Final Checklist Before Submitting Application

Eligible Projects:

☐ Ensure project is eligible for the Strategic Needs Capital Matching Program
  √ Project is at a State-operated or statutory college
  √ Project is for an academic facility or related to an academic purpose that would be eligible for financing under SUNY’s Educational Facilities Capital Program
  √ Project is eligible for capital financing
    – Project expenses are capital in nature, not operating expenses
    – Project is for an educational purpose
    – Project is at a State-owned facility or on State-owned land

Campus Matching Funds:

☐ Ensure Campus Capital Matching Funds are eligible for the Strategic Needs Capital Matching Program
  √ See list of eligible sources in the Request for Applications
  √ Campus Matching Funds represent at least 1/3rd of the total project cost
  √ At least 10% of total project costs funded with non-State sources if funds from another State entity are being used as the campus match

☐ Anticipated dates of when campus matching funds will be available are clearly identified
☐ Any restrictions on the use of the campus matching funds have been clearly noted in the application

Other Items:

☐ Every Section of the Application is Complete
☐ Independent verification of project cost, if available, is attached to the application
☐ Documentation of availability of campus matching funds (e.g., grant award letter) is attached to the application
☐ Application is signed by an individual authorized to bind the College contractually
☐ Relevant questions in the Appendix of the Request for Applications have been clearly addressed in the project description