

**NCDA&CS ADFP Trust Fund
Grant Cycle III Agricultural Plan/Project Application Checklist**

This Agricultural Plan/Project Application Checklist is provided as a means to ensure that all applications are submitted with the required information. Failure to include all information may result in ineligibility to receive funding. This document must be completed and submitted no later than 5:00PM on December 4, 2009.

Applicant Name:		
Applicant Tax Identification Number:		
DUNS Number:		
Project Title:		
GRANTEE USE ONLY	The following items are required for <u>ALL applicants</u>.	ADFP USE ONLY
<input type="checkbox"/>	1. Letters of intent from matching funds sources <u>only</u>	<input type="checkbox"/>
<input type="checkbox"/>	2. Compliance with NC Openbook	<input type="checkbox"/>
GRANTEE USE ONLY	The following items are required for <u>Non-Profit Non-Governmental Organization Applicants Only</u>.	ADFP USE ONLY
<input type="checkbox"/>	1. 501(c)(3) Certification or Letter of Federal Tax Exemption Status from the Internal Revenue Service	<input type="checkbox"/>
<input type="checkbox"/>	2. Conflict of Interest Policy (addressing conflicts of interest involving the applicant's management, employees, and the members of its board of directors or other governing body that may arise): <i>The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the applicant's employees or members of its board of other governing body, from the applicant's disbursing of State funds, and shall include actions to be taken by the applicant or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the funds may be disbursed to the applicant. An example policy may be accessed from the State Auditor's website.</i>	<input type="checkbox"/>
<input type="checkbox"/>	3. Sworn Statement of Overdue Taxes shall be made under oath and shall be filed prior to the disbursement of any State funds. <i>Information can be accessed from the state auditor's website.</i>	<input type="checkbox"/>
<input type="checkbox"/>	4. List of current grants held by the applicant organization and respective amounts	<input type="checkbox"/>
<input type="checkbox"/>	5. List of board members	<input type="checkbox"/>
<input type="checkbox"/>	6. Articles of Incorporation	<input type="checkbox"/>