

## DESCRIPTION

Erie Canalway IMPACT! Grants are made to forward-looking organizations who develop and implement creative place-based projects.

## PRIORITIES

Projects submitted for funding consideration must meet at least one of the following Erie Canalway National Heritage Corridor (ECNHC) goals. Projects that meet multiple goals will receive priority consideration.

- The Corridor's **historic and distinctive sense of place** will be widely expressed and consistently protected.
- The Corridor's **recreational opportunities** will achieve maximum scope and diversity, in harmony with the protection of heritage resources.
- The Corridor will be a **"must-do"** travel experience for regional, national and international visitors.
- The Corridor's **current and future generations of residents and visitors will value and support preservation of its heritage.**
- The Corridor's **natural resources** will reflect the highest standards of environmental quality.
- The Corridor's **economic growth** and heritage development will be balanced and self-sustaining.

**Erie Canal Bicentennial projects-** In celebration of the 200th anniversary of the Erie Canal, Erie Canalway is 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 define these as long-term "legacy" projects and not consider single-year projects as Bicentennial related.

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)

## RANGE OF AWARD

Grant requests shall be no less than \$2,500 nor exceed \$12,000. ECNHC has full discretion in the amount it chooses, if any, to award to an individual application.

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.
- Requested activities must take place within the confines of the Congressionally-designated boundaries of the Erie Canalway National Heritage Corridor (see List of Heritage Corridor Municipalities at <https://eriecanalway.org/resources/links>).
- Organizations must be in good standing with all other ECNHC awards.
- Awards will not be made for continuation of projects funded in prior grant rounds.

## GRANT ADMINISTRATION

This is a program of the **Erie Canalway National Heritage Corridor (ECNHC)**. 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. The Erie Canalway National Heritage Corridor is grateful to the **New York State Canal Corporation** for providing additional support for this program.

## 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 18<sup>th</sup>, 2019**

**Awards Announced: January 2020**

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

## **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;
- Activities that include the trades;
- Political or religious activities;
- Additions to reserve funds or endowments of an organization;
- Staff salaries;
- Paid advertising;
- Projects or programs that will re-grant the funds received; and
- Festivals or Events. (These are funded separately through a different ECNHC grant program. For more information, please see <https://eriecanalway.org/resources/grants>).

The following entities 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.

## **GRANTEE RESPONSIBILITIES**

Grant recipient has full responsibility for completing project activities on time and on budget. 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 project staff changes, or financial problems that may arise during the course of the grant award.

## **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 **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 may include** cash, grants, donations, staff or volunteer time, in-kind services, or any combination of those sources. Please use the rate found at the following link for calculating volunteer time: <https://independentsector.org/value-of-volunteer-time-2018/>

**Unacceptable match** includes:

- Federally sourced funds or other resources;
- Funds from the New York State Canal Corporation (other state agency resources are allowable);
- 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.

## **EVALUATION AND AWARD NOTIFICATION**

This is a competitive grant program. Members of the review team and Erie Canalway's 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.

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.

## **GENERAL GUIDELINES**

- Grant awards are reimbursed at project completion.
- Project completion includes ECNHC approval of a brief final written report and budget summary along with copies of any product resulting from the grant. Full documentation (cancelled checks, time sheets, receipts, etc.) of all project expenses is required.
- A six-month interim project update is also required. Please contact ECNHC for required information.
- Evidence of completed project is required (e.g., photographs, copies of products, etc).
- Award requests will not exceed \$12,000 and will be no less than \$2,500.
- Applicant organization must employ at least one paid staff person. All volunteer organizations are encouraged to work with a local municipality or another qualified nonprofit to apply for funding.
- ECNHC staff reserves the right to 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 for reimbursement.
- 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.
- 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 18th, 2019**

**Upon clicking "submit," your documents are automatically emailed to Erie Canalway National Heritage Corridor (ECNHC). You will receive an email confirmation that your application has been received.**

**Hand-delivered or mailed** applications MUST be received or post marked by the ECNHC offices no later than *4:00 PM, Friday, October 18th, 2019*. Hand delivered applications must be date stamped by a staff member of the ECNHC. Hand delivered or mailed applications will include **seven complete copies** of the application package including all support materials.

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

## MAILING ADDRESS

**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

### Required:

- Project Budget (see template link)
- Formal approval of municipal support (municipal applicants only)
- IRS 501(c)(3) Determination Letter (not-for-profits only)
- Most current 990 (not-for-profits only)
- Most recent fiscal year-end financial statements, audited if available;
- Award letters from secured grants used as project match
- Seven copies of the completed application form (if mailing or hand-delivered)

### Optional:

- Maps, photographs or other supporting visuals
- Letters of support

Only complete applications will be evaluated.

*Note:* Please do *not* upload or otherwise provide additional narrative materials. Unrequested materials will not be included with the application review process.