

## A GUIDE FOR APPLICANTS

# QUALITY OF WORK LIFE GRANTS

We recommend that you complete our application form on a computer or other electronic device. This will help cut down on errors and expedite processing. We hope the steps below streamline the application process for you.

### 8 Tips to Successfully Fill Out the Application

1

#### Visit our website

To get the most up-to-date application form go to:

<https://nyscseapartnership.org/quality-work-life-grants>



2

#### Open the application form

Go to either one of the interactive application form PDFs at the bottom of the page. You should be able to open it within your internet browser. If it does not open, try a different browser. If that does not work, your browser likely does not have PDF reader capabilities enabled. In this case, you should adjust your browser settings or open the pdf with a PDF Reader (Adobe Acrobat) already installed on your computer.



Guidelines and Application (PDF)



QWL Application Form Only (PDF)



## 6 Get the necessary signatures

Once you've completed the form fields, you are ready to get the necessary signatures. You are welcome to approach this in the way that works best for you. This may involve printing a hard copy and getting signatures in-person, via mail, or fax. You can also email a copy to the relevant parties at a time. If you save the file in the cloud, both recipients should be able to add their signatures to the same document. You may also choose to use the full version of Adobe Acrobat or Acrobat Reader to streamline this process.



**Once you add digital signature(s) and save the file, you cannot make any further edits to the document.** To that end, we recommend saving an unsigned version of the PDF to your files.

Management Representative signature for approval

Agency Fiscal or Procurement Officer

Human Resources representative or designee signature for approval

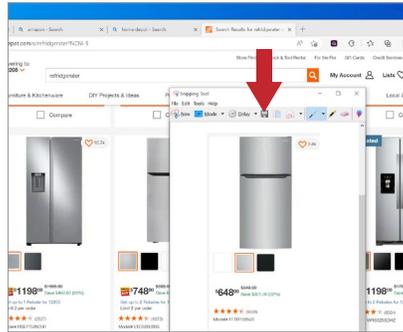
CSEA Local President signature for approval

Complete the entire application except these two red highlighted sections, which are to be completed as part of the reimbursement process at a later date.

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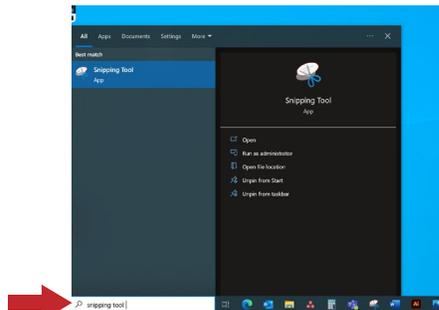
Attach vendor price quotes

If you are applying for Break/Lunchroom Equipment, you'll need to supply us with vendor price quotes for the items you would like to purchase. This can be as simple as a screenshot, pdf, or printout of the item from a vendor's website to be included with your application.

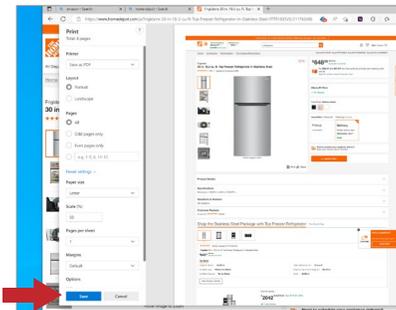


How to Take a Screenshot

Search and open the Snipping Tool. Next, press the Ctrl + PrtScn keys on your keyboard to crop the photo, then save it as a PDF. (On a Mac press shift, command, and 4 all at the same time to select an area to crop and save.)



Search Snipping Tool



Print web page

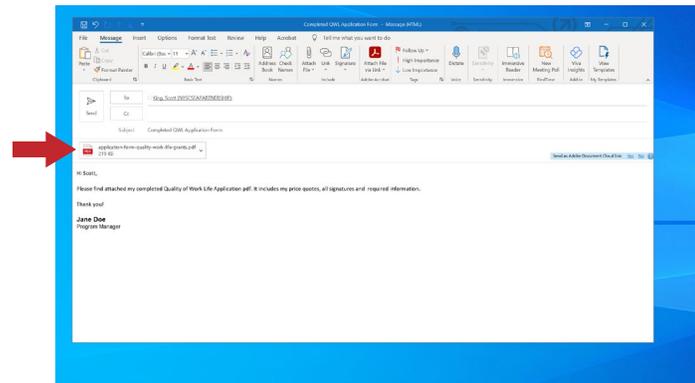
How to Save a Webpage as a PDF

1. Select the three-dot icon in the top-right corner of your internet browser and choose Print from the drop-down menu. Alternatively, you may press Ctrl + P (Command + P on a Mac).
2. In the resulting pop-up window, click the Down Arrow to the right of Destination and select Save As PDF in the drop-down menu. You'll see a preview of the page.
3. Select More Settings to view options for changing the paper size, scaling, and so on if needed.
  - Margins > Try Minimum or None to see if the page content fits better.
  - Scale > Custom allows you to fit more of the content into a single page by adjusting the scale of the page content from 100 to 75, for example.
  - Options > Check Headers and Footers | Check Background Graphics.
  - Pages – Be sure to enter only the page numbers you need to keep and eliminate any extra pages of blank or unnecessary information.
  - Layout – You can preview the content in Portrait or Landscape mode to see which pulls in more of the information you need.

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**Submit documentation to your regional field associate**

We kindly request that you send us all information as a single PDF file email attachment. Taking the time to make sure that all pages of your application are complete, legible, and in the right order helps our staff process your application more promptly.



**How to Combine Multiple Files into a Single PDF**

There are several ways to complete this process. Please choose the method that works best for you.

1. Use a Copy Machine – You can load multiple printed sheets of paper into a scanner. Use the settings to send a single PDF file via email to yourself. That way, you can review and save the file before you share it with your regional field associate.

**OR**

2. Use Adobe Reader. You will need to download it if you do not already have it.
  - Choose the Select a file button or drag and drop the relevant files into the drop zone.
  - Select the files you want to merge using the Acrobat PDF combiner tool.
  - Reorder the files if needed.
  - Select Merge files.
  - Sign in to download or share the merged file. You can organize the pages too.
  - Save the newly merged file and send it as an email attachment to your regional field associate.

**We cannot accept applications that are not completely and accurately filled out.**



If you need help at any point during the grant application process, please contact the field associate for your CSEA region.

<https://nyscseapartnership.org/field-services>.