

Municipal 2010 Checklist for YDDP Recreation or Service Programs Under \$5,000 – These are the items that need to be returned to the Youth Bureau by August 3, 2009.

- ❑ **OCFS Form 3105 (Application/Profile): 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.
- ❑ **Year 2010 Target Population Sheet:** Use whole numbers, not percentages.
- ❑ **2010 Municipal Funding Contact Sheet:** Complete entire form.
- ❑ ***OCFS 2010 Municipal Grant Application for programs receiving less than \$5000 and/or operating 60 days or less during the calendar year – MUST BE TYPED!** Make sure that you have completed the entire grant and have clearly indicated on Question E.1 which Youth Bureau Goal your program is addressing. Your outcomes must be measurable or the grant will be returned to you. The grant application is available on our website at <http://www.co.dutchess.ny.us/CountyGov/Departments/YouthBureau/YBindex.htm>. If you want the grant application sent to you by email, call the Youth Bureau at 486-3660. ****THE GRANT APPLICATION DOES NOT NEED TO BE COMPLETED UNLESS YOU ARE CHANGING YOUR PROGRAM FOR 2010.***
- ❑ **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: