



## **State Senator Thomas Duane SFY 2010-2011 Legislative Grant Application Instructions**

Funding Objectives: Legislative grants are programmatic and do not support capital funding projects. Broad fields include but are not limited to housing, education, arts, healthcare, youth, employment, and immigration. Applications should be received no later than **Friday, February 12, 2010** to assure consideration.

Please submit the following:

- Completed legislative grant application form (see attached). (The grant application forms are available in e-mail form by request until February 5, 2010.
- Brief essay (1- 2 pages) summarizing the background and mission of the organization, the purpose of the grant request, how the funding will be utilized, anticipated time frame for the project, and in what ways the project will impact the Senator's District.
- Copy of the organization's most recent 501(c)(3) status and/or New York State Charities status.
- Organization's operating budget for the current fiscal year (brief budget summary with income and expenses).

Please submit the request by email if possible to: [duane@senate.state.ny.us](mailto:duane@senate.state.ny.us)  
Or by mail to:

NYS Senator Thomas Duane  
322 Eighth Avenue, Suite 1700  
New York, NY 10001

If you have questions regarding the application please contact Legislative Aide Belinda Cape at 212-633-8052.



## State Senator Thomas Duane SFY 2010-2011 Legislative Grant Application

**Legally Incorporated Name of the Organization:**

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**Type of organization:** (Not-for-Profit, Municipality, Public School District):

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**Amount Requested for SFY 2010-2011:**

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**Address of Organization (including County affiliation):**

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**Executive Director:**

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**Contact Person and Title Responsible for Grant paperwork (if not Exec. Dir.):**

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**Contact Telephone Number (including Area Code) (primary & alt. Tel. if applicable):**

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**Contact Email Address:**

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**Federal Identification Number:**

(Example: 11-1234567)

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**Current New York State Charity Registration Number:**

(Example: 12-34-45)

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**Is Organization Up To Date With Charities Registrations?**

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**If Exempt, Has Organization Filed For An Exemption?**

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## State Senator Thomas Duane SFY 2010-2011 Legislative Grant Application

**Purpose for the Grant:** (Please refer to the attached guidelines for appropriate use of State Monies). If organization is applying for funding to support one or more of its programs, please indicate below.

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**Has the organization received State funding in the past? If so, please indicate the most recent year, amount, state agency that administered the grant(s), and whether the grant funds have been received:**

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**ALL APPLICATIONS MUST BE COMPLETED IN FULL AND SUBMITTED TO THE SENATOR’S OFFICE BY FEBRUARY 12, 2010**

**Please use additional sheets where necessary and submit this application and any supporting documentation to:**

[duane@senate.state.ny.us](mailto:duane@senate.state.ny.us)  
or NYS Senator Thomas Duane  
322 Eighth Avenue, Suite 1700  
New York, NY 10001



# **State Senator Thomas Duane SFY 2010-2011 Legislative Grant Application Guidelines and Application Procedures**

## **Eligible Organizations/Expenditures**

For prospective services and expenses, grants in aid, or for contracts with not-for-profit agencies, universities, colleges school districts, corporations and/or municipalities. Reimbursements for prior year's liabilities are prohibited

**In order for a not-for-profit organization to receive funding, they must have the following:**

- ❖ Federal Employer Identification Number
- ❖ New York State Charities Registration Number
- ❖ Be up-to-date on Charities filings with the Attorney General's Office

**Grants are to be designated for purposes that have a public benefit.**

## **Programs available to all individuals**

For example, community project funds should not be utilized by an eligible organization in a manner that would preclude individuals not affiliated with such organizations from participating. Additionally, no community project grant funding should be used for a strictly sectarian purpose.

**Funding out of State Organizations is prohibited.**

## **Umbrella Organizations**

Grants are not to be redistributed unless the ultimate recipient or a specific description of the final purpose of the funding is clearly identified.

## **Funding of All Organizations Subject to State Agency & State Comptroller Review**

All grant recipients will be subject to the application/contract guidelines set forth by each respective administering State Agency, as well as the contract approval process set forth in Section 112 of the State Finance Law or any other review authorized by Law.

## **Sole Source Funding**

The purpose of the grant should be for one-time expenditures, (i.e. equipment or real property improvements). If grant is to be awarded for operating expenditures, an eligible organization shall not be 100% dependent on community projects grant funding. Nor shall a liability for any future funding be established.

## **Lobbying Restriction**

No grant monies shall be used for any activity which would result in any individual or entity being required to register with the New York State Commission on Public Integrity.

## **Arms Length Relationship**

No Member, Member's Staff or Member's Family shall be employed by any eligible organization receiving grant monies. Furthermore, a grant cannot be given to an eligible organization if the Senator, Senator's Staff or Senator's Family is involved with the daily routine operations of the organization on other than an unpaid, volunteer basis.