



Guidelines for the
Hudson River Valley National Heritage Area
2018 Heritage Development Grant Program

Deadline: 4PM, February 9, 2018

I. Background:

The [Hudson River Valley National Heritage Area](#) (HRVNHA) was established by Congress in 1996 and is funded, in part, through the National Park Service -Department of the Interior. The mission of the Hudson River Valley National Heritage Area program is to recognize, preserve, protect and interpret the nationally significant cultural and natural resources of the Hudson River Valley for the benefit of the Nation.

The HRVNHA established this grant program to provide seed money to organizations for the purposes of programming, interpretation and marketing that support the mutual goals of the HRVNHA and applicants. A total of \$55,000 is available through this grant program. Projects should resonate with the following interpretive themes outlined in the HRVNHA Management Plan:

- Freedom and Dignity (Revolutionary War, Underground Railroad and abolitionists, Roosevelt Legacy, Native American Heritage);
- Nature and Culture (Hudson River Painters, Landscapes of Extraordinary Scenic Character, Exceptional Landscape Design and Architectural Distinction, Environmental Legacy); and
- Corridor of Commerce (Community, Agriculture, and Settled Landscapes; Labor Movements; Technical and Industrial Innovations).

The [National Park Service](#) (NPS) has established goals to expand its reach and engage new audiences. The HRVNHA is a partner in helping the NPS achieve its goals to increase the visibility of its programs to new audiences, connect with the next generation of visitors and stewards, and to increase visitation to parks and sites of all sizes to young people, urban dwellers, and disadvantaged populations. To help achieve these goals in the Hudson Valley, the 2018 Heritage Development Grant Program will give priority to projects that embrace diversity, reach out to underserved populations, and those projects that connect their audiences to recreational resources.

II. Grant Program Goals

The HRVNHA has identified the following goals for this grant program:

- Fund projects and programs that serve to advance the mission of the HRVNHA and fulfill the objectives of its [Management Plan](#);
- Fund projects that encourage diversity and target new audiences including youth and minority populations;
- Encourage collaboration and partnerships among heritage sites, governmental and non-governmental organizations and the business community;
- Engage partners that can leverage additional resources to complement the efforts of heritage sites and of the HRVNHA;
- Fill a gap in funding for interpretation, tourism marketing, and community development projects and programs in the HRVNHA region;
- Connect more people to the natural, cultural, historic and recreational resources of the Hudson River Valley;
- Promote the Hudson Valley as a single tourism destination;
- Increase visitation to heritage sites;
- Complement projects related to [Path Through History](#) and/or the [Regional Economic Development Council](#) Plans.

III. Who May Apply

Municipalities and not-for-profit corporations located within the geographic area of the HRVNHA, as defined by Public Law 104-333 may apply. **“Friends groups”** of federal and state sites are encouraged to apply.

Geographic Area of the HRVNHA: Includes the counties of Albany, Rensselaer, Columbia, Greene, Ulster, Dutchess, Orange, Putnam, Westchester, Rockland, and the Village of Waterford in Saratoga County.

Municipality: A local public authority or public benefit corporation, a county, city, town, village, school district, supervisory district, district corporation, improvement district within a county, city, town or village, or American Indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof.

Not-for-profit Corporation: A corporation formed pursuant to the not-for-profit corporation law and qualified for tax-exempt status under the federal internal revenue code.

IV. General Guidelines

- Awards generally range from \$1,000 to \$5,000 dollars for individual organizations. Projects that include multiple partners will be eligible to receive more than \$5,000;
- This is a matching grant program requiring “dollar for dollar” match of funds awarded;
- HRVNHA grant assistance toward the cost of the projects shall not exceed 50% of the approved project's cost. After the grant award is made, the HRVNHA shall not be responsible for cost-sharing any increases in the total cost of the project;
- Local match may be provided as in-kind services or other monetary contribution;

- Volunteer time must be counted at the following standardized rate for New York State (<https://www.independentsector.org/resource/the-value-of-volunteer-time/>), unless a professional rate applies and is justified in writing. This rate is adjusted on an annual basis and is subject to change without advance notice;
- Federal funds cannot be used as a match for this grant;
- Applicants must complete projects previously funded through the Hudson River Valley National Heritage Area Heritage Development Grant Program or release previously awarded funds before being eligible to receive funding in this round;
- The applicant must provide a work program for each phase of funding, with projected costs and an estimated timeline for completion in the grant application;
- If a project involves the development of a plan or similar product, final disbursement of funding will not be made until the plan is completed in final form;
- Projects must involve places or buildings that are publicly-accessible;
- Grants will be awarded on a competitive basis;
- Projects **must** provide appropriate acknowledgement of grant funding on signs, printed and electronic material, including the appearance of the Hudson River Valley National Heritage Area logo and a brief statement noting the grant funding (logo to be provided by the HRVNHA);
- Fund distribution will be made on a reimbursement basis. Only fully documented and approved expenses will be reimbursed. At the project's conclusion, final payment will be made upon receipt of a final report;
- The Hudson River Valley National Heritage Area and its management entities will retain the right to reproduce, publish, or otherwise use any materials developed in the course of a project funded through this grant program, unless otherwise noted in the grant agreement.

