

## NYS MASTER CONTRACT FOR GRANTS

### INSTRUCTIONS FOR COMPLETING FACE PAGE:

#### FIXED-TERM CONTRACT

A fixed-term contract is the most basic form of contract, requiring completion of only a few fields in the *Contract Type*, *Transaction Type* and the *Contract Term, Period* and *Funding* sections of the MGC Face Page. The remaining fields are common to all contract types and fairly self-explanatory. The Multi-Year Agreement section is not used for the Fixed Term contract type.

- *Contract Type* – Fixed Term Agreement.
- *Transaction Type* – New.
- *Current Contract Term From* and *To* dates are the start and end dates of the entire contract.
  - Enter in 10-character format: mm/dd/yyyy.
  - The same dates should be entered *for the Current Contract Period*.
- *In the Contract Funding Amount* section, enter the total amount of the contract in the *Current* field. Enter numbers only – the field is formatted to insert currency punctuation.

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

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|---|--|
| STATE AGENCY (Name & Address):  | BUSINESS UNIT/DEPT. ID:<br><br>CONTRACT NUMBER:<br><br>CONTRACT TYPE:<br>'Multi-Year Agreement<br>'Simplified Renewal Agreement<br>'Fixed Term Agreement   |
| CONTRACTOR SFS PAYEE NAME:  | TRANSACTION TYPE:<br>'New<br>'Renewal<br>'Amendment  |
| CONTRACTOR DOS INCORPORATED NAME:   | PROJECT NAME:  |
| CONTRACTOR IDENTIFICATION NUMBERS:<br><br>NYS Vendor ID Number:<br>Federal Tax ID Number:<br>DUNS Number (if applicable):   | AGENCY IDENTIFIER:<br><br><br>CFDA NUMBER (Federally Funded Grants Only):  |
| CONTRACTOR PRIMARY MAILING ADDRESS:<br><br><br>CONTRACTOR PAYMENT ADDRESS: .....<br>'Check if same as primary mailing address .....<br><br><br>CONTRACT MAILING ADDRESS:<br>'Check if same as primary mailing address | CONTRACTOR STATUS:<br><br>'For Profit<br>'Municipality, Code:<br>'Tribal Nation<br>'Individual<br>'Not-for-Profit<br><br>Charities Registration Number:<br><br><br>Exemption Status/Code:<br><br><br>'Sectarian Entity |

Contract Number: # \_\_\_\_\_

