

# Grant Program Guidelines

## DESCRIPTION

**The Erie Canalway Grant Program** provides grants to not-for-profit corporations, municipalities, and federally-recognized Native American tribes located within the congressionally-designated boundaries of the Erie Canalway National Heritage Corridor. See Appendix B, Map of the Erie Canalway National Heritage Corridor Boundaries. The program supports important projects and programs throughout the Corridor.

## OUR MISSION

*Plan for, encourage, and assist historic preservation, conservation, recreation, interpretation, tourism and community development throughout the Corridor in a manner that promotes partnerships among the Corridor's many stakeholders, and reflects, celebrates and enhances the Corridor's national significance for all to use and enjoy.*

## WHAT WE FUND

Grants are targeted to fund projects or programs that directly relate to the goals, strategies, and priority projects identified in the *Erie Canalway Preservation & Management Plan*. Download the plan online or contact us to receive a copy. We especially recommend Chapter 9: *Implementation Strategies and Actions*.  
<https://eriecanalway.org/resources/preserve-plan>

Projects must reflect the mission and goals of the Erie Canalway National Heritage Corridor and should fall into one of the following broad categories:

- Historic and Cultural Resource Preservation
- Natural Resource Conservation
- Promotion of Recreation
- Interpretation and Orientation
- Economic and Waterfront Revitalization
- Tourism Development and Marketing

The Erie Canalway National Heritage Corridor considers requests for creative and unique activities and projects. The following are guidelines but are not inclusive.

- Erie Canal Bicentennial Projects (except festivals & events),
- Exhibition design/installation, education, and collections-based activities,
- Public and performance art,
- Tourism based activities,
- Planning for historic preservation, exhibition, public programs, or other projects, and/or
- Conservation treatment of objects/artwork *specific* to the story of the Erie Canal (special requirements pertain to conservation requests).

**Erie Canal Bicentennial projects.** In celebration of the 200th anniversary of the Erie Canal, we are prioritizing projects that exemplify the can-do attitude and forward looking vision of the men and women who made the canal possible. Typically, ECNHC will not consider single year focused projects as Bicentennial related. *Projects defined by the applicant as Bicentennial related will be evaluated on the following criteria:*

1. Clearly celebrates 200 years of a vibrant and living canal system in New York State.
2. Creatively tells the story of the Erie Canal.
3. Strengthens sites/communities ability to serve residents and visitors within the National Heritage Corridor through the creation of enduring and tangible products that celebrate the Bicentennial. For example, but not exclusively, new artwork/exhibitions, updated core education programs, new performances, and/or publications.

Applications for **educational publications and exhibitions** must demonstrate a significant academic process including, at a minimum, the proposed research methodology and a clear peer review process conducted by appropriately qualified scholars or professionals.

Requests for **exhibitions and public art or graphic projects** *must* include examples of proposed graphic layout, themes and artwork. Public art requests must include conceptual drawings, as well as, artist credentials. Written proof of building/site owner approval is required with the application for public art projects. *ECNHC staff will review projects throughout the process.* Applicants are encouraged to be familiar with the National Park Service's *Wayside Exhibit Guide* design standards:

<http://www.nps.gov/hfc/products/waysides/way-guide.cfm>

**Conservation requests** **MUST** include a formal cost estimate and treatment plan procured from a qualified conservator. Applicants are required to discuss conservation requests with the ECNHC project manager prior to submission.

Applications submitted in partnership with another organization or municipality are encouraged but not required. In addition, funding will be considered for those projects that complement NYS Regional Economic Development Council priorities.

For a list of the prior year's funded projects see:

[http://eriecanalway.org/get-involved\\_grants-fund.htm](http://eriecanalway.org/get-involved_grants-fund.htm)

## **GRANT**

### **ADMINISTRATION**

This is a program of the **Erie Canalway National Heritage Corridor**. The Erie Canalway National Heritage Corridor Commission and the Erie Canalway Heritage Fund, Inc. work in partnership to preserve our extraordinary heritage, to promote the Corridor as a world class tourism destination, and to foster vibrant communities connected by the waterway.

