**Appendix 1**

**Application for Funds Checklist 2022-2023**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To ensure all required application contents are included, click on checkbox next to 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. (See Appendix 6, available on the website).

Maximum of two pages, *single-spaced*, clearly explaining budget figures.

[ ]  **Electronic Data Collection Calculation Sheet (COMET):** (See Appendix 7, available on the website). One per application.

[ ]  Additional attachment:

* 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.

Applications are due electronically by March 11,2022. All documents above should be combined into one PDF and e-mailed to Arlene Bobin at abobin@childrensinstitute.net.