

FORMAT

Notice of Availability of State and Federal Funds (Exec. L. 146[4-a])

INSTRUCTIONS: Please read before submitting a notice.

An acceptable “Notice of Availability of State and Federal Funds” consists of the following item headings and the explanatory information provided by the agency. The full text, including item headings, must be typed in scannable format as described in the Department of State’s *Register* procedures manual, *Rule Making in New York*. The *italicized* text shown below in parentheses is instructional only, and should not appear in the final notice. If a notice exceeds 2,000 words, submit a summary.

E-mail the notice to nysregister@dos.state.ny.us OR hand deliver/mail the original and one copy of each notice to: Department of State, Division of Administrative Rules, 99 Washington Avenue, Suite 650, Albany, NY 12231-0001.

**NOTICE OF AVAILABILITY OF
STATE AND FEDERAL FUNDS**

(Name of Agency)
(Agency Mailing Address)

(TYPE OF RECIPIENT)
(Grant/Program Name)

Applications will be accepted through *(date)* for *(description of grant, including total number of dollars or items available; application restrictions, if any; and whatever other information you feel might help readers determine if they should request an application and apply for the support being advertised.)*

For an application, contact:

(Name of agency and contact)
(Office address)
(Telephone)
(E-mail)

This notice was prepared and submitted by:

(Signature) _____
(Name) _____
(Address) _____
(Date) _____
(Telephone) _____
(E-mail) _____