

INSTRUCTIONS FOR FS-20 FORM

Listed below you will find instructions for the FS-20 Budget Form. The FS-20 allows the initial payment of 50% of the grant money awarded to you to be released. This form must be filled out completely. **Three copies with original signatures in blue ink must be returned with your completed application to your system headquarters.**

FIRST PAYMENT

RELEASE OF 50% PAYMENT

Libraries with approved construction aid projects will receive 50% of the award amount after January 1, 2013, upon receipt in State Library offices of a completed application and signed FS-20 forms, and approval by the New York State Library and the Dormitory Authority of the State of New York.

A second payment of forty percent of the award is payable after April 1 of the year following the release of applications (for 2012 applications, that will be April 1, 2013). The State Library will take action to trigger that payment to each of the libraries receiving a grant under the construction program. The remaining ten percent is payable upon project completion and filing of an approvable completion report.

FS-20 FORM INSTRUCTIONS

1. Please fill in the first page with the information requested. The name of the library should be the chartered name, not the community or popular name.
2. Detail all expenditures that are to be purchased for your project and for which you are submitting project bids. **Subtotals should reflect the recommended grant amount, not the total cost of the project.**
3. Please be sure to fill out the budget summary on the last page (page 8). **The "Grand Total" should reflect the recommended grant amount, not the total cost of the project.**
4. Three copies of the FS-20 form, with original signatures in blue ink, are required. **Please submit the FS-20 forms with your completed application to your system headquarters.**
5. **Do not staple anything to the FS-20 budget forms.** We cannot release any funds to you until we receive this form.

Subsequent to application/project approval, you will receive a copy of the FS-20 form that you submitted to Library Development from the **SED Categorical Aid Management Office (Grants Finance)**. This copy of the FS-20 form signifies that payment of 50% of the approved award will be forthcoming in approximately four weeks.

If you have any questions concerning this FS-20 form, please get in touch with Kim Anderson at kanderso@mail.nysed.gov.