

QUALITY OF WORK LIFE GRANTS PROGRAM

APPLICATION CHECKLIST

For help completing or submitting your application, please contact the field associate for your respective CSEA region. Once you've discussed your grant proposal with us, complete all required fields in Parts A, B, C, and D. Be sure to include any relevant attachments. For more information visit <https://nyscseapartnership.org/field-services>.

Part A – Applicant Information: Identify a project coordinator. Include signatures from labor and management representatives.

Part B – Purchasing Information: Identify the entity that will make the purchase—an agency or CSEA local, along with the appropriate contact information and signature. The agency fiscal officer or CSEA local treasurer is instrumental in providing the required forms and documentation for reimbursement.

Part C – Project Narrative: Explain the full scope of the project. Answer all questions and fields.

Worksheet/Price Quotes: Complete the appropriate worksheet based on your selected grant category. Be sure to adhere to the grant guidelines, including any category limitations.

- For each item \$499 or less - Submit two different vendor price quotes.
- For each item \$500 or more - Submit three different vendor price quotes or single source justification.
- Always use list/sticker price. Never use a sales price in your quotes.
- Enter the lowest quote in the budget worksheet. The amounts listed in the worksheet must match the supporting vendor price quotes. Be sure to include any delivery, set-up, or removal fees.
- Be sure the vendor's name is clearly visible on all price quotes.
- NYS agencies are tax-exempt. Therefore, do not include sales tax for an agency purchase. Only include sales tax for CSEA Local purchases.
- Calculate the worksheet totals, verify accuracy, and match the project narrative and any other supporting materials (price quotes).
- Per Executive Order 22, applicants are encouraged to purchase Energy Star appliances (most notably refrigerators and air conditioners) whenever possible.

Part D1 – Project Budget Worksheet: For Break/Lunchroom, Wellness and Health Education, Working Conditions and Special Projects. Enter a description appropriate for the grant category, and complete all other columns, as relevant.

Part D2 – Participant/Awardee List: Only for Employee Recognition. Complete and submit when you apply and again after grant approval following delivery of the award or meal to fulfill part of the reimbursement process.

Attachments: Provide all relevant supplemental information. For example – award proofs, consultant resumes, vendor price quotes, removal fees, and single source justification.



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. Return the completed application and attachments to the field associate for your CSEA region.