**2020 Construction Grant Application Checklist**

* Application form, filed online
* Narrative, filed online, that includes:
* Abstract
* Description
* **impact statement**
  + - If applicable, justification that the library is eligible for the reduced match
* Timetable
* Budget narrative
* Contractor quote documents uploaded (on contractor letterhead)

* Certification of available funds to finance project, uploaded

* Additional Funding Sources, filed online

* Bond paperwork, uploaded **(if applicable)**

* Certification of required minimum lease/legal agreement and project approval from building owner, uploaded **(if applicable)**

* Office of Facilities Planning approval, uploaded **(If applicable)**

* SHPO approval documentation, uploaded or filed online **(if applicable)**(either a citation from Appendix A or a PDF of their approval letter)

* Municipal consent for acquisition projects **(if applicable)**

* Short Environmental Assessment Form (**all three parts + map**) (signed in blue ink)

* Smart Growth Form (signed in blue ink)

* FS-10 Form *(****3 hard copies****, signed in blue ink* ***with project costs left******blank*** *sent to Casey)*

* Payee Information Form & Substitute W-9 *(****1 hard copy of each****, signed in blue ink sent to Casey)*

* Photographs (pre-project; uploaded)

* Assurances, uploaded (signed in blue ink)

**All forms are downloadable online at:** http://www.nysl.nysed.gov/libdev/construc/index.html

