

INSTRUCTIONS

INITIAL APPLICATION

General Information: Agencies are cautioned to adhere to the purpose indicated on the accompanying notification letter when completing the project application forms. When the purpose indicated is general in nature, such as the term "Instructional Enrichment", agencies are encouraged to limit their applications to as few major instructional purposes as possible.

Initial Application: Please provide **four (4)** copies each of all items #1 through #3.

1. Fiscal Form – Proposed Budget For a Federal or State Project (Form FS-10)

Complete the following directions on each page and in accordance with the [Fiscal Guidelines for Federal and State Aided Grants](#).

A. When completing the FS-10 Budget it is important to complete the following entries on the first page of the FS-10 Budget.

- (1)** Funding Source (see the accompanying notification letter)
- (2)** Contact Person at the local agency
- (3)** Email Address of Contact Person
- (4)** Agency Name (enter the Legal Name of the agency) and address
- (5)** Telephone #
- (6)** Project Operation Dates

b. The total of the FS-10 Budget should equal the grant amount exactly. It should never be more or less than the grant amount.

c. Enter budgeted figures on the FS-10 in whole dollar amounts only.

d. Complete all information requested on the last page of the FS-10 with the exception of the information requested in the "For Department Use Only" box.

2. Program Narrative: completed in accordance with the following outline:

a. Program Title

Summarize the information provided in the "Purpose" entry of the accompanying notification letter and enter it here in a Title format.

b. Target Population

- (1)** How identified
- (2)** Number by grade level, age or other grouping
- (3)** How selected

c. Goals or Objectives

- (1)** State goals of project
- (2)** List major measurable objectives

d. Activities to Achieve Objectives

- (1) Describe what the staff will be doing
- (2) Describe what the participants will be doing

e. Project Evaluation

- (1) Describe how the results of the project will be measured

3. **Budget Narrative (IF NEEDED)** - Submit this narrative for each item appearing in the budget whose purpose is not readily apparent. The purpose of the budget narrative is to explain the purpose of budgeted items which are not obviously related to the nature and purpose of the project and which are not explained in the Program Narrative. The Education Department reserves the right to request further information concerning any budgeted items.
4. **MAIL: Four (4)** completed sets of the appropriate FS-10 fiscal forms and narratives to the address indicated on the accompanying notification letter. Make sure at least **two (2)** FS-10 Budgets include an **original signature** for your agency's Chief Administrator.
5. **Retain a photo copy of all forms for your files.**

An initial payment equal to 25% of the approved budget will be made once the project is approved

PLEASE MAIL TO:

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