

## A. PROGRAM OBJECTIVE

To promote the 400<sup>th</sup> Anniversary of Henry Hudson's voyage up the Hudson River.

## B. GENERAL PROGRAM GUIDELINES

- Applicants are required to be project specific in their proposal; requests for general operating support **will not be considered.**
- Average grant award ranges from \$1,000 - \$10,000.
- This is a reimbursable grant that must be matched by the grant recipient.
- Applications will be judged on the following criteria:
  1. **Connections with our Dutch Heritage**
  2. Connections with our Colonial past.
  3. Existing community support for the organization including membership, subscribers, program participation and volunteers and financial support for proposed program.
  4. Additional private or other funds to be generated in support of the proposed program.
  5. Collaboration with other nonprofit organizations.
  6. Estimated community participation in or attendance at the proposed program.
  7. The extent to which the proposed program is likely to enhance the visibility and/or attractiveness of Schenectady County.
  8. Proposed activity represents a project involving historic preservation, or the performing/visual/literary arts.
  9. The effective use of the Quadricentennial grant for the proposed program with respect to quality, soundness of program administration, adequacy and appropriateness of cost involved and need for the funds to ensure program success.

## C. ELIGIBILITY

To be eligible an organization must meet each of the following criteria:

1. The organization must be an established association or institution whose earnings do not benefit any individual. Evidence of this status **must** be presented in the form of ONE of the following:
  - a. IRS letter of tax-exempt status {501(c)(3)}
  - b. Receipt from the Department of State, Office of Charities Registration
  - c. Charter issued by the Board of Regents under Section 216 Education Law
  - d. Letter on official letterhead, signed by the appropriate county, city, town or village executive or departmental official
  - e. Acceptance form for incorporation under Section 401 of not-for-profit law
2. It may not exclude persons because of disabilities, religious preference, age, gender, ethnic background or other practices prohibited by provision of the 1991 American with Disabilities Act, Fair Labor Standards, and Affirmative Action Policies set by the US Government.
3. Programs/Projects must take place within Schenectady County and must involve historic preservation and/or the performing/visual/literary arts.
4. Programs/projects must take place between **Jan 1, 2009-Dec 31, 2009.**

**The following are not eligible for funding:**

- Works of individual artists, except under the sponsorship of such organizations listed above.
- Programs or projects that are not open to the public, or those that primarily serve the organizations' own members or subscribers.
- Four-year public universities and colleges.
- New York State agencies and departments.
- Requests for the purchase of equipment, except such equipment directly related to programs or exhibits of the performing, visual or literary arts and/or historic preservation.

**D. PROCESS**

- Applicants must use a standard form to be considered for an award. Copies are available at the Office of the Mayor, City Hall, Room 111, Schenectady, NY 12305. Applications can also be downloaded (in Microsoft Word and Adobe PDF formats) from the City of Schenectady website: [www.schenectadyny.gov](http://www.schenectadyny.gov).
- Mailed applications must arrive in City Hall no later than **5 pm Wednesday December 3, 2009**. Late proposals and submissions will not be accepted after this date. No exceptions will be made.
- One original, plus 6 copies of application should be mailed or hand-delivered to:  
Office of the Mayor  
City Hall, Room 111  
105 Jay St.  
Schenectady, NY 12305
- A citizens' advisory committee will review the applications and recommend awards.

**E. GRANTEE RESPONSIBILITIES**

- File timely notice of all funded events.
- The applying organization must enter into an agreement with **EXPLORENY** to use their logo in all promotional materials, including but not limited to flyers, posters, invitations, brochures, press releases, and print advertising. Exceptions can be made for those materials printed prior to receiving notification of grant funding.
- Final reports must be submitted within 60 days