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Guidelines for the Hudson River Valley National Heritage Area Heritage Development Grant Program Deadline: May 10, 2019

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 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

- 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 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 [hrvg@hudsongreenway.ny.gov](mailto: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 or rural 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

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, Applicant Information (Application, Pages 1-2): List all applicant and co-applicant details. Include your Federal Tax ID and Charities Registration Numbers (#5, page 1).

Part C, General Project Information (Application, Page 2): List the project name, location, applicant interest in the project location’s property, permits information (#4, page 2), and letters of support (#5, page 2).

Part D, Project Description (Application, Pages 3-4): Please limit answers to 1, 2, 3, and 4 on page 3 to the spaces provided. 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).

Part E, Project Timeline (Application, Page 5): 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 work performed and completed after the award date. This date also applies to all match counted toward awards.

Part F, Approved Resolutions (Application, Page 6): Attach a resolution passed by the governing board of your organization or municipality. If the board will not be meeting before the grant deadline, please fill in the date it will and promptly send the resolution to the NHA within 48 hours of said date.

Part G, Certification (Application, Page 7): 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.

VIII. Budget Summary Instructions

Budget Summary: New for 2019: All applicants are required to fill out the “Budget Summary” Excel spreadsheet. This worksheet contains instructions in the file and is also formatted to automatically total the entries you make.

Identify project expenditures, including those not covered by the grant request (Our Funds Requested) or the matching funds (Your Match), and Other Funds. Other Funds may include other Federal grants or funds that cannot be applied to matching funds or other funding that you might show to demonstrate project viability.

Our 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).

Your Match: List all expenses that will apply towards the match. This tab also includes space to list in-kind labor used as match. List all in-kind labor (volunteer and staff salaries under In-Kind Services. Other Federal funding cannot be shown here and must be counted in the Other Funds tab.

Other Funds: Document other funds not in Your Match that will be used on the project. All federal funding must be documented on this sheet.

IX. 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.

X. 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/sites/whitehouse.gov/files/omb/circulars/A102/a102.pdf>;
- 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.

XI. Submission Requirements

Applications must be emailed by the close of business on due date to grants@hudsongreenway.ny.gov

Late, incomplete or faxed applications will not be accepted.

Please call to confirm receipt of emailed applications (518-473-3835). Please use PDF format for all additional materials (support letters, maps, pictures, financial statements etc). 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)”

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 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.

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 Hudson River Valley National Heritage Area Heritage Development Grant Program, for a project known as _____ (Project Name) and located within this community.

_____ Date of Adoption

_____ Name of Municipal Clerk

_____ Signature