

Institution Name:	Log # (for office use)
Project Title:	

2012-2013 DHP Grant Project Application Checklist

Listed below, in the order that they should appear, are the required documents for your application package. Use this checklist to ensure that your package is complete and in compliance with Application Guidelines. Required documents for all projects are shaded grey. Applications will be considered incomplete if these documents are not included. Incomplete application packages will not be reviewed. Your application package, made up of an original and five (5) copies, must be postmarked on or before Thursday, **March 1, 2012.**

Application Package Documents	✓ Applicant	✓ Office use
<i>Application Checklist</i>		
<i>Application Cover Sheet</i> - with original CAO signature in <i>blue</i> ink		
<i>Payee Information Form</i> - with original CAO signature in <i>blue</i> ink		
If applicable: <i>NYSED Substitute Form W-9</i> - submit if OSC notifies you that your agency does not yet have a vendor identification number		
<i>Standard Data Capture Form</i>		
<i>Application Narrative Form</i> - maximum of 7 pages in length		
Attachments - Required for all projects		
<i>Resumes</i> for all Key Personnel - maximum: 3 pages/resume (see page 22)		
<i>Job descriptions</i> for all Key Personnel (see page 21)		
If applicable: <i>Letter of justification</i> stating how staff members will be replaced in their former assignments using non-grant funds (page 22).		
Applicant organization's <i>Mission Statement</i> (see page 22)		
<i>Letter of Explanation</i> - if the Chief Administrative Officer is unavailable to sign the Application: (see page 16)		
Attachments - Required for specific projects		
For Documentation projects: <i>Advisory Committee List</i> (see page 21)		
For Arrangement & Description projects: <i>Sample Finding Aid</i> – maximum of 5 pages (see page 19)		
For Arrangement & Description Circuit Rider projects: <i>Letters of Commitment</i> from all participants (see page 19)		
<i>Cost Sharing Form</i>		
<i>DHP Project Budget Narrative and Worksheet</i> – submit only those which are filled in, do not submit <i>Instruction</i> pages		
<i>NYSED Proposed Budget Form FS-10</i> - with original CAO signature in <i>blue</i> ink		
<i>Proof of not-for-profit status</i>		
DHP Application Check: (<i>for office use</i>)	New	ACIS
DOCA & D	Date :	Application check completed