V. Funding Priorities

Priority will be given to projects that exhibit one or more of the following qualities:

- **Highest priority** will be given to projects or programs that feature a designated Hudson River Valley National Heritage Area Heritage Site (For a listing [click here](#)). To find out how to become a designated HRVNHA Heritage Site, please contact our office at hrvq@hudsongreenway.ny.gov or 518-473-3835;
- Projects that connect multiple heritage sites thematically or geographically;
- Projects that support diversity or target new audiences, including urban populations, youth, and minority populations;
- Projects that promote recreational activities and connections to local and regional recreational assets like the [Hudson River Greenway Trail System](#) and the [Empire State Trail](#);
- Projects that are part of a larger local/regional/statewide heritage initiative like [Path Through History](#) or the [Hudson River Valley Ramble](#);
- Projects that involve partnerships with other heritage sites, municipalities, and for profit or not-for-profit organizations.
- Projects that incorporate mechanisms for sustainability beyond the period of the grant;

- Projects and programs that serve to advance the mission of the HRVNHA and fulfill the objectives of its [Management Plan](#);

VI. Specific Guidelines for each Category (Note: Choose the one category that best aligns with your project in Part A of the application):

Category 1: Marketing and Promotion

- Initiatives that promote heritage sites as tourism destinations;
- Projects or strategies that will increase visitation to sites;
- Projects or strategies that include multiple heritage sites or partners.

Category 2: Programming and Interpretation

- Programs that create or further develop opportunities for public education about our history;
- Experiential programming or interpretation;
- Projects that use technology to engage new audiences and visitors;
- Living history programs and reenactments.

VII. Application Instructions

Part A, Project Type (Application Page 1): Select the category that best describes the project category, “Marketing and Promotion” or “Programming and Interpretation”. Then select a theme: “Nature and Culture”, “Freedom and Dignity”, or “Corridor of Commerce”. See page 1 of these guidelines for descriptions.

Part B, General Project and Applicant Information (Application, Pages 1-2): List all applicant and co-applicant details. Note that all budget numbers listed under #6, “Project Costs”, must match the corresponding totals on page 5, and pages 6-9. Include your Federal Tax ID and Charities Registration Numbers (#8, page 1), permits information (#11, page 2), and letters of support (#12, page 2).

Part C, Project Description (Application, Pages 3-4): If more space is needed, please attach separate description and write “See attached description” in the space provided. Please limit attached descriptions to under 2 pages of written text in font no smaller than size 10 point (photos and other documents can exceed the page limit). Please limit items 2, 3, and 4 on page 4 to the spaces provided.

Part D, Work Program & Budget Summary (Application, Pages 5-9):

- 1. Work Program:** List project phases/tasks. Grant funds can only cover costs incurred after the date of award. For 2018, this date will be no earlier than March 21. This date also applies to all match counted toward awards.
- 2. Budget Summary:** See detailed instructions for **Budget Summary** after Part E instructions below.

Part E, Certification (Application, Page 10): Sign and certify. All organizations and municipalities must pass resolutions authorizing the grant application. If your board does not meet until after the application deadline, please indicate when it will meet.

Budget Summary: Identify project expenditures, including those not covered by the grant request (HRVNHA Funds Requested) or the matching funds (Applicant Match), under "Other Funding". These may include other Federal grants or funds that cannot be applied to matching funds or other funding that you would like to show.

The example on the next three pages shows a project with a grant request of \$2,000, an applicant match of \$3,000, and other funding of \$10,000, for a project total of \$15,000.

Amounts listed on page 5 must correspond to amounts listed on page 1 and pages 6-9; For example, the amount for "Contractual/Professional Services" in HRVNHA Funds Requested must equal the "Sub-total Contractual/Professional Services" on page 6 (see below for example).

HRVNHA Funds Requested: List expenses that your organization would like to apply grant funds to. Several lines are provided for details in each category (Contractual/Professional, Equipment/Supplies/Materials, and Construction), then sub-total each category. These sub-totals must also equal the amounts on page 5 under the HRVNHA Funds Requested column (see below for example).

