

## INSTRUCTIONS FOR FINANCIAL SUPPORT APPLICATION

Projects are supported as determined by the recommendation of the PFBC grant review committee and the availability of funds. Preference may be given to projects with a minimum of 1 to 1 matching funds.

General Information:

- **Project Title:** Brief description of project -what is being purchased or constructed.
- **Location:** usually the nursery site
- **Completion dates:** equipment purchase grants - one year (state fiscal year, July-June)  
e.g. Buy blower motor...buy before June 30<sup>th</sup> of following year
- construction grants- two years (state fiscal year, July-June)  
e.g. Repair raceway wall...complete project by June 30<sup>th</sup> (2 yrs.)
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- **Applicant:** name of organization administering funds.
- **Contact person:** this person must be knowledgeable about the project. PFBC officials may contact this person for questions or updates on project.
- **Matching funds:** List organizations and dollar amounts that will be contributed to the project, if any.
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- **Outline of Proposed Project:**
- **Objectives:** explain the project goal. e.g. increase water supply
- **Expected results:** explain the final result. e.g. healthier fish, more oxygen, better water quality, etc.
- **Budget:** itemize projected cost of project.
- **Amount requested for this project:** specify what budget items PFBC funds would be applied toward and identify proportionate **Cost Sharing** from other sources, **Make sure figures in the two sections match and total match amount equals the amount shown on the first page of the application!!!!!!**
- **Federal ID# is required:** this EIN # can be obtained by calling the IRS at 1-800-829-4933 or go online at [www.irs.gov/business](http://www.irs.gov/business)
- **SAP number now required as well :** call Central Vendor Management at 1-866-775-2868 or online at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) This is a Non-Procurement Registration.
- COMPLETED APPLICATIONS SHOULD BE RETURNED TO:  
  
**COOPERATIVE NURSERY UNIT  
1735 SHILOH ROAD  
STATE COLLEGE, PA 16801.**
- **PLEASE MAKE SURE THAT APPLICATION IS COMPLETE AND LEGIBLE**
- Questions should be referred to the Cooperative Nursery Unit at 814-353-2228