



Hudson River Valley Greenway

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

BARNABAS MCHENRY
Chairman
Greenway Council

KEVIN BURKE
Acting Chair
Greenway Conservancy

SCOTT KELLER
Acting Executive Director

Hudson River Valley Greenway Grant Application

PART A – GRANT TYPE

Please select the one category of Hudson River Valley Greenway Grant program to which you are applying:

Greenway Community Grant Program: Open to all designated Greenway Communities

Greenway Compact Grant: Open to communities that have adopted an approved Greenway Compact Plan

For a map of the Greenway Communities and Compact Communities, please click [here](#).

PART B – APPLICANT INFORMATION

1. Lead Applicant Community: (Fiscal Agent)

of:

In County:

NYS Vendor ID#:

Federal Tax ID#:

Co-Applicant(s):

of:

In County:

of:

In County:

of:

In County:

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

2. Chief Elected Official & Lead Contact Information

Chief Elected Official of Lead Applicant Community:
(Supervisor/Mayor/County Executive)

Mailing Address:

City: State: Zip:

Phone: Email:

Lead Contact Person (if different from Chief Elected Official):

Title:

Mailing Address:

City: State: Zip:

Phone: Email:

PART C – GENERAL PROJECT INFORMATION

- 1. Project Name:
- 2. Project Location: County/Countries:
City/Town/Village(s):
Site Address:
- 3. Applicant's Interest in Property (e.g. own, lease, easement, etc.):

4. Project Costs:	Greenway Funds Requested:	\$
	Applicant Match*:	\$
	Other Funding**:	\$
	Project Total:	\$

**Applicant Match includes cash, in-kind services and other monies from eligible grants and must match or exceed Greenway Funds Requested.*

***Other Funding includes federal, state, and other grants not reflected in Applicant Match.*

- 5. SEQRA Status – Please select the appropriate action type:

Type 1 Type 2 Unlisted Action

If a Determination of Significance has been made, what was the determination?

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

PART D – PROJECT DESCRIPTION & CONSISTENCY WITH GREENWAY GOALS

1. Project Description:

- (a) Please provide a brief, 50 word summary of the proposed project.

- (b) **With no more than 500 words**, please describe: (1) The location, need for and purpose of the project, and the deliverable that will be produced with Greenway grant funds; (2) How the proposed project advances each of the five “Greenway Criteria” that apply. The Greenway Criteria are: Natural and Cultural Resource Protection; Regional Planning; Economic Development; Public Access; Heritage and Environmental Education; (3) If the project is an intermunicipal or collaborative effort, briefly describe the partnerships and how the project reinforces regional planning or cooperation. You may attach photographs, maps, renderings, etc. If more space is needed, attach a narrative of no more than 2 pages, in no smaller than size 10 font.

2. Is your project a plan or planning document? If “yes”, include a proposed timetable for implementation (after completion of the document or plan), a description of the implementation steps, and whether funding sources for the implementation have been identified or secured. (100 words or fewer).

3. If your municipality is a participating [Greenway Compact](#) community and applying under the **Greenway Compact Grant Program**, please describe the consistency with your county’s [Greenway Compact](#). List the name of the approved regional or county Greenway Compact Plan, and demonstrate how this project is consistent with the plan by citing specific sections or pages (100 words or fewer).

PART E – WORK PROGRAM, TIME LINE & BUDGET SUMMARY
--

Work Program & Time Line: Complete the information requested below and briefly list the proposed work program, by task, phase, or milestone and the timeline associated with the project. At a minimum, provide a start date and completion date for each project milestone (e.g. public input period, draft document completed, etc.). You may provide this information in an attachment. Under this grant program, reimbursable costs may **not** be incurred prior to the date of award.

Project Start Date: _____ Expected Project Completion Date: _____

<u>Description</u>	<u>Start Date</u>	<u>Completion Date</u>
Phase/Task 1: _____	_____	_____
Phase/Task 2: _____	_____	_____
Phase/Task 3: _____	_____	_____
Phase/Task 4: _____	_____	_____
Phase/Task 5: _____	_____	_____
Phase/Task 6: _____	_____	_____

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

Budget Summary: Please identify the proposed expenditures of the project according to the following: (See worksheet below for budget and match detail)

Project Costs	Greenway Funds Requested	+	Applicant Match*	+	Other Funding**	=	Total
In-kind Services:	----- NA -----	\$			----- NA -----	\$	
Contractual/ Professional Services:	\$	\$		\$		\$	
Equipment/Supplies/ Materials:	\$	\$		\$		\$	
Construction:	\$	\$		\$		\$	
Land Acquisition:	----- NA -----	\$		\$		\$	
Total:	\$	+	\$	+	\$	=	\$
	Greenway Funds Requested This must equal the amount of "Greenway Funds Requested" on pages 2 and 6.		Applicant Match This must equal the amount of "Applicant Match" on pages 2 and 8.		Other Funding This must equal the amount of "Other Funding" on pages 2 and 9.		Project Total This must equal the amount of "Project Total" on pages 2 and 9.

*Applicant Match includes cash, in-kind services and other funds from eligible grants. Applicant Match must match or exceed the Greenway Funds Requested total.