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 Requested	+ Applicant Match*	+ Other Funding**	= Total
In-kind Services:	-NA-	\$ 3,000	-NA-	\$ 3,000
Contractual/Professional Services:	\$ 2,000	\$	\$	\$ 2,000
Equipment/Supplies/Materials:	\$	\$	\$ 10,000	\$ 10,000
Construction:	\$	\$	\$	\$
Land Acquisition:	-NA-	\$	\$	\$
Total:	\$ 2,000	+ \$ 3,000	+ \$ 10,000	= \$ 15,000
	<small>HRVNHA Funds (This must equal the amount in the "HRVNHA Request" line project costs on pages 1 and 6)</small>	<small>Applicant Match (This must equal the amount in the "Applicant Match" line in project costs on pages 1 and 8)</small>	<small>Other Funding (This must equal the amount in the "Other Funding" line in project costs on pages 1 and 9)</small>	<small>Total Project Cost (This is the total amount from all sources and will equal the "Total Project Cost" on pages 1 and 9)</small>

HRVNHA Request Budget Detail:

Contractual/Professional Services (Please specify):

ABC Design	\$ 2,000
	\$
	\$
	\$
Sub-total Contractual/Professional Services:	\$ 2,000
<i>Must equal this line in project costs on page 5.</i>	

Applicant Match: List all in-kind and expenses that will apply towards the match. The amounts listed on page 5 must match the sub-totals for this category as listed on pages 7 and 8 (see below for example).

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 Requested	+ Applicant Match*	+ Other Funding**	= Total
In-kind Services:	-NA-	\$ 3,000	-NA-	\$ 3,000
Contractual/Professional Services:	\$ 2,000	\$ _____	\$ _____	\$ 2,000
Equipment/Supplies/Materials:	\$ _____	\$ _____	\$ 10,000	\$ 10,000
Construction:	\$ _____	\$ _____	\$ _____	\$ _____
Land Acquisition:	-NA-	\$ _____	\$ _____	\$ _____
Total:	\$ 2,000	+ \$ 3,000	+ \$ 10,000	= \$ 15,000
	HRVNHA Funds (This must equal the amount in the "HRVNHA Request" line project costs on pages 1 and 6)	Applicant Match (This must equal the amount in the "Applicant Match" line in project costs on pages 1 and 8)	Other Funding (This must equal the amount in the "Other Funding" line in project costs on pages 1 and 9)	Total Project Cost (This is the total amount from all sources and will equal the "Total Project Cost" on pages 1 and 9)

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: John Smith, Graphic Designer

Rate of Pay: \$ 50 / Hour x 40 Hours = \$ 2,000

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](https://www.independentsector.org/volunteer-time)):

Number of Volunteers: 10

Total Volunteer Hours: 35.64 x NYS Rate \$ 28.06 /hr = \$ 1,000

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: \$ 3,000
Must equal this line in project costs on page 5.

Other Funding: These expenses include other Federal grants or funds that cannot be applied to matching funds or other funding that you would like to show. Showing these other funds enables the HRVNHA grant program to showcase its ability to leverage other funding. Please make sure the sub-totals on page 9 match those listed on page 5 (see below for example).

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 Requested	+ Applicant Match*	+ Other Funding**	= Total
In-kind Services:	-NA-	\$ 3,000	-NA-	\$ 3,000
Contractual/Professional Services:	\$ 2,000	\$	\$	\$ 2,000
Equipment/Supplies/Materials:	\$	\$	\$ 10,000	\$ 10,000
Construction:	\$	\$	\$	\$
Land Acquisition:	-NA-	\$	\$	\$
Total:	\$ 2,000	+ \$ 3,000	+ \$ 10,000	= \$ 15,000
	HRVNHA Funds (This must equal the amount in the "HRVNHA Request" line project costs on pages 1 and 6)	Applicant Match (This must equal the amount in the "Applicant Match" line in project costs on pages 1 and 8)	Other Funding (This must equal the amount in the "Other Funding" line in project costs on pages 1 and 9)	Total Project Cost (This is the total amount from all sources and will equal the "Total Project Cost" on pages 1 and 9)

Other Funding Budget Detail:

Other Contractual/Professional Services (Please specify):

_____	\$ _____
_____	\$ _____
<i>Sub-total Other Contractual/Professional Services:</i>	\$ _____
<i>Must equal this line in project costs on page 5.</i>	
Other Equipment/ Supplies/ Materials (Please specify):	
<u>New York Times Grant for printing brochures</u>	\$ 10,000
_____	\$ _____
<i>Sub-total Other Equipment/Supplies/Materials:</i>	\$ 10,000
<i>Must equal this line in project costs on page 5.</i>	

VIII. Ineligible Projects and Expenditures

- Transportation and admission expenses related to school field trips (see Teaching the Hudson Valley's Explore Awards: www.teachingthehudsonvalley.org for funding);
- Acquisition of property or facilities including buildings and sites;
- Payment for previous activities;
- Reduction of existing debt;
- Political or religious activities;
- Support for existing staff unrelated to the proposed project;
- Additions to reserve funds or endowments of an organization;
- Projects or programs that will re-grant the funds received;
- Marketing specifically related to advertising "for profit" businesses.