### **INFORMATION AND ASSISTANCE**

Applicants are strongly advised to contact program staff to discuss proposed projects prior to submitting an application. We encourage you to call early in your proposal development to produce an appropriate application. For more information or questions regarding this application, please contact:

Contact: Andy Kitzmann, Assistant Director  
Phone: 518-237-7000, ext. 201  
E-mail: [andy\\_kitzmann@partner.nps.gov](mailto:andy_kitzmann@partner.nps.gov)

### **DEADLINE**

**Applications Due: Friday, October 26, 2018**

**Awards Announced: Tentatively January 2019**

Application materials are also available online at [www.eriecanalway.org](http://www.eriecanalway.org)

### **RANGE OF AWARD**

Grant requests shall be no less than \$2,000 nor exceed \$7,000. Erie Canalway National Heritage Corridor has full discretion in the amount of funding it makes available for this grant program, as well as, in the amount it chooses, if any, to award to an individual application.

**PLEASE NOTE: Fund distribution will be made on a reimbursement basis at project conclusion, upon ECNHC approval of final report.** Only fully documented (receipts, contracts, etc.) and approved expenses will be reimbursed.

Requests for advances will not be considered.

## **ELIGIBILITY**

Applicants must meet the following criteria to be eligible for grants:

- Must be tax-exempt, not-for-profit organizations certified by the Internal Revenue Service under Section 501(c)(3); or municipalities (cities, towns, villages, or counties); or federally recognized Native American Indian Tribes. Not-for-profits with an IRS designation *other than* 501(c)(3) are not eligible but are encouraged to partner with an eligible applicant.
- Municipalities must include a formal resolution, or other approved official documentation, demonstrating support for the requested project as part of the application. If municipal financial support is being included as match, this must be indicated in the resolution or documentation.
- Requested activities must take place within the confines of the Congressionally-designated boundaries of the Erie Canalway National Heritage Corridor (see Attachment A, List of Heritage Corridor Municipalities).
- Organizations whose applications were accepted in prior grant rounds, and remain in good standing, are eligible to submit during this round. Performance and results from a past award will be considered as part of the review process.
- Awards will not be made for continuation of projects funded in prior grant rounds. However, substantially new activities for an established program will be considered.
- Applicants with outstanding final reports or unrealized matching fund requirements from any Erie Canalway National Heritage Corridor awards are not eligible until all outstanding obligations are met.
- Successful applicants of this program remain eligible to receive funding through other award programs administered by the Erie Canalway National Heritage Corridor as long as projects remain in good standing.

## **RESTRICTIONS**

The proposal of projects and activities meeting the above broad parameters is limited only by the applicant. However, applicants cannot request funds for the following:

- Payments for previous activities;
- Reduction of existing debt or fundraising activities;
- Indirect costs;
- Purchase of real property;
- Projects that involve the construction trades;
- Political or religious activities;
- Additions to reserve funds or endowments of an organization;
- Staff salaries;
- General organizational marketing;
- Projects or programs that will re-grant the funds received; and

- Festivals or Events. (These are funded separately through a different grant program. For more information, please see <https://eriecanalway.org/resources/grants>).

**THE FOLLOWING  
ARE NOT ELIGIBLE  
TO APPLY**

- Private individuals;
- For-profit organizations;
- Political or religious based organizations;
- Special purpose units of government, such as schools or fire districts.

**MATCHING FUND  
REQUIREMENTS**

Matching funds is the term used to describe the contribution that a grantee puts into a project. All applicants must show as part of the application a secured **one-to-one match** of requested grant funds (for example, a grant request of \$5,000 would require evidence of a secured match of at least \$5,000 for a total project cost of at least \$10,000).

Match **can include** cash, donations, other non-federal grant funding, staff or volunteer time, in-kind services, or any combination of those sources. Matching funds used for this project may not be used as matching funds for other ECNHC, or any other organizations, grant awards.

**Required Documentation for grant and match includes:** Time sheets (see *staff time* and *volunteer services* below); original receipts detailing expenses; cancelled checks/credit card statements, award letters, and/or travel log detailing dates, distance, rate, tolls, and total. Per diem will not be reimbursed, but may be used as match.

