SF-424**
- **Form SF-424A**
- **Form SF-424B**
- **Proposal Narrative**
- **Supplemental Budget Summary**
- **Supporting Documents**

Applications are to be submitted by express mail to:

Mr. Errol Bragg, Director
Marketing Services Division,
Transportation and Marketing Programs
Agricultural Marketing Service (AMS), USDA
1400 Independence Avenue, SW
Room 2646 South Building
Washington, D.C. 20250-0269
(202) 720-8317