

**Municipal 2010 Checklist for YDDP Recreation or Service Programs Over \$5000 – These are the items that need to be returned to the Youth Bureau by August 3, 2009.**

- ❑ **OCFS Form 3105 (Individual Program Application): Must be typed!**
  - ❑ Completed the entire 3105 form.
  - ❑ Added the **Supervisor's or Mayor's name** and had him/her sign the 3105 with an **original signature** (no stamped signatures will be accepted).
  - ❑ Added the **fiscal officer's name** and phone number.
  - ❑ Left the "Total Program Budget" and "OCFS Funds Requested" lines on the top right hand corner **BLANK!**
  - ❑ The Legislative Districts are correct.
  - ❑ Program Profile Codes are filled in and make sense. The Program Summary is written well.
  - ❑ Any changes to the pre-printed information must be completed in RED ink.
- ❑ **OCFS Form 3107 (Program Budget): Must be typed!**
  - ❑ Completed the Program Budget Form 3107 for program year 2010.
  - ❑ The matching dollar amounts and where they are from: tax levy, United Way, fund raising, etc. is completed.
- ❑ **2010 Municipal Funding Contact Sheet:** Complete entire form.
- ❑ **2010 Common Grant Application (CGA): Choose one of the following:**
  - ❑ **1. If this is a new program or you are changing your program for 2010, then you must submit a full 2010 CGA with Attachments A-E. Make sure that you have completed the entire grant and have clearly indicated in Question 1B the Youth Bureau Goal your program is addressing. Your outcomes must be measurable or the grant will be returned to you.**
  - ❑ **2. If you are keeping your program the same as 2009, then you only need to complete the 2010 CGA Customer Demographics, Logic Model, Outcome Form (Attachments A-C).**
- ❑ **The original and 2 copies (10 copies for new municipal programs or changed programs) of the entire grant must be submitted to the Youth Bureau by Monday, August 3, 2009 at 3:00 pm.**
- ❑ **Grant received on time.**

COMMENTS: