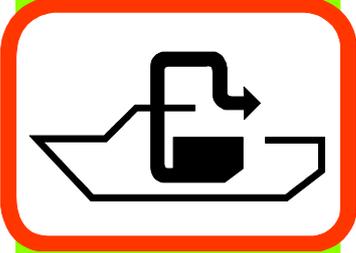


<p>Information</p>  <p>& Education</p>	<h2 style="margin: 0;">Grant Process</h2> <p>The Clean Vessel Act Local Information and Education Grant Program (CVA I & E) is available to municipalities and not-for-profit organizations within New York State to assist in the promotion of the use, benefits and availability of marine vessel pumpouts and associated issues in the locality of the project.</p>
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Grant Process for a CVAP Information & Education Grant:

1. Complete an Initial Application.
2. Fax, e-mail or mail the Initial Application to EFC, attn: CVAP staff.
3. CVAP staff will review the Initial Application and contact you if any questions.
4. Once approved, CVAP staff will notify you to complete a Final Application.
5. Complete the Final Application and deliver to CVAP staff.
6. CVAP staff will review and work with your assigned Project Manager to address any questions or supply required documents.
7. Once the Final Application is approved, a Funding Agreement (contract) will be provided to the Authorized Representative for review and execution(sign and notarize).
8. Return the signed contract to CVAP staff.
9. EFC will sign the contract and a fully executed copy will be returned to you.
10. Complete your project!
11. Make sure to save all Proofs of Payment while completing the project.
12. CVAP staff recommends that any printed materials be submitted for review prior to printing in order to insure all requirements are met.
13. Sign Appendix C, Request for Reimbursement from your contract and make copies of all Proofs of Payment documents to submit to CVAP staff.
14. Submit Proof of Project Completion.
15. CVAP staff will work with you if further proofs or other documents needed.
16. Upon a successful inspection and receipt of reimbursement documents, CVAP staff will process reimbursement request for payment.
17. YOU RECEIVE YOUR CVAP GRANT FUNDING!