



South Carolina
DEPARTMENT OF AGRICULTURE

Hugh E. Weathers, Commissioner

SPECIALTY CROP MULTI-STATE PROGRAM APPLICATION CHECKLIST

The South Carolina Department of Agriculture (SCDA) has developed this document, along with Application Instructions and templates to assist applicants, or “multi-state partners,” to meet the requirements of the Specialty Crop Multi-State Program (SCMP) **Request for Applications (RFA)**. Please read the entire RFA prior to submitting application to ensure that program requirements are met. While it is not mandatory that multi-state partners utilize the templates, their use will minimize the risk of a proposal being disqualified during administrative review. The instructions and templates are available on SCDA’s website at **agriculture.sc.gov/specialty-crop-multi-state-program**.

The application checklist below provides the required documents for an application package.

- Project Narrative
 - Must be typed, single-spaced, in an 11-point font, not to exceed fifteen (15) 8.5×11” pages.
 - Submit as a Word document.
- Budget Spreadsheet
 - Submit as an Excel document.
- Budget Narrative
 - Submit as a Word document.
- Personnel Qualifications
 - Submit as a combined PDF document.
- A Letter of Commitment from Each Partner or Collaborator
 - Submit as a Word or PDF document.

All sections of the applications are to be submitted to SCDA in one email to **bjeffcoat@scda.sc.gov** by 11:59 p.m. ET on January 19, 2024. Late submissions will not be accepted. It is encouraged to submit your application prior to the deadline to ensure application completeness and delivery.