




NEW YORK STATE EDUCATION DEPARTMENT

Grants Finance

Forms

Budgets



FS-10 in [Excel](#)  (124 KB) - *recommended; please enable macros*

FS-10 in [Word](#)  (90 KB) | **FS-10** in [.pdf](#) 

Budget Amendments


Certain types of changes to a project or a budget require the grantee to request prior approval from the Department. Use the FS-10-A form to submit requests to the office responsible for the grant.



FS-10-A in [Excel](#)  (41 KB) - *recommended; please enable macros*

FS-10-A in [Word](#)  (47 KB) | **FS-10-A** in [.pdf](#)  (183 KB)


Requests for Funds



Use an FS-25 to request funds from an approved grant. The amount of funds requested at any one time may only include actual expenditures to date plus, where allowed, anticipated expenditures for the next month.

FS-25 in [Excel](#)  (49 KB) - *recommended; please enable macros*

FS-25 in [Word](#)  (43 KB) | **FS-25** in [.pdf](#)  (147 KB)

Final Expenditure Reports

FS-10-F Long Form in [Excel](#)  (128 KB) - *recommended; please enable macros*

FS-10-F Long Form in [Word](#)  (120 KB) | **FS-10-F Long Form** in [.pdf](#)  (79 KB)

Payee Information

A Payee Information (or PI)/NYSED Substitute W-9 is included as part of the grant application/Request for Proposals (RFP). It is required for submission with application/RFP for (1) applicants that have not previously received grant funding from the Department or (2) current/past funded applicants that need to report changes to their DUNS number, registration in federal System for Award Management (SAM), etc.

PI in [Word](#)  (92 KB) | **PI** in [.pdf](#)  (155 KB)

Request to Increase Indirect Cost Rate

Not-for-profit agencies may request an increased indirect cost rate by submitting this form to Grants Finance. Please [contact Grants Finance](#) for a copy of the form.