

## COMMUNITY HEALTH OUTREACH PROJECT 2026 APPLICATION FORM FOR AGENCY USE ONLY

### BEFORE YOU COMPLETE THIS APPLICATION FORM, PLEASE NOTE THE FOLLOWING:

- 1) You are strongly encouraged to read the “2026 Guidelines for Funding for Agencies” as it provides detailed information on the requirements of the Community Health Outreach Project (CHOP).
- 2) Your agency is eligible to receive critically or medically necessary equipment and/or services paid for by grant funds from the Community Health Outreach Project (CHOP). During 2026, funding will be limited to \$11,500 for your agency for the year. Your agency may submit multiple applications throughout the year as long as the combined total of all applications submitted during 2026 does not exceed \$11,500.
- 3) Each application should have only one (1) item listed with the individuals who will benefit from that item. However, you can combine multiple pieces of equipment into the same application if those items are used in the same area (i.e., sensory room equipment, physical therapy equipment, dental equipment). Individuals/beneficiaries can only be named one time during the calendar year, so plan your applications accordingly. You cannot list the same individual in more than one application.

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### AGENCY INFORMATION:

Date of Application Submission:

Person Completing Application:

Title:

Phone Number:

E-Mail:

Agency Name:

Address:

City: \_\_\_\_\_, NY Zip Code: \_\_\_\_\_

## REQUEST FOR FUNDING:

Indicate the amount you are requesting from the Community Health Outreach Project: \$

Reminder ... the amount being requested from CHOP needs to meet a minimum of \$850 per beneficiary named in this application (Refer to the CHOP 2026 Guidelines for Funding for Agencies for further details).

This request is for the following item or service:

*Examples: Arjo Maxi Move Lift #KMCLUN-D; 3M Bair-Hugger Warming Gowns #81003 30/case; Reimbursement for uninsured medical, dental, and eye care service expenses for the individuals noted in this request; Panacea Extra Wide Wheelchair #A1-1111*

## PAYMENT REQUEST:

If this application is awarded, our agency is requesting payment as follow: *(please select one)*

Funding to be paid directly to the vendor based on the attached quote so our agency can purchase this item/service. A final price has been negotiated by our agency, and the vendor's quote is attached as documentation. *NOTE: You cannot submit a printout of an internet price (other than Amazon) unless a formal quote was received from the vendor. Your agency must contact the vendor to obtain a quote that includes delivery fees, if any, to your location.*

Funding to be paid directly to our agency for this item/service, and we will use the CHOP funds to pay the vendor directly. Our agency will provide a paid receipt to CP State/CHOP as proof of the purchase within 45 days of receiving the CHOP funds.

Funding to be paid directly to our agency for this item/services, and we will use the CHOP funds as reimbursement since the item/service that we requested in this application has already been purchased during 2026. A paid invoice and proof of payment are attached as documentation.

If the CHOP check is being made payable to your agency, please complete the following:

Make check payable to:

Mail to this address:

To the attention of:

## INDIVIDUAL DEMOGRAPHIC INFORMATION

Agencies must include demographic information on the individuals who will benefit from the item requested in this application. The amount requested from CHOP needs to meet a minimum of \$850 per beneficiary named in this application. **Please refer to the “CHOP 2026 Guidelines for Funding for Agencies” for further details and examples.**

Please attach an Excel spreadsheet or typed listing of ALL BENEFICIARIES for the requested item(s) for this application to include the following information for each individual:

| First Name | Last Name | Date of Birth | Gender | Ethnicity* | County of Residence |
|------------|-----------|---------------|--------|------------|---------------------|
|------------|-----------|---------------|--------|------------|---------------------|

\*Ethnicity choices are as follows:

- ✓ American Indian/Alaska Native
- ✓ Asian
- ✓ Black/African American
- ✓ Hispanic/Latino
- ✓ Native Hawaiian/Pacific Islander
- ✓ White
- ✓ Other
- ✓ Prefer Not to Answer

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## SUPPORTING DOCUMENTATION REQUIRED

Before submitting this application to CP State, confirm that you have attached the following:

A paid invoice and proof of payment (if you are seeking reimbursement for a purchase made during 2026)

**-OR-**

A formal quote or Amazon printout showing the **final negotiated price** from the vendor (if you are seeking payment to be made directly to the vendor or to your agency).

A written statement indicating that your agency sought funding for this request from all other sources, such as self-pay, Medicaid, Medicare, Government Programs, other foundations, other grant programs, etc., before applying to the Community Health Outreach Project. Sample language can be found in the 2026 Guidelines for Funding for Agencies.

A written statement stating the reason why Medicaid, Medicare, Government Programs, other foundations, other grant programs, etc. would not cover the expense. Sample language can be found in the 2026 Guidelines for Funding for Agencies.

Justification as to why this request is critically needed by your organization and how the equipment or service will improve the health status of the individuals named as beneficiaries.

Demographic information on each individual/beneficiary who will benefit from this request, as noted above.

## **AFFIRMATION**

I have read the "Community Health Outreach Project 2026 Guidelines for Funding for Agencies" and I affirm that the information furnished in this application form, including all supporting documentation, is true and accurate to the best of my knowledge. I further acknowledge that the Cerebral Palsy Associations of New York State, Inc. may pursue restitution for funding if it is determined that the information submitted in this application is false. For all purposes, any electronic signature affixed to the application shall be considered legally equivalent to an original handwritten signature and shall have the same force and effect.

Authorized Signature:

Printed Name:

Date:

## **EXECUTIVE DIRECTOR SIGNATURE**

I approve the submission of this application to the Community Health Outreach Project and understand that my agency is limited to a maximum of \$11,500 in total application requests for 2026. For all purposes, any electronic signature affixed to the application shall be considered legally equivalent to an original handwritten signature and shall have the same force and effect.

Executive Director Printed Name:

Executive Director Signature:

Date:

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## **Questions**

For further information or if you have any questions regarding the Community Health Outreach Project, please contact:

Cindy J. Morris  
Project Director  
CP State, Inc.  
Direct Line: (518) 612-4510  
Email: [cmorris@cpstate.org](mailto:cmorris@cpstate.org)

This application form can only be used during the period of 1/1/2026 through 12/31/2026.

*Last Form Revision: 2/2/2026*