

ERIE COUNTY LEGISLATURE

HON. JEANNE M. VINAL, ESQ.

5TH DISTRICT LEGISLATOR



❑ Old County Hall
92 Franklin St., 4th Fl.
Buffalo, NY 14202
716/858-8856
FAX: 716/858-8895

March 18, 2024

Sweet Home School District
1901 Sweet Home Rd.
Amherst, NY 14228

Dear Sweet Home School District:

I am happy to award you **\$3,000** in 2024! This letter details the paperwork required from your organization in order to complete a funding contract with Erie County. Enclosed with this letter are two copies of your funding contract. Please sign both copies and send both copies back to our office (**Erie County Legislature Attn: Majority Caucus, 92 Franklin Street, 4th Floor Buffalo, NY 14202**). Once all signatures have been obtained, we will return one of the copies to you for your records.

In addition to the signed contract, please send the following documents with your signed contract:

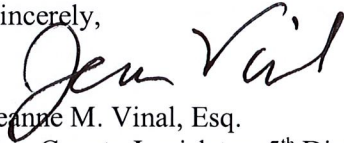
- Certificate of Liability Insurance
 - Must be the Acord Form 25
 - Erie County must be listed as "Additional Insured" as follows:
 - County of Erie
95 Franklin Street
Buffalo, NY 14202
- New York State Certificate of Workers' Compensation Insurance
 - Erie County must be listed as "Certificate Holder" with address listed same as Certificate of Liability Insurance
 - We need the formal NYS Form C105.2, SI-12 or CE-200 for our lawyers to approve the contract.
 - If your organization does not have any paid employees, you may submit a Certificate of Attestation of Exemption for Workers' Compensation (New York State Form CE-200)
 - This form can be completed online. Please contact us if you need assistance.
- Scope of Work
 - Please attach a document explaining how the funds will be used (for example; a specific project, program, or event)
 - No County funds can be used for a capital project or capital improvement, nor as a set-off against accounts receivable.
 - No County funds can be used for a service or activity performed outside of Erie County.
- Invoice
 - Please invoice Erie County for the amount of your grant
 - Invoice must be dated with the same date you sign the contract
- Bylaws of Organization
- Most recently filed NYS Annual Filing for Charitable Organizations (CHAR500) and all supplementary schedules.
- Board Authorization to enter into this contract.
- Equal Pay Certification

Website: www.erie.gov/vinal • E-Mail: Jeanne.Vinal@erie.gov

- **Please sign and have your signature notarized for the Equal Pay Certification. This must be completed even if your organization has no paid employees.**

If you have any questions, please feel free to contact my staff member, Gretchen Schulz 716-858-5568 or Gretchen.schulz@erie.gov. Thank you very much for all the great work you do in our community.

Sincerely,



Jeanne M. Vinal, Esq.
Erie County Legislator, 5th District

JMV/gs
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