Instructions for Registering a New Account for Grantees
Hudson River Valley Greenway (HRVG) and
Maurice D. Hinchey Hudson River Valley National Heritage Area (NHA)

As of November 5, 2022, all Hudson River Valley Greenway and Maurice D. Hinchey Hudson River Valley National Heritage grants are being administered through our NEW online HRVG Grant Platform. You may now submit claims for payment, upload final reports and photos, and request extensions or rescopes through this platform.

All open grants as of November 5, 2022 have been uploaded by the Greenway, but in order to assign the grant to you an Authorized representative of your organization (Head of Organization or Lead Contacts) must register as a user on the HRVG Grant Platform and inform the Greenway of which grant(s) should be linked to that user.

Once that is complete you will be able to manage your grant, upload payment requests and final reports, and make requests for extensions of time to complete your grant or other changes. As of November 30, 2022 this will be the only way to submit these materials.

Register an Account
1) Navigate to https://hrvg.grantplatform.com/
2) Under the Register column, enter the email address you wish to associate with your grant(s).
3) Enter and reenter a password. Be sure to record it someplace safe.
4) You must check the box pertaining to privacy, cookies, and terms of service AND the box agreeing to receive communications from the HRVG/and the NHA.
5) Click on theRegisterbutton at the bottom.
6) An email will be sent from the platform to the email address registered requiring you to confirm that your wish to register.
7) Send an email to grants@hudsongreenway.ny.gov with Register my Grants in the subject line.
8) In the email include your username (email address that you registered above) and the HRVG assigned Grant Number(s) for your grant(s).
9) HRVG will transfer the grant(s) to the user specified, if they have a valid account, and notify you of the transfer when your grant is ready to use.
10) The next time you login you will see your grant below the Start Application button.
Log In and Review Your Grants

1) Once you have logged in you will see the screen below, with your grants listed below the words My Applications on the main screen, not the menu at left.

2) Click on the name of your application (blue text).
To upload signed and notarized MOUs or MOU extensions, claims for payment requests, final reports, and timeline or budget changes or notify us that you need to return an unused grant or portion of a grant, click on the **Grantee Reports and Requests** tab. Once in the tab provide your Greenway Grants # and Organization Name and choose one or more of the selections in the “What are you submitting/requesting” question. Answer all questions that appear, drag any files needed into the upload area (do not delete any files already here), and click the **Save and Next** button. Be sure to justify/explain your reasons for requesting an extension, budget change, rescoping, or for returning a grant.

If you have questions email us at grants@hudsongreenway.ny.gov or call 518-473-3835.