



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

Heritage Development Grant Program Application

**Note: You must save this form to your computer before filling it out.
Forms must be completed using Adobe Acrobat 7.0 or higher.**

Part A – Project Type (Check Appropriate Category and Theme)

Category (choose one): Marketing and Promotion Programming and Interpretation
Theme (choose one): [Nature and Culture](#) [Freedom and Dignity](#) [Corridor of Commerce](#)

For a map of the National Heritage Area, please visit hudsonrivervalley.com/regions

Part B – Applicant Information:

1. Lead Applicant Organization:

In County:

2. Co-Applicant Organization(s) (if any):

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

Affiliated Site City & County:

4. Please list the last three years of total visitors to your site (for reporting purposes solely, visitation numbers will not impact awards).

Last calendar year:

Previous calendar year:

Two calendar years ago:

5. 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 by close of business on May 10, 2019

6. Signatory & Lead Contact Information

Signatory of Lead Applicant Organization

Name:

Title:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Lead Contact Person (if different from Signatory)

Name:

Title:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Part C – General Project Information:

1. Project Name:

2. Project Location (Site Address):

City/Town/Village(s):

State: NY

Zip:

County/Countries:

3. Applicant's Interest in Property (e.g. own, lease, easement, etc.):

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

5. 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 D – Project Description & Consistency with NHA Goals

1. Please provide a brief, 50-word summary of the proposed project.
2. Describe how this project or program will be sustained after the expenditure of this grant funding (200 words or fewer).
3. Please describe how the project relates advances diversity goals like providing multi-lingual interpretation, and providing programming to low-income and/or minority populations, if applicable (200 words or fewer):
4. Please describe how your project helps connect people to recreational assets, including the [Hudson River Valley Greenway Trail System](#) and the [Empire State Trail](#), other local/regional trail networks, state and local parks, etc., if applicable (200 words or fewer):

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5. 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). Please attach photographs, maps, renderings, etc., if applicable. If your description will not fit in the space below, attach a narrative of no more than 2 pages, in no smaller than size 10 font.

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Part E – Project Timeline

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.**

Project Start Date: _____ Expected Project Completion Date: _____

Description	Start Date	Completion
Phase/Task 1: _____	_____	_____
Phase/Task 2: _____	_____	_____
Phase/Task 3: _____	_____	_____
Phase/Task 4: _____	_____	_____
Phase/Task 5: _____	_____	_____
Phase/Task 6: _____	_____	_____
Phase/Task 7: _____	_____	_____
Phase/Task 8: _____	_____	_____
Phase/Task 9: _____	_____	_____
Phase/Task 10: _____	_____	_____

Budget: For your application to be considered complete and accepted, you must fill out the Budget Summary Excel file.

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Part F – Approved Resolutions

All applicants are required to pass a resolution by the governing body authorizing the grant application. *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.

Sample Resolution

WHEREAS, the _____ (name of organization/municipality) is applying to the Hudson River Valley National Heritage Area for a grant under the Hudson River Valley National Heritage Area Grant Program for a project entitled _____ (Project Name from Part C #1) to be located in _____ (town/village or city),

NOW, THEREFORE, be it resolved that the governing board of _____ (organization/municipality) hereby does approve and endorse the application for a grant under the Hudson River Valley National Heritage Area Grant Program, for a project known as _____ (Project Name from Part C #1) and located within this community.

_____ *Date of Adoption*

_____ *Name of Board Secretary or Municipal Clerk*

_____ *Signature*

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Part G – Certification

Please read and sign the following. Digital Signatures are acceptable.

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: _____

**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)”

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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:** A complete electronic copy of all application materials (listed in 2-8 below), a single PDF document is preferred.
- _____ **2) Completed Application Form including signature (see Part G)**
- _____ **3) Completed Budget Summary Excel File**
- _____ **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 F on page 6.
- _____ **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 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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