- **All anticipated match funding must be indicated at time of application** and documentation, such as award letters, must be included for secured support. If applicant is including municipal funds as match, a formal resolution or other reasonable document from the municipality to this effect must accompany the application.
- **Matching funds for this program can be expended** only following the execution of an agreement with the Erie Canalway National Heritage Corridor. Evidence of match must be available over the entire course of the project. Grant recipients must show documentation of expenditure of match prior to release of final grant funds (receipts, timesheets and/or cancelled checks directly related to the project).
- **Staff time** is often used to demonstrate match. Staff time should be documented with a simple spreadsheet including date, hours worked, rate, and a sentence or two about the work conducted. Supervisor must sign. PLEASE do not include actual payroll records.

- **Volunteer services** may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Although donated time is not reimbursable, it frequently is used as matching share if it is an integral and necessary part of the approved work.

**The following documentation is required for all volunteer time:**

- A simple Time Sheet for grant activity services performed by each volunteer. Records *must* show the name of the volunteer, actual hours worked and the specific duties performed. Time sheets must be signed by supervisor.
- Volunteer time must be counted at the volunteer value per hour, currently \$24.14, unless a professional rate applies and is justified in writing. This rate is adjusted on an annual basis and is subject to change.
- If a volunteer furnishes his or her professional services, these services can be valued at their regular rate of pay *if the volunteer is actively working in these fields*. (For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate that those trades would normally charge.) Retired individuals must use the volunteer time value. Rate verification is required and professionals providing services requiring a license (such as an engineer or electrician) must hold a current license to claim professional rates.

**Unacceptable matches** include federal funds, operating costs of the site/organization, routine repair and maintenance costs, staff/volunteer costs/time unrelated to the project or program, funds which have been used to match a different award, including if the award is not part of this request.

## **GRANTEE**

### **RESPONSIBILITIES**

Grant recipient has full responsibility for completing project activities on time and on budget. Application narrative must demonstrate organizational and staff capacity to complete the requested project. This includes administering the grant in accordance with the grant award requirements, maintaining proper documentation, and informing Erie Canalway National Heritage Corridor of any significant programmatic, administrative, or financial problems that may arise during the course of the grant award.

The grantee is required to:

- Comply with all applicable laws including, but not limited to, Section 106 of the Historic Preservation Act (<http://www.achp.gov/regs-rev04.pdf>), Secretary of Interior Standards <https://www.nps.gov/tps/standards.htm> or

[http://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm), Native American Graves Protection and Repatriation Act

<https://www.nps.gov/nagpra/mandates/INDEX.HTM>, and the Americans with Disabilities Act <https://www.ada.gov/cguide.htm>,

- Provide certificate of IRS not-for-profit 501(c)(3) status (if applicable),
- Maintain program records and related financial statements during the grant period and seven years following completion of the grant project.

## **EVALUATION AND NOTIFICATION OF AWARD**

This is a competitive grant program. Applications are reviewed by committee in a process that includes both quantitative and qualitative methodologies. Members of the review team and evaluation criteria remain confidential. Applicants will be notified of status by letter; and all successful applicant organizations will be posted online at [www.eriecanalway.org](http://www.eriecanalway.org). No information on status will be provided prior to award announcements.

Please be aware that evaluation criteria used in scoring applications takes into consideration if an applicant has been funded in prior years.

The Erie Canalway National Heritage Corridor receives more requests than it can award. An unsuccessful application does not necessarily reflect the worthiness of a particular project. Applicants whose requests have been declined are encouraged to contact program staff to discuss specific reasons for the declination.

## **TERMS**

Erie Canalway National Heritage Corridor reserves the right to require its name and/or logo to appear on any materials produced or in any publicity for the funded project. Failure to acknowledge as requested and as indicated may result in forfeiture of up to 100% of grant award.

*NOTE: ECNHC staff will review and comment on any and all printed materials throughout the design process and prior to final publication.*

ECNHC reserves the right to use images and other materials connected with funded grant project/program/product, including use of printed materials in downloadable form on the Erie Canalway National Heritage Corridor website.

