

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

***"Before You Mail" Checklist* **

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

Your Grant Budget Amendment must include:

 · **A "Budget Amendment" (FS-10-A) with an ORIGINAL SIGNATURE;**

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

 **Mail To:**

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