

Erie Canalway Impact Grants

DESCRIPTION

Erie Canalway IMPACT! Grants fund innovative ideas that help the National Heritage Corridor continue to be a great place to live, work, and play. The Erie Canalway National Heritage Corridor utilizes these awards to identify and support opportunities where funding and staff support will have a strong and positive impact on Corridor communities.

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.

GRANTS FUND

Projects must meet at least one of the following Erie Canalway National Heritage Corridor 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.

ANNUAL PRIORITIES

Erie Canal Bicentennial projects. In celebration of the 200th anniversary of Erie Canal construction (2017-2025), 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, Erie Canalway will not consider single-year focused projects as Bicentennial related.

ECNHC may, from time to time, prioritize themes or projects relevant to a current granting cycle. Examples include centennials, commemorations, and other significant activities that have a Corridor-wide impact and relevancy to the Erie Canalway Preservation & Management Plan. If a theme is being prioritized, a related question will be included on the grant application page.

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

http://eriecanalway.org/get-involved_grants-fund.htm

GRANT ADMINISTRATION

This is a program of the **Erie Canalway National Heritage Corridor** (Erie Canalway). The Erie Canalway National Heritage Corridor's federal Commission and the Erie Canalway Heritage Fund, Inc.'s not-for-profit board work together to preserve our extraordinary heritage, to promote the Corridor as a world class tourism destination, and to foster vibrant communities connected by the waterway.

We are grateful for our partnership with New York State Canal Corporation whose additional resources allow us to raise award thresholds and fund additional projects.

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

DEADLINE

Applications Due: Friday, October 15, 2021

Awards Announced by December 31, 2021

Application materials are also available online at www.eriecanalway.org

RANGE OF AWARD

Grant requests shall be no less than \$2,500 nor exceed \$12,000. Erie Canalway 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.

Fund distribution will be made on a reimbursement basis at project conclusion, upon Erie Canalway 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 a tax-exempt, not-for-profit organization certified by the Internal Revenue Service under Section 501(c)(3); a municipality (city, town, village, or county); or a federally recognized Native American Indian Tribe. Not-for-profits with an IRS designation *other than* 501(c)(3) are not eligible but are encouraged to partner with an eligible applicant.
- Applicant must include a formal resolution or other documentation demonstrating organizational or municipal leadership support for the project.

- 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 must be in good standing with all other ECNHC awards.
- Awards will not be made for continuation of projects funded in prior grant rounds. However, uniquely new approaches to prior projects may be considered.

Fiscal Sponsor: If you do not meet eligibility requirements, you may apply through an eligible fiscal sponsor. If you choose to work with another organization, the fiscal sponsor should be aware of the following requirements:

- The fiscal sponsor is the formal applicant. As such, they will be responsible for submitting the application, contracting with Erie Canalway, and completing and submitting mid-year and final reports.
- The fiscal sponsor will manage the finances of the project. This includes fronting the award and match amounts during the project, maintaining expense documentation, and managing the cash-flow between your two organizations. Grant awards are made at project conclusion as a reimbursement. The fiscal sponsor is the recipient of the reimbursement and is responsible for re-distributing funds to you.
- The contractual arrangement between you and the fiscal sponsor is separate from the IMPACT! Grant contract with Erie Canalway.

RESTRICTIONS

Applicants cannot request funds for:

- 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;
- General organizational marketing (including development of websites);
- 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 **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).

Sources of Match

Cash Match: Cash donations, non-federal income from products or services, local government grants or appropriations, state grants or appropriations, foundation grants, corporate contributions.

In-Kind Match: donated goods, donated services including volunteer and staff* time.

The current estimated value of volunteer time is \$30.18 per hour. Annual updates to the rate can be found here: <https://independentsector.org/value-of-volunteer-time-2018/>

**Staff time: Staff time may only be used as in-kind match if the applicant is not requesting staff time as part of the grant award.*

Unacceptable match includes any federally sourced funds, project support from the New York State Canal Corporation, operating costs of the site/organization, routine repair and maintenance costs, staff & volunteer costs/time unrelated to the project.

GRANTEE RESPONSIBILITIES

Grant recipients have 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 of any significant programmatic, administrative, lead staff changes, or financial problems that may arise during the course of project implementation.

EVALUATION AND NOTIFICATION OF AWARD

This is a competitive grant program. 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. No information on status will be provided prior to award announcements.

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

COVID – 19

Given the current uncertainty around the duration of the COVID 19 pandemic, briefly describe how you will accommodate potential shutdowns, school/business closures, or restrictions on public gatherings. Please include specific, action-oriented strategies that would result in a completed project.

GENERAL GUIDELINES

- Grant awards are reimbursed at project completion.
- Project completion includes 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 expenses is required.
- A six-month interim project update is required. Please contact Erie Canalway for required information.
- Evidence of completed project is required (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.
- Project management: applicant may request up to 10% of the Erie Canalway award amount. If staff salary is used to meet match requirements, applicant may not request project management reimbursement.
- Erie Canalway 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.
- Wayfinding, interpretive, exhibition, mural, and other requests requiring consultant services must include the following with the application:
 - a) Name of design firm or professional consultant, if known.
 - b) Examples of the design firm or consultant's related work
 - c) Acknowledgement of preferred design standards found here: <https://www.nps.gov/subjects/hfc/index.htm>
 - d) Installation and long-term maintenance plan
- If the consultant is already hired at the time of application, evidence of the appropriate selection process must be included with the proposal. If the consultant will be hired during the project, evidence of appropriate selection process must be included with grant close-out and the intended selection process detailed in the grant narrative.
- Consultants and other contractual services shall be secured through a competitive process. Erie Canalway IMPACT grants may fund portions of a larger project. Contracts of more than \$5,000 and less than \$20,000 will require evidence of three quotes. Contracts exceeding \$20,000 shall be awarded based on written responses to a Request for Bids (RFB), Request for Proposals (RFP), or Request for Quotes (RFQs). RFBs, RFPs, and RFQs for amounts exceeding \$150,000 shall be publicly advertised.

- Internally developed graphic design, mural, and other visual materials are generally not considered.
- 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 must be made via Erie Canalway’s online grants portal. Links to the portal may be found here: <https://eriecanalway.org/resources/grants>

Hand-delivered, emailed, mailed/shipped, faxed applications are not accepted.

Requests for submission extensions will not be considered.

APPLICATION CHECKLIST

Only complete applications will be evaluated.

- Project Budget (required)
- Documentation of applicant’s matching funds (required), including award letters from other grants, etc;
- Formal organizational or municipal resolution or other official document stating support for the application and project (required);
- Letters of Support (optional, addressed to Bob Radliff, Executive Director);
- Written owner approval for projects/programs conducted on property not owned by the applicant (required if applicable);
- Documentation of procurement process for professional services if consultant is already secured (required).
- Plans, conceptual drawings, exhibit and interpretive design plans (where available and appropriate);
- 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 (for Not for Profits only);
- Most recent fiscal year-end financial statements, audited if available;
- If an applicant is applying or providing either financial or match support, a formal resolution or other formal document demonstrating agreement by the leadership to this effect is required;
- 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