

PART A - APPLICANT INFORMATION

You may choose to print and complete the application by hand or complete it on a computer. Be sure to save the file to your computer or network drive before completing it.

Grant Information		Grant Number <i>(Partnership Use Only)</i>	
Agency			
OPWDD			
Facility			
Central NY DDSO			
CSEA Region		CSEA Local Number	
5		0414	
Grant Category (select one)		Number of CSEA-represented employees in each bargaining unit	
<input type="checkbox"/> Break/Lunchroom Improvement		ASU	0
<input type="checkbox"/> Employee Recognition Event Date:		ISU	333
<input type="checkbox"/> Special Projects		OSU	0
<input checked="" type="checkbox"/> Wellness and Health Education		DMNA	0
<input type="checkbox"/> Working Conditions		Non-CSEA	0
		Total	333
Project Coordinator (select one)			
<input type="checkbox"/> Management Representative		<input type="checkbox"/> CSEA Local President	
		<input checked="" type="checkbox"/> Other	
Name	Teddy Buckner		Address
Title	DA2		600 Garden Street Rome, NY 13440
Phone	(315) 555-5544		
Fax	(315) 555-0005		
Email	teddy.buckner@opwdd.ny.gov		

PART A - APPLICANT INFORMATION

Labor-Management Contact Information	
Management Representative <i>(Must be HR or personnel director, training director, facility director, or equivalent)</i>	CSEA Local President
Name	Name
Willow Hernandez	Ronald Donald
Title	CSEA Local Number
OPWDD Director	0414
Address	Address
500 Oak Ln	500 Oak Ln 200 North Concourse Rd
Syracuse NY 13212	Syracuse NY 13212
Phone	Phone
(315) 555-0022	(315) 555-9998
Email	Email
willow.hernandez@opwdd.ny.gov	ronald.donald@opwdd.ny.gov
By signing and submitting this application, the management representative and the CSEA Local President noted above certify that: <ol style="list-style-type: none"> All information contained in this application is accurate and complete. The assessment and development of this grant request has been a joint collaboration. The management representative and CSEA Local President will be involved in all aspects of project implementation and evaluation. 	
Management Representative Signature	CSEA Local President Signature
<i>Willow Hernandez</i>	<i>Ronald Donald</i>
Date 07/07/23	Date 07/07/23



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It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.

PART B – PROJECT NARRATIVE

Instructions: Provide a response to the first two required sections and any more information you would like to include. Attach additional sheets if necessary.

1. Project Description

Briefly describe the employee and organizational needs to be addressed by this grant proposal, including how you expect this project will benefit both your CSEA-represented NYS employees and your agency/facility.

This grant would allow us to offer a one time training to 333 over worked and stressed out employees. The goal is for employees to learn the skills they need to apply stress management techniques on their own following the training.

2. Needs Assessment Process

Describe the process undertaken to determine the need for this grant proposal.

Management and CSEA 0414 Leadership surveyed the wellness needs of their hard working CSEA-represented NYS staff.

3. More Information *(optional)*

Share more information you would like to be considered in reviewing this grant.

PART C - PURCHASING INFORMATION

Instructions: Identify the entity who will make the purchase, along with the appropriate contact information and signature.

Purchaser	
Indicate whether your agency/facility OR the CSEA Local will be making the purchase for the grant, if approved.	
<input type="checkbox"/> Agency Purchase	<input checked="" type="checkbox"/> CSEA Local Purchase
For CSEA Local Purchases Only: Enter the CSEA Local 10-digit Statewide Financial System Vendor ID Number: 9876543210 <i>This number is required for reimbursement.</i>	
Agency Fiscal Officer or CSEA Local Treasurer	
The agency fiscal officer or CSEA local treasurer is instrumental in providing the required forms and documentation for reimbursement.	
Name	
Matthew Grey	
Title	
Treasurer	
Address	
200 Floppy Disk Lane, Syracuse, NY 13212	
Phone	Fax
(315) 555-6565	(315) 555-8574
Email	
mattyG413@yahoo.com	
Signature of Agency Fiscal Officer OR CSEA Local Treasurer	
<i>Matthew Grey</i>	Date 07/10/23



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NOTES

The instructor's bio and course information is attached.

