



Tip Sheet # 3

The Final Check

The Application Checklist

- Incomplete applications will not be sent on for review, so be sure you use the Grant Application Checklist. It is a useful tool for insuring that your application package is complete and in compliance with DHP Guidelines, and that all the required attachments are included.

Required Attachments

- With your application you must submit the following:
 - Job descriptions for all positions supported by grant funds
 - Your organization's mission statement
 - Proof of not-for-profit status

A Particular Requirement

- Here's a special note to those of you who are going to be **paying staff members with DHP grant funds to work on your project**. You must attach a Letter of Justification explaining how these staff members will be replaced in their former assignments and their replacements paid with non-grant funds.
- Be sure to comply with this requirement, otherwise-eligible applications have not been funded because replacement plans had not been made and the letter was missing. If you have questions about this requirement, contact DHP your Grants Officer (Email: dhs@mail.nysed.gov, Phone: 518-474-6926).

Those **Blue** Signatures

- The originals of the forms listed below must be signed by your Chief Administrative Officer in **blue** ink:
 - Original Application Cover Sheet
 - Original Payee Information Form
 - Original Budget Summary Form FS-10

Need Help?

- Contact your DHP Grants Officer (Email: dhs@mail.nysed.gov, Phone: 518-474-6926) or your DHP Regional Archivist (see Resources in the Guidelines) for help at any time. No matter how large or small the question, we are here to help.