



Barnabas McHenry, Co-Chair
Kevin Burke, Acting Co-Chair
Scott Keller, Acting Executive Director

2018 Heritage Development Grant Program Application

PART A – PROJECT TYPE (Check Appropriate Category and Theme)

Category: _____ Marketing and Promotion _____ Programming and Interpretation

Theme: _____ [Nature and Culture](#) _____ [Freedom and Dignity](#) _____ [Corridor of Commerce](#)

PART B – GENERAL PROJECT AND APPLICANT INFORMATION

1. Project Name: _____

2. Lead Applicant Organization: _____

3. Co-Applicant Organization(s) (if any): _____

4. Affiliated Site, Attraction or Organization (if applicable): _____

5. Project Location (Site Address): _____

City/Town/Village(s): _____ State: _____ Zip: _____

County/Countries: _____

6. Project Costs: HRVNHA Funds Requested: \$ _____

Applicant Match*: \$ _____

Other Funding**: \$ _____

Total Project Cost: \$ _____

*Applicant match includes cash, in-kind services and other monies from eligible grants and must match or exceed HRVNHA Funds Requested. Federal grants and other funds from the Hudson River Valley National Heritage Area are not eligible matching funds and must be included in Other Funding.

**Other funding includes federal, state and other grants not reflected in local match.

7. Applicant’s Interest in Property (e.g. own, lease, “friends group”, etc.): _____

8. Federal ID #: _____ Charities Registration # (if not-for-profit): _____

-All not-for-profits must include a copy of their IRS Determination Letter and latest financial audit-

Applications must be emailed or postmarked by 4:00 PM, February 9, 2018

9. Head of Lead Applicant Organization (Executive Director, Park Superintendent, Chief Elected Official, etc):

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

10. Lead Contact Person (if different from above):

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

11. Please list any local, state and federal permits that are necessary for this project, and indicate whether you have applied for these:

12. Letters of Support

Below, please list the names of the organizations providing any attached support letters demonstrating that the project is endorsed by project site owners (if not applicant), co-applicants, involved state or federally operated sites or municipalities, and any other individuals or organizations.

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PART C – PROJECT DESCRIPTION

1. In the space below, please describe the purpose of your project and the anticipated results upon project completion. Please include how the project addresses the goals of this grant program (Part II of the application guidelines), as well as the funding priorities (Part V) and specific guidelines for the project category (Part VI). You may provide this information in an attached narrative of no more than 2 pages, and in no smaller than size 10 font (you may attach supporting photos, maps, and/or diagrams).

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PART D – WORK PROGRAM & BUDGET SUMMARY

1. **Work Program:** Briefly list the proposed work program, by task or phase, associated with the project to be funded under this grant request. **This grant can only cover expenses made after the award date. For 2018, this date will be no earlier than March 21. This date also applies to all match counted toward awards.**

Project Start Date: _____ Expected Project Completion Date: _____

Description	Start Date	Completion Date
Phase/Task 1: _____	_____	_____
Phase/Task 2: _____	_____	_____
Phase/Task 3: _____	_____	_____
Phase/Task 4: _____	_____	_____
Phase/Task 5: _____	_____	_____
Phase/Task 6: _____	_____	_____

2. **Budget Summary:** Please identify the proposed project expenditures below.
(See worksheet on pages 6-9 for budget and match detail)

Project Costs	HRVNHA Funds			=	Total
	Requested	+ Applicant Match*	+ Other Funding**		
In-kind Services:	-NA-	\$ _____	-NA-	\$ _____	
Contractual/Professional Services:	\$ _____	\$ _____	\$ _____	\$ _____	
Equipment/Supplies/Materials:	\$ _____	\$ _____	\$ _____	\$ _____	
Construction:	\$ _____	\$ _____	\$ _____	\$ _____	
Land Acquisition:	-NA-	\$ _____	\$ _____	\$ _____	

Total:	\$ _____	+	\$ _____	+	\$ _____	=	\$ _____
	HRVNHA Funds		Applicant Match		Other Funding		Total Project Cost
	(This must equal the amount in the "HRVNHA Request" line project costs on pages 1 and 6)		(This must equal the amount in the "Applicant Match" line in project costs on pages 1 and 8)		(This must equal the amount in the "Other Funding" line in project costs on pages 1 and 9)		(This is the total amount from all sources and will equal the "Total Project Cost" on pages 1 and 9)

*Applicant match includes cash, in-kind services and other funds from eligible grants. Applicant Match Total must match or exceed the HRVNHA Funds Requested total. Federal grants and other funds from the Hudson River National Heritage Area are NOT eligible matching funds and must be included in Other Funding.

**Other funding includes Federal, state and other grants not reflected in local match.

Continued on next page

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HRVNHA Request Budget Detail:

Contractual/Professional Services (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<i>Sub-total Contractual/Professional Services: Must equal this line in project costs on page 5.</i>	\$ _____

Equipment/ Supplies/ Materials (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<i>Sub-total Equipment/Supplies/Materials: Must equal this line in project costs on page 5.</i>	\$ _____

Construction (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<i>Sub-total Construction: Must equal this line in project costs on page 5.</i>	\$ _____

Total HRVNHA Request: <i>Must equal this line in project costs on pages 1 and 5.</i>	\$ _____
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Applicant Match Budget Detail:

Note: Additional funding received from the federal government and/or the Hudson River Valley National Heritage Area cannot be used as a match for this grant, but may be shown under Other Funding on page 9.