Sample

Jim Snack

Jim Snack is a magical presenter and a terrific teacher-- he was named outstanding teacher by the International Communication Association. As a professional magician, Jim has also won top awards for performing both stage magic and sleight-of-hand. With degrees in theater and in communications, Jim combines the two in his work, presenting custom-designed speeches and seminars for schools, corporate clients, government agencies, health care and human service organizations.

Jim has been a back-by-popular-demand speaker 16 years in a row at The HUMOR Project's renowned international conference on "The Positive Power of Humor & Creativity" in Saratoga Springs, New York. He also has generated tremendous testimonials and standing ovations throughout the United States in his work through The HUMOR Project's Speakers Bureau.

Jim is a professional member of the National Speakers Association, former president of the NSA Connecticut Chapter, and past president of the Hudson-Mohawk Chapter of ASTD (American Society of Training and Development). He is one of less than 600 speakers in the world who have earned the C.S.P. (Certified Speaking Professional) designation, the highest earned award bestowed by the National Speakers Association.

Whether he is doing a program on "The Positive Power of Humor, Hope and Healing" for a health care organization, "The Magic of Motivating and Appreciating Your Staff" for a non-profit organization, "The Magic of Team-Building" for a school system, a keynote on "The Magic of Change" for a Fortune 500 company or a presentation on "Customer-Service-with-a-Smile" for a government agency, introducing a new product at a corporate trade show, speaking on creativity and communication or stressing the importance of motivation to school children, Jim's presentations are always a captivating blend of motivation, magic, and message.

Jim has received rave reviews for his presentations throughout the country. In fact, he was selected as "Consummate Speaker of the Year." Jim is definitely the Wizard of Aha's!

Preventing Hardening of the Attitudes: Humor as Mental Floss:

To Be Presented by Jim Snack on September 14, 2022

Humor and creativity go hand-in-hand. We can increase our mental flexibility by adding doses of HAHA and AHA to our everyday life and work. This session will address such topics as:

- * The power of “Yes, and...” thinking— moving from “Yes, but...” to “Yes, and...”
- * The role of humor in building positive communication
- * Tapping sense of humor to improve morale and boost spirits
- * Gaining perspective and reframing stressful work situations with humor and creativity

Revitalize Yourself... Without Changing Your Job:

To Be Presented by Jim Snack on October 16, 2022

Do you have parts of your workday when you seem to move in slow motion? Are there tasks that you need to do that you put off longer than you should? Would you like to thrive while facing challenges on-the-job? If so, join Jim Snack in identifying how to bring more energy, productivity, and enjoyment to all parts of your work. The result: your present job can be more deeply satisfying to you!

This session will explore ways you can increase optimism, gratitude, satisfaction, fulfillment, and “flow” in your life. This fun-filled, practical, interactive session will offer you workable wisdom on how resilience skills can keep you going and allow you to thrive rather than just survive. This session can also include:

- * The magic of change: how to manage change before it manages you
- * How to get by with a lot of help from your co-workers: terrific team-building
- * HUMOResilience: using humor to tickle stress before it tackles you
- * Dealing with difficult people with delight and lightness

Costs

The HUMOR Project Speakers Bureau is offering a significant discount for these two programs as a package.

The cost for the October 16 program that will take place between Syracuse-Utica is \$1700. This includes planning and preparation by the Speaker, a planning phone call with the client prior to the program so that the speaker can customize his presentation, all travel costs (including a hotel and meals on October 15), and the delivery of the program on October 16.

In the past, our arrangements with NYS have included a 50% payment upon the signing of the contract (to cover the planning and preparation time... and to have the speaker hold the dates in order to turn down other requests for those dates) with the 50% balance due on the day of the program or shortly thereafter.