

**SPECIAL LEGISLATIVE GRANT CONTRACT APPLICATION
GUIDELINES (PRIVATE AGENCIES)**

"Before You Mail" Checklist

"Before You Mail" your Grant Contract Application, please use the CHECKLIST  below to make sure that you included ONE ORIGINAL AND ONE COPY (two in total) of each of the following.

Your Grant Contract Application must include:

 **A "Private Agency Proposed Budget" (SLP-10) with an ORIGINAL SIGNATURE;**

 **A written narrative to describe your budget plans;**

 **A COMPLETED "Certification of Agency Profile/Charity Registration Number Status" form, with an ORIGINAL SIGNATURE;**

 **A copy of your CERTIFICATE OF INCORPORATION, CERTIFICATE OF ASSUMED NAME (if applicable), or NYS Board of Regents CERTIFICATE OF CHARTER;**

 **A completed "State Aid Voucher", with an ORIGINAL SIGNATURE, so that you can receive**

25% of the funds upon execution of your contract.



· Be sure to mail to:

**New York State Education Department
Special Legislative Projects
89 Washington Avenue – Room 136 EB
Albany, NY 12234**