*Grant funds are distributed on a reimbursement basis upon receipt and approval of a final grant report. All project funds must be expended within the grant period.*

**EXPENSES INCURRED PRIOR TO LAST DATE ON THE SIGNED CONTRACT WILL NOT BE REIMBURSED NOR MAY BE USED AS MATCH.**

## **GENERAL GUIDELINES**

- Grantee must submit a brief final report along with copies of any product resulting from the grant, a budget report, and full documentation (cancelled checks, time sheets, receipts, etc) of all expenses. A six-month interim project update is also required. Please contact ECHF for a copy of the report.
- Evidence of completed project is required (photographs, etc).
- Award requests will not exceed \$7,000 and will be no less than \$2,000. Any award amount must be matched dollar for dollar by the applicant (i.e. an award of \$7,000 means your total project cost is at least \$14,000). ECNHC reserves the right to determine award amount.
- Applicant organization must employ at least one full-time staff person. All volunteer organizations are encouraged to work with a local municipality or another qualified nonprofit to apply for funding.
- ECNHC staff will review and comment on all publications, educational materials, exhibits, and/or any other materials produced throughout the production process and prior to final publication.
- Salaries of artistic staff employed by the applicant, and who are *essential* for the production of the requested program, are eligible for reimbursement. i.e. performers in a theater production. Professional staff (administrators, program directors, support staff, educators, & etc.) are not eligible.
- Application will clearly describe the process used to identify and select consultants, artists, or other contracted services in the application. At project conclusion, evidence of three cost estimates is required.
- Products or services produced with grant funds must be publically accessible.
- The application narrative must describe how proposed projects will be evaluated to determine and define how the project/program meets the applicant's target goals.
- Projects should be completed within 12 months of last date on signed contract.
- Requests for contract extensions will be considered only if received in writing.
- Failure to begin project within six months of grant agreement may result in cancellation of award.

**SUBMISSION  
REQUIREMENTS**

**Application Due Date: 4:00 PM, Friday, October 26, 2018**

**E-mail application and support materials as PDFs (preferred)** should be e-mailed to: [andy\\_kitzmann@partner.nps.gov](mailto:andy_kitzmann@partner.nps.gov)

*Original Signature Required* from an authorized organizational representative. The signature page **MUST** be mailed to one of the addresses listed below with a postmark date no later than the stated grant deadline.

TIP: Your work will **NOT** be saved unless you first save the application file to your computer. Please save the file before you begin filling it out.

**Hand-delivered** applications **MUST** be received in the ECNHC offices no later than *4:00 PM, Friday, October 26, 2018* and must be date stamped by a staff member of the ECNHC. You must provide a complete signed application by the organization's authorized official and copies of any support materials.

- **Faxed or handwritten applications are not accepted.**

When completing a PDF application, Adobe Acrobat 9 or higher is required. A Word version is also available. *Requests for submission extensions will not be considered.*

**Sent via US Post Office:  
Do NOT send to this address if using overnight deliveries such as Fed Ex or UPS.**  
Erie Canalway National Heritage Corridor  
Grant Application  
P.O. Box 219  
Waterford, NY 12188

**Hand or overnight deliveries  
(such as Fed Ex or UPS):  
Note: Do NOT send to this address if using the US Post Office.**  
Erie Canalway National Heritage Corridor  
Grant Application  
1 Delaware Avenue  
Cohoes, NY 12047

## **APPLICATION**

### **CHECKLIST**

Only complete applications will be evaluated.

- The original signed and completed application and budget forms (electronic signatures are NOT accepted);
- If submitting the application and support materials electronically, the original signed signature page must be mailed via one of the two addresses listed above;
- If making a hardcopy submission: 1 original, signed, application and associated support materials (Do not copy the grant description);
- Letters of Support (optional, addressed to Bob Radliff, Executive Director);
- Documentation of applicant's matching funds (required);
- Written documentation of owner approval for projects/programs conducted on property not owned by the applicant;
- Where available and appropriate, plan documents, conceptual drawings, exhibit and interpretive design plans;
- List of your Board of Directors (if appropriate);
- IRS Letter of Determination showing 501(c)(3) status (where applicable);
- Most recent Form 990 as filed with the IRS;
- Most recent fiscal year-end financial statements, audited if available;
- If a municipality is applying or providing either financial or match support, a formal resolution or other formal document demonstrating agreement to this effect is required;
- Required for art/object conservation requests*: include conservator estimate and scope of work.
- A detailed project schedule; and
- Brochures or newspaper clippings directly related to your project (*optional*).

**Appendix A** – List of Canalway Corridor Municipalities

**Appendix B** – Map of the Erie Canalway National Heritage Corridor boundaries