IX. Grant Recipient Responsibilities

This grant program is federally funded. Grant recipients must adhere to all regulations and laws applicable to the use of federal funds for the proposed project. The grantee must comply with the following, as applicable:

- OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments; A-110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; A-133: Audits of States, Local Governments and Non-Profit Organizations; A-97: Provisions of Specialized and Technical Services to State and Local Governments; A-136: Financial Reporting Requirements; and A-87: Cost Principles for State, Local, and Indian Tribal Governments, as applicable. https://www.whitehouse.gov/omb/circulars_a102;
- All federal/state/local rules and regulations, including those related to procurement. The grant recipient is also responsible for adhering to all Federal, State and Local laws including local sign ordinances;
- All applicable laws, including but not limited to:
 - Section 106 of the Historic Preservation Act: <http://www.achp.gov/work106.html>
 - Section 14.09 of the New York State Historic Preservation Act: <http://nysparks.com/shpo/environmental-review/state-regulations.aspx>
 - Secretary of Interior Standards: http://www.nps.gov/history/local-law/arch_stnds_0.htm
 - The Native American Graves Protection and Repatriation Act (NAGPRA) <http://www.nps.gov/nagpra/>
 - National Environmental Policy Act (NEPA): <http://www2.epa.gov/nepa>
 - Americans with Disabilities Act (ADA): <http://www.ada.gov/>
 - Title IV of the Civil Rights Act of 1964: <http://www.justice.gov/crt/about/edu/types.php>
 - Title IX of the Education Amendments of 1972: www.dol.gov/oasam/regs/statutes/titleix.htm
 - The Age Discrimination Act of 1975: www.dol.gov/oasam/regs/statutes/age_act.htm
 - Section 504 of the Rehabilitation Act of 1973: www.dol.gov/oasam/regs/statutes/sec504.htm
 - Fair Labor Standards Act: <http://www.dol.gov/whd/flsa/>
 - The Drug Free Workplace Act of 1988: <https://webapps.dol.gov/elaws/asp/drugfree/screenr.htm>

For a full listing of Federal Laws, Regulations, and Standards please visit <https://www.nps.gov/subjects/historicpreservation/laws-intro.htm>

- Recommendations contained in studies, reports, and plans must also comply with these laws and regulations where appropriate.

X. Submission Requirements

**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.**

BY 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). Please use 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: Hard copy applications must be submitted to the following address:
Hudson River Valley Greenway
Hudson River Valley National Heritage Area
625 Broadway, 4th Floor
Albany, NY 12207

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

**Sample
Municipal Resolution
(Must be submitted by municipalities)**

WHEREAS, the _____ (name of municipality) is applying to the Hudson River Valley National Heritage Area 2018 Heritage Development Grant Program for a project entitled _____ (Project Name) to be located in _____ (town/village or city),

WHEREAS, the grant application requires the applicant municipality to obtain the approval/endorsement of the governing body of the municipality or municipalities in which the project will be located;

NOW, THEREFORE, be it resolved that the governing board of _____ (municipality) hereby does approve and endorse the application for a grant under the 2018 Heritage Development Grant Program, for a project known as _____ (Project Name) and located within this community.

_____ Date of Adoption

_____ Name of Municipal Clerk _____ Signature

**Sample
Not-for-Profit Certification Resolution**

CERTIFICATION:

I, _____ (Name of Board Chair OR Secretary) of the _____ (Organization Name) of _____ (place location), New York, a corporation subject to the Not-for-Profit Corporation Law of New York State and qualified for tax exempt status under the federal Internal revenue code, do hereby certify that said organization has adopted the following resolution at a meeting of the governing body held on _____ (Date) and that said resolution has not been altered, amended or revoked and is in full force and effect.

Signature: _____ Date: _____

RESOLVED:

That _____ (Head of lead applicant organization or person authorized by the board) acting as _____ (Title) of _____ (Name of Lead Applicant Organization) is hereby authorized and directed to file an application for funds from the Hudson River Valley National Heritage Area 2018 Heritage Development Grant Program in an amount not to exceed \$_____ for the _____ (Project Name), and upon approval of said request to enter into and execute a project agreement and contract for such financial assistance to this organization.