

CHECKLIST FOR LEGISLATIVE INITIATIVE GRANTS

FIRST, READ THE GUIDELINES at <https://parks.ny.gov/grants/legislative-initiatives/default.aspx>

REGISTER AS A VENDOR IN THE STATEWIDE FINANCIAL SYSTEM at <https://www.sfs.ny.gov>
(Not-for-Profit Organizations must also PREQUALIFY through SFS) and sign up for Direct Deposit.

Then, complete the forms and mail the following to your Regional Grants Administrator:

- _____ Contract for Grants Face Page (2-page document) - Check for accuracy. Fill in start date and any blanks.
- _____ Contract for Grants Signature Page – original notarized signature.
- _____ Attachment B (Budget) – completed.
- _____ Attachment C (Project Narrative) – completed on separate page or filled in on Attachment C.
- _____ Identification Form – completed.
- _____ Resolution for Authority to Sign Legal Documents – You MAY NOT authorize yourself, and your board must adopt THIS Resolution AFTER reviewing the current edition of the GUIDELINES.
- _____ *Signed* Grantee Certification.
- _____ *Signed* State Aid Voucher – Complete blocks 4 and 8 only – **DO NOT FILL IN ANY OTHER PART**
- _____ Include any outstanding Final Reports from previous grants.

Not for Profit Organizations

- _____ Prequalification Status Report – Once you are registered as a Vendor in SFS, create and submit a Prequalification Application. Print and submit the Prequalification Status Report to your RGA.
- _____ Disclosure and Accountability Certification (2-page document) – original notarized signature.
- _____ Proof of coverage, or exemption from coverage, for both Workers Compensation and Disability Insurance – provided by your insurance carrier or the Workers' Compensation Board. See GUIDELINES.
- _____ Waiver of Interest Agreements – Submit if you want a start date prior to the execution of your contract.

Documents/forms can be found in the GUIDELINES or on the [webpage for Legislative Initiative grants](#).

**DO NOT MAIL until current with required filings with Charities Registration Bureau,
State Education Department and/or Department of State**