

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

"Before You Mail" Checklist 

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

Your Grant Contract Application must include:

-  · **A "Public Agency Proposed Budget" (FS-10) with an ORIGINAL SIGNATURE;**
-  · **A written narrative to describe your budget plans;**
-  · **A Budget Narrative (if Needed)**
-  **Mail To:**

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