



Appendix 1 Application for Funds Checklist 2020-2021

Applicant Name: _____

To insure all required application contents are included, mark each submitted item.

Cover letter signed/dated by the superintendent, Charter School decision-maker, or agency director. Outside community agencies must highlight how the agency will work with the school district, yet maintain an independent status.

Face Page: One per application to be completed in its entirety. (See Appendix 2, available on the Children's Institute's website)

School Information Page: One per requested school. (See Appendix 3, available on the website); signed by principal, designated mental health professional, and project coordinator. An application may include up to two schools.

Abstract and Program Narrative: One per application. (See Appendix 4, available on the website)

Résumé(s) of the mental health professional(s) responsible for supervision of the child associate(s). (FYI: As part of the NYS Primary Project Application for Funds process, this document will be shared electronically with application reviewers.)

Budget One per application for year one. (See Appendix 5, available on the website). **Maximum of \$15,000 per site; maximum possible request per district (two sites) \$30,000.** To be signed by district administrator/agency director and chief financial officer

Budget Narrative One per application. Maximum of two pages, *single spaced*, clearly explaining budget figures.

Additional attachments:

- 1) Include the Electronic Data Collection Calculation Sheet (COMET) (See Appendix 6, available on the website). One per application.
- 2) Community agency applicants will include a letter from the district indicating that they understand the Primary Project program, how the district will support implementation, and how the agency will interact with staff at the school.

Completed applications are to be scanned and saved into one (1) PDF document.
E-mail full submission to Arlene Bobin (abobin@childrensinstitute.net) by 5:00 p.m. (EST) on November 20, 2019.