**Other funding includes federal, state and other grants not reflected in local match.

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

Greenway Funds Requested Budget Detail:

Contractual/Professional Services (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Contractual/Professional Services:
Must equal this line in Budget Summary on page 5.*

\$ _____

Equipment/Supplies/Materials (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Equipment/Supplies/Materials:
Must equal this line in Budget Summary on page 5.*

\$ _____

Construction:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Construction:
Must equal this line in Budget Summary on page 5.*

\$ _____

**Total Greenway Funds Requested:
Must equal Greenway Funds Requested on pages 2 and 5.**

\$ _____

Applicant Match Budget Detail:

In-kind services (salaries, wages, travel/mileage):

Salaries/hourly (please list number of hours and rate of pay; list additional on a separate worksheet but include in total on page 8):

Job Title: _____

Rate of Pay: \$ _____ /Hour x _____ Hours = \$ _____

Job Title: _____

Rate of Pay: \$ _____ /Hour x _____ Hours = \$ _____

Job Title: _____

Rate of Pay: \$ _____ /Hour x _____ Hours = \$ _____

Job Title: _____

Rate of Pay: \$ _____ /Hour x _____ Hours = \$ _____

Job Title: _____

Rate of Pay: \$ _____ /Hour x _____ Hours = \$ _____

General Volunteer Hours (valued at \$15 per hour):

Number of Volunteers: _____

Total Volunteer Hours: _____ x \$15/hour = \$ _____

Mileage (show rate and miles, rate may not exceed IRS limits):

_____ x _____ = \$ _____
(Rate) (Miles)

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Other Travel (specify): _____ \$ _____

Sub-total In-kind Services: \$ _____
Must equal this line in Budget Summary on page 5.

Continued on next page

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

Applicant Match Budget Detail Continued:

Contractual/Professional Services (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Contractual/Professional Services:
Must equal this line in Budget Summary on page 5.*

\$ _____

Equipment/Supplies/Materials (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Equipment/Supplies/Materials:
Must equal this line in Budget Summary on page 5.*

\$ _____

Construction:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Construction:
Must equal this line in Budget Summary on page 5.*

\$ _____

Land Acquisition (Please specify):

_____	\$ _____
-------	----------

Must equal this line in Budget Summary on page 5.

Total Applicant Match: Must equal Applicant Match on pages 2 and 5.	\$ _____
--	----------

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

Other Funding Budget Detail:

Other Contractual/Professional Services (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Other Contractual/Professional Services:
Must equal this line in Budget Summary on page 5.*

\$ _____

Other Equipment/Supplies/Materials (Please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Other Equipment/Supplies/Materials:
Must equal this line in Budget Summary on page 5.*

\$ _____

Other Construction:

_____	\$ _____
_____	\$ _____
_____	\$ _____

*Sub-total Other Construction:
Must equal this line in Budget Summary on page 5.*

\$ _____

Other Land Acquisition (Please specify):

_____	\$ _____
-------	----------

Must equal this line in Budget Summary on page 5.

Total Other Funding: Must equal Other Funding on pages 2 and 5.	\$ _____
--	----------

Project Total (Total Greenway Funds Requested + Total Applicant Match + Total Other Funding): Must equal Project Total on pages 2 and 5.	\$ _____
---	----------

PART F - APPROVED MUNICIPAL RESOLUTIONS

1. *Greenway Community* Resolution or Greenway Compact Local Law:

Please attach a copy of the adopted municipal resolution endorsing the community’s designation as a *Greenway Community*. A municipality must be a *Greenway Community* to receive funding under the Greenway Communities Grant program. For municipalities applying for a Greenway Compact Communities Grant, please attach a copy of the local law by which your community adopted the relevant county or regional Greenway Compact Plan.

2. Municipal Grant Request Resolution*:

An approved municipal resolution authorizing and endorsing this grant application must be provided before the application can be considered complete. A sample Municipal Grant Request resolution supporting a grant application is presented below:

Sample Municipal Resolution

WHEREAS, the _____ (name of municipality) is applying to the Hudson River Valley Greenway for a grant under the Hudson River Valley Greenway Grant Program for a project entitled _____ (Project Name from Part C #1) 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 Greenway Grant Program, for a project known as _____ (Project Name from Part C #1) and located within this community.

_____ Date of Adoption

_____ Name of Municipal Clerk _____ Signature

*Note: If your Board does not meet until after the application deadline, please complete the following:

The 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.

PART G - CERTIFICATION

Elected Official Certification: Please read and sign the following. Digital signatures are acceptable.

“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.”

Applicant Name: _____ Title: _____

Signature: _____ Date: _____

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.

Application Requirements & Checklist

All materials must be **postmarked or received via email by 5:00 pm on the grant deadline** for the application to be considered complete. Failure to include any of the required elements may make the application ineligible.

Instructions for hard copy submissions:

If making a hard copy submission please submit: One (1) complete original hard copy application packet including all required materials

AND one (1) digital version of the application packet on a CD-ROM

The application packet **must** contain the following to be considered complete:

___ **1) Greenway Community Resolution or Greenway Compact Local Law**

___ **2) Completed Application forms including signature by Elected Official**

___ **3) Municipal Grant Request Resolution or Pending Resolution Certification (See Part F)**

___ **4) Supporting Information:** Where appropriate, include maps, photos, plans, drawings and other documents that highlight the need for this project.

___ **5) Letters of Support and/or Letters of Participation** from co-applicants or partners

Application materials will not be returned to the applicant.

Email: Please email full application packet to hrvg@hudsongreenway.ny.gov

OR

Hard copy: (1) original hard copy and (1) CD ROM with completed application and related materials must be submitted to the following address:

***Address:** Hudson River Valley Greenway
625 Broadway - 4th Floor
Albany, NY 12207

*Please note that due to building security, for hand delivery you must contact the Hudson River Valley Greenway office ahead of time to arrange delivery at 518-473-3835.

Deadlines for 2017: February 3; May 5; September 8. Applications must be received by 5:00 PM on deadline.