In-kind services (salaries, wages, travel/mileage):

Salaried/hourly (please give # of hours and rate of pay; list additional on separate worksheet but include in total):

Job Title: _____
Rate of Pay: \$ _____ / Hour x _____ Hours = \$ _____

Job Title: _____
Rate of Pay: \$ _____ / Hour x _____ Hours = \$ _____

Job Title: _____
Rate of Pay: \$ _____ / Hour x _____ Hours = \$ _____

Job Title: _____
Rate of Pay: \$ _____ / Hour x _____ Hours = \$ _____

Job Title: _____
Rate of Pay: \$ _____ / Hour x _____ Hours = \$ _____

General Volunteer Hours (Use NYS rate as reported at https://www.independentsector.org/volunteer_time):

Number of Volunteers: _____
Total Volunteer Hours: _____ x NYS Rate \$ _____ /hr = \$ _____

Mileage (rate may not exceed IRS limits): _____ x _____ = \$ _____
(Rate) (Miles)

<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>

Other Travel (specify): _____ \$ _____

Sub-total In-Kind Services: \$ _____

Must equal this line in project costs on page 5.

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Applicant Match Detail (Continued)

Contractual/Professional Services (Please specify):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Sub-total Contractual/Professional Services: \$ _____
Must equal this line in project costs on page 5.

Equipment/ Supplies/ Materials (Please specify):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Sub-total Equipment/Supplies/Materials: \$ _____
Must equal this line in project costs on page 5.

Construction (Please specify):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Sub-total Construction: \$ _____
Must equal this line in project costs on page 5.

Land Acquisition (Please Specify):

_____ \$ _____

Total Applicant Match: \$ _____
Must equal this line in project costs on pages 1 and 5.

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Other Funding Budget Detail:

Other Contractual/Professional Services (Please specify):

_____ \$ _____

_____ \$ _____

Sub-total Other Contractual/Professional Services: \$ _____
Must equal this line in project costs on page 5.

Other Equipment/ Supplies/ Materials (Please specify):

_____ \$ _____

_____ \$ _____

Sub-total Other Equipment/Supplies/Materials: \$ _____
Must equal this line in project costs on page 5.

Other Construction (Please specify):

_____ \$ _____

_____ \$ _____

Sub-total Other Construction: \$ _____
Must equal this line in project costs on page 5.

Other Land Acquisition (Please specify); Must equal this line in project costs on page 5:

_____ \$ _____

Other (Please specify); Must equal this line in project costs on page 5:

_____ \$ _____

Total Other Funding (Must equal this line in project costs on pages 1 & 5): \$ _____

**Total Project Cost (Total HRVNHA Request +
Total Applicant Match + Total Other Funding) \$ _____**
Must equal this line in project costs on pages 1 and 5.

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PART E - CERTIFICATION

*Note: If your board does not meet until after the application deadline, please complete the following:

The organizational/municipal board will be considering a resolution for this project to be voted on the following date: _____. The resolution will be sent to the Greenway office within 48 hours of this meeting date.

Please read and sign the following (unsigned applications will not be considered for funding):

"I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law."

Signature: _____

Print Name: _____

Title: _____

Date: _____

All applications must be emailed or postmarked no later than 4:00 PM, February 9, 2018. Late, incomplete or faxed applications will not be accepted.

EMAIL (PREFERRED): Applications may be emailed by the deadline to hrvg@hudsongreenway.ny.gov

Please call to confirm receipt of emailed applications (518-473-3835). If emailing, preference is for PDF format. Electronic signatures are acceptable. When completing a PDF application, Adobe Reader is required.

Please use subject line "HRVNHA Heritage Development Grant for (NAME OF APPLICANT)"

BY MAIL: Completed applications must be submitted to the following address:

Hudson River Valley Greenway
625 Broadway, 4th Floor
Albany, NY 12207

HAND DELIVERY: Please call the Greenway office to arrange hand delivery (518) 473-3835.

Applications must be emailed or postmarked by 4:00 PM, February 9, 2018

Application Requirements & Checklist

Please note: Applicants must complete or release previously awarded projects through the Hudson River Valley National Heritage Area Heritage Development Grant Program before being eligible to receive funding in this round.

You must submit the following by the deadline. Failure to include any of the required elements will make your application ineligible for consideration.

_____ **1) Email Submission (Preferred):** A complete electronic copy of all application materials (listed in 2-8 below), a single PDF document is preferred.

-OR-

Hard Copy Submission: One (1) original hard copy **AND** one (1) digital version on CD ROM or jump drive

_____ **2) Completed Application Form (pages 1-10):**

_____ **3) Financial Information:** Not-for-profits must include Federal ID #, Charities Registration #, IRS determination letter, and latest financial audit. Municipalities must include Federal Tax ID#. If your organization is not required to have an audit, please provide a copy of your most recent financial statements.

_____ **4) Resolution(s):** All applicants are required to pass a resolution by the governing body authorizing the grant application. The applicant municipality must obtain the approval/endorsement of the governing body of the municipality or municipalities in which the project will be located. Include the signed and dated resolution in your application.

Note: If your Board does not meet until after the application deadline, please complete the certification in Part E on page 10.

_____ **5) Support Letters:** The applicant must include support letters demonstrating that the project is endorsed by co-applicants, project site owners (if not applicants), and any and all involved state or federally operated sites or any municipalities.

_____ **6) Supporting Information:** Where appropriate, include photos, plans, drawings and other documents that highlight the need for this project. Any additional evidence of support including materials that indicate that the proposal is a part of a larger initiative; news clippings, award announcements, and any other evidence of the project's impact and support in the community from entities that will benefit from the project, are encouraged but are not required.

_____ **7) Ownership Interest:** Include documentation of ownership interest in the property (deed) if applicable, and, if the applicant is not the landowner, a written agreement with the landowner.

_____ **8) Legal Compliance:** Please indicate that you have applied for all local, state and federal permits. Your project must comply with all local, state and federal laws and requirements. Funds will be contingent on proof of such permits.

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