



# **Guidelines for the Maurice D. Hinchey Hudson River Valley National Heritage Area Heritage Development Grant Program**

## **I. Background**

The [Maurice D. Hinchey Hudson River Valley National Heritage Area](#) (HRVNHA) was established by Congress in 1996 and is funded, in part, through the National Park Service. 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. 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. Program Goals and Priorities**

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

- Feature a designated [Hudson River Valley National Heritage Area Heritage Site](#);
- Advance the mission of the HRVNHA and the objectives of its [Management Plan](#);

- Create permanent or semi-permanent programming and include mechanisms for sustainability beyond the grant funding;
- Promote heritage sites as tourism destinations and encourage visitation;
- Involve partnerships with other heritage sites, municipalities, and for profit or not-for-profit organizations and connect multiple heritage sites thematically or geographically;
- Support diversity and target new audiences, including urban or rural populations, youth, and minority populations;
- Promote recreational activities and connections to local and regional recreational assets like the [Hudson River Greenway Trail System](#) and the [Empire State Trail](#);
- Part of a larger local/regional/statewide heritage initiative like [Path Through History](#) or the [Hudson River Valley Ramble](#);
- Create or further develop opportunities for public education about our history;
- Experiential programming or interpretation;
- Use technology to engage new audiences and visitors;

### 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 \$7,500 dollars for individual organizations;
- 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;

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- Volunteer time must be counted at the standardized rate for New York State (<https://independentsector.org/resource/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;
- 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 retains 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. Budget Summary Instructions

**Budget Summary:** 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 (Funds Requested) or the matching funds (Match), and Outside Funds.

**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).

**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 Outside Funds tab. **The amount listed for Total Match must equal or exceed the amount shown in Funds Requested.**

**Outside Funds:** Document other funds not in Match that will be used on the project. All federal funding must be documented in this section. Outside Funds may include other Federal grants or

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funds that cannot be applied to matching funds or other funding that you might show to demonstrate project viability.

## **VI. Ineligible Projects and Expenditures**

- Transportation and admission expenses related to school field trips;
- 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.

## **VII. 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:

- 2-CFR: Uniform Administrative Requirements; A-97: Provisions of Specialized and Technical Services to State and Local Governments; A-136: Financial Reporting Requirements, as applicable.

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](#)
- [Section 14.09 of the New York State Historic Preservation Act](#)
- [The Native American Graves Protection and Repatriation Act \(NAGPRA\)](#)
- [National Environmental Policy Act \(NEPA\)](#)
- [Americans with Disabilities Act \(ADA\)](#)
- [Title IV of the Civil Rights Act of 1964](#)
- [Title IX of the Education Amendments of 1972](#)
- [The Age Discrimination Act of 1975](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [Fair Labor Standards Act](#)
- [The Drug Free Workplace Act of 1988](#)

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.

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**Sample Not-for-Profit Certification Resolution (Must be submitted by not-for-profits)**

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

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