

**APPLICANTS – Please use this form to ensure your application is complete.**

**New York State Department of Agriculture and Markets  
State Assistance Payments for  
Farmland Protection Implementation Projects**

**APPLICATION CHECKLIST FOR**

**2006-2007 Farmland Protection Implementation Projects**

For All Proposals –

- Proposal **received** by the Department by **4:30 p.m. EST, June 30, 2006**
- Proposal submitted by eligible applicant, as described in “Applicant Eligibility” section of RFP
- Commitment letter from participating farm owner(s) included in application (For proposals involving conservation easements, please be sure to read the “NOTE” shown below.)
- Four (4) paper copies of proposal submitted

For Those Proposals Involving Conservation Easements –

- Proposal contains no more than three (3) farms
- All information requested in Form A is provided
- Each requested Form B is completed (i.e., Form B.1 with one or more Forms B.2 and/or one or more Forms B.3)  
NOTE: If a project budget reflects a –
  - bargain sale donation from the landowner, the landowner commitment letter **MUST** acknowledge a willingness to provide the donation as a local match contribution; and/or
  - cash contribution from any source other than the local government submitting this proposal, a commitment letter **MUST** be provided by that cash match contributor acknowledging the amount of its contribution.

For Those Proposals *NOT* Involving Conservation Easements –

- Proposal contains a summary of the proposed project
- Proposal contains a plan of work
- Proposal contains a budget for the proposed project
- Proposal identifies the key personnel associated with the proposed project