

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

## 2017-2018 DHP Grant Project Application Checklist

Listed below, in the order that they should appear, are the documents that make up a DHP grant application. Use this checklist to ensure that your application is complete and in compliance with Application Guidelines. Your grant application package should be made up of one (1) signed paper original and four (4) paper copies of your application, plus an electronic copy of the application on CD. The paper copies should each be held together with binder clips or separated with sheets of colored paper. Do not staple. Postmark deadline is January 17, 2017.

<b>Application Package Documents</b>	✓ Applicant Use	✓ Office Use
<i>Application Checklist</i> - submit only one Checklist as page 1 of the original application		
<i>Application Cover Sheet</i> - with original signed by CAO in <i>blue</i> ink		
<i>Payee Information Form</i> - with original signed by CAO in <i>blue</i> ink		
<i>Application Narrative Form</i> – maximum: 7 pages		
<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 signed by CAO in <i>blue</i> ink		
<i>Proof of not-for-profit status</i>		
<b>Attachments and Actions</b> – included in all applications		
<i>Resumes</i> for all Key Personnel - maximum: 3 pages/resume (see page 24)		
<i>Job descriptions</i> for all Key Personnel (see page 24)		
Applicant organization's <i>Mission Statement</i> (see page 25)		
Applicant has Prequalified (see page 7)		
<b>Additional Attachments</b> – included only if applicable		
For <b>Documentation</b> projects: <i>Advisory Committee List</i> (see page 24)		
For <b>Arrangement &amp; Description</b> projects: <i>Sample Finding Aid</i> - maximum: 5 pages (see page 21)		
For <b>Arrangement &amp; Description</b> projects: Repository's <i>Collection Policy</i> (see page 25)		
For <b>Arrangement &amp; Description</b> projects: Brief description of repository's holdings and status of finding aids – maximum: two paragraphs (see page 25)		
For <b>Arrangement &amp; Description Circuit Rider</b> projects: <i>Letters of Commitment</i> from all participants in A & D Circuit Rider Projects (see page 21)		
<b>If applicable:</b> <i>NYSED Substitute Form W-9</i> - submit if your agency does not yet have an OSC Vendor Identification Number		
<b>If applicable:</b> <i>Letter of Explanation</i> - if the CAO is unavailable to authorize and sign the Application: (see page 19)		
<b>If applicable:</b> <i>Letter of justification</i> stating how staff members will be replaced in their former assignments using non-grant funds (see page 24).		

### DHP Application Check-in (for office use)

- New
- DOC
- A&D

Application check-in completed

Date: