

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 Area](#) 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 the **Register** button at the bottom.
- 6) An email will be sent from the platform to the email address registered requiring you to confirm that you 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.




The screenshot shows the user interface for the HRVG Grant Platform. At the top left, there are logos for 'NEW YORK STATE OF OPPORTUNITY' and 'Hudson River Valley Greenway'. To the right is the 'Hudson River Valley Greenway' logo. The main content area is divided into two sections: 'Register' and 'Log in'. The 'Register' section has a 'First name' field, a 'Last name' field, an 'Email' field, and a 'Password' field with a note: 'Must be at least 12 characters, including a number, an upper and a lowercase letter and a special character.' Below the password field is a 'Confirm password' field. There are two checkboxes: one for 'I have read and agree to the [privacy policy](#) and [terms of service](#)' and another for 'I agree to receive notification and communication emails or SMS from Hudson River Valley Greenway/National Heritage Area. You may withdraw your consent at any time. Checking this is required in order to receive grant communications.' A 'Register' button is at the bottom. The 'Log in' section has an 'email or mobile' field, a 'Password' field, a 'Remember me' checkbox, and a 'Log in' button. Below the 'Log in' button is a link for 'Forgot password'. At the bottom of the 'Log in' section, there is a 'or log in with' section with buttons for 'Facebook', 'Twitter', and 'Google'. On the left side of the page, there is a green box titled 'Login Page' with instructions: 'New users **Register** an account. Returning users **Log in**. Start your application (you may save it in progress without submitting it). Submit your application to be reviewed. Users with existing grants open your grant and go to the **Grant Reports and Requested** tab to submit payment requests, signed MOUs or agreements, or to request changes to your grant. For any questions, please contact us by email or call 518-473-2835.'

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).

Hudson River Valley Greenway/National Heritage Area 5 K

My applications



[Important grants information](#) ▾

Dates

- **Application deadline: February 3, 2023**
- Projected award date and actual project start date: March 8, 2023
- Please note the application deadline, this date is final and there will be no extensions provided. The system will automatically prevent application submission after the deadline.
- Successful applicants will be notified on or around the actual award date.
- For information on future rounds, see [Greenway Grants](#)

Support

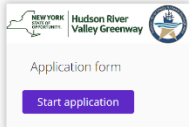
- If you have any questions about the application process, please contact the Greenway/National Heritage Area by [email](#) or call 518-473-3835.

- You may edit your application after submission, up until the deadline date.
- Please make sure all your personal details are entered accurately, including contact details, so that we may contact you if your application is successful.
- You are eligible to submit to more than one category, as long as you do not currently have an open grant in that category and the application submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your application and change the category as required.

Accessing Your Existing Grants and Applications

- **To see all of your current and prior grants and applications click on the Dropdown menu to the right of the text My Applications below and select All Seasons.**
- To view unsuccessful or deleted applications, choose the second dropdown and select either **Archived** (unsuccessful) or **Deleted**.


- To hide this text click on the V shape to the right of the **Important Grants Information** title above.



Application form
[Start application](#)

My applications Active season (Existing) ▾ Current ▾ Search list [Advanced](#)

[Copy](#) [Delete](#) [Download](#) Displaying 1 - 1 of 1

<input type="checkbox"/>	ID	Application	Form	Grant type	Status	Updated
<input type="checkbox"/>	85-Land Trail	Henry W DuBois Road Improvements	Application form	Land Trail Grant	Submitted	16 seconds ago 

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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, rescope, or for returning a grant.**

The screenshot shows a web application interface for the Hudson River Valley Greenway/National Heritage Area. The page title is "My applications" and the current view is "Application form -> Edit application". A navigation bar includes tabs for "Start here", "Applicant Information", "Project Information", "Unique Trail Grant Questions", "Applicant Contacts", "Timeline & Budget", "Attachments", "Signatory & Resolution", and "Grantee Reports and Requests". The "Grantee Reports and Requests" tab is active, showing a "Grantee Upload Page" section. This section contains instructions: "This area is for use only after you are awarded a grant. Anything you upload here during the application process will not be seen by reviewers." It lists uploadable items: MOUs, Payment Requests, Extension Requests, Budget Change Requests, Final Reports, and other pertinent files. Detailed instructions are provided for MOUs, Payment Requests, Extensions, Final Reports, and Budget changes. Below the instructions are three input fields: "Greenway Grant # (optional)", "Grantee Organization Name (optional)", and "What are you submitting/requesting? (optional)". The last field contains a list of checkboxes for various request types: Signed & notarized MOU, Claim for payment, Extension of time to complete your grant, Signed & notarized extension, Final report, Budget change, Project rescope, and Return an Unused Grant.

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