

Application Name/ID: _____

AMMP 2024 Grant Application Checklist

This checklist is designed as a tool to assist potential applicants. Use is not required, and it is not intended to take the place of any official application instruction or program guidance. Applicants will be responsible for the completeness and accuracy of their submitted application.

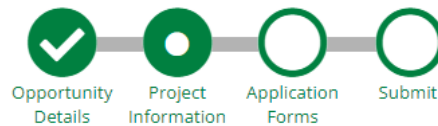
Electronic Application

- Created account in the Online Application Platform

- [Amplifund Applicant Portal User Guide](#)

- Filled out Online Application pages and “Marked as Complete”

*Helpful notes: progress may be saved in draft form; save frequently! Once an application has been started, the Project Information and Application Forms portions can be worked on in any order. Required fields are marked with an asterisk *. All required fields must be completed in order for a page to be “Marked as Complete”. All pages must be “Marked as Complete” in order to Submit.*



- Project Information – filled out all required fields, and Marked as Complete

- Application Forms (Program Application) – filled out all required fields, and Marked as Complete

Program Application contents (detailed listing on page 2)

- *Applicant Information Section*
 - *Project Location Section*
 - *Application Category Section (AMMP Only; AMMP and Dairy Plus; Dairy Plus Only)*
 - *AMMP Application Sections (if applicable)*
 - *Dairy Plus Application Sections (if applicable)*

- Uploaded all required and applicable attachments (detailed listing on page 2)

- Submitted application. The system should send an email confirming successful submission (this may only go to the Primary Contact identified in the Project Information page). *Late submissions will not be accepted.*

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Program Application Section and Attachments

AMMP Application Sections

- Applicant Information
- Project Location
- Application Category
- Section I: Project Plan and Long-Term Viability (includes location for Attachments 1, 1.1, 1.2, 1.3, 2)
- Section II: Project Budget and Financials (includes location for Attachments 3, 3.1, 4)
- Section III: Estimated GHG Emissions Reduction and Environmental Benefits (includes location for Attachments 5, 5.1, 6)
- Section IV: Project Readiness (includes location for Attachments 7, 7.1)
- Section V: Benefits to Priority Populations (includes location for Attachments 8, 8.1)
- Section VI: Additional Information (Optional) (includes location for Attachment 9)

Attachments List

Required

- Attachment 1 - Project Narrative Template (Microsoft Word file, 10 pages max)
- Attachment 2 - Work Plan Template (Microsoft Word file, 5 pages max)
- Attachment 3 - Budget Worksheet Template (Excel file)
- Attachment 4 - Financials (Single PDF file, no page limit)
- Attachment 5 - Benefits Calculator Tool (Excel file)
- Attachment 6 - Environmental Co-Benefits Template (Microsoft Word file, 2 pages max)
- Attachment 7 - Project Readiness Template (Microsoft Word file)

Supporting/If Applicable

- Attachment 1.1 - Site plan, project design documents, schematic diagrams, cluster maps, etc. (Single PDF file, no page limit)
- Attachment 1.2 - Letter of agreement from landowner (Single PDF file, no page limit)
- Attachment 1.3 - For centralized projects, letter(s) of commitment from participating operations (Single PDF file, no page limit)
- Attachment 3.1 - Bids or quotes to support budget costs (Single PDF file, no page limit)
- Attachment 5.1 - Explanation of GHG calculations (Single PDF file, no page limit)
- Attachment 7.1 - Permitting documents (Single PDF, no page limit)
- Attachment 8 - Benefits to disadvantaged and low-income communities supporting documentation (Single PDF file, no page limit)
- Attachment 8.1 - CARB community engagement questionnaire (Single PDF, no page limit)
- Attachment 9 - Additional Information (Single PDF file, no page limit)*

**Must include description and explanation of materials being included in the application form*