



Hudson River Valley Greenway

BARNABAS MCHENRY
Chairman
Greenway Council

KEVIN BURKE
Chairman
Greenway Conservancy

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Executive Director

Hudson River Valley Greenway Planning Grant 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 – Grant Type

Please select the 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 visit hudsongreenway.ny.gov/greenway-area-map.

Part B – Applicant Information

1. Lead Applicant Community: (Fiscal Agent)

of:

In County:

NYS Vendor ID#:

Federal Tax ID#:

Co-Applicant(s):

In County:

In County:

In County:

Applications must be received by close of business on deadline. 2020 deadlines are Feb 7, May 8, Sep 11, & Nov 6.

2. Signatory & Lead Contact Information

Signatory of Lead Applicant Community

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/Counties:

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 Greenway Goals

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

2. Please choose only one of the following project types:

Open-space inventory/preservation

Natural resource inventory/preservation

Recreational/trail

Other, please specify:

Comprehensive/master planning

Date of last comp/master plan or update:

Will this project produce 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).

4. Please describe (1) The purpose of the project, location, need, and the deliverable that will be produced with Greenway grant funds; (2) How the proposed project advances each of the five [Greenway Criteria](#); (3) If the project is an intermunicipal or collaborative effort, briefly describe the partnerships and how the project reinforces regional planning or cooperation. 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.

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: _____

<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: _____	_____	_____
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. Please send this Excel file. Do not print out and scan.

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. Applicants may call the Greenway office to ask if the Greenway already has this on file.

2. Municipal Grant Request Resolution:

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 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 Municipal Resolution

WHEREAS, the _____ (name of municipality) is applying to the Hudson River Valley Greenway for a grant under the Hudson River Valley Greenway Planning 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 _____ (municipality) hereby does approve and endorse the application for a grant under the Hudson River Valley Greenway Planning 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

Part G - Certification

Elected Official 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 "Hudson River Valley Greenway Planning 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 Greenway Planning 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. Attach original Excel budget as separate file
- _____ **2) Completed Application forms including signature by Elected Official (see Part G)**
- _____ **3) Completed Budget Summary Excel File** (do not print out and scan)
- _____ **4) Financial Information:** Municipalities must include Federal Tax ID# (see Part B)
- _____ **5) Greenway Community Resolution or Greenway Compact Local Law (see Part F)**
- _____ **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 5.
- _____ **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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