



Historical Sites & Museums Infrastructure Application Instructions & Guidance

Program Overview

Historic sites and museums that are run as non-profits typically rely heavily on membership dues and donations for revenue resulting in revenue streams that are small and unpredictable. The cost for annual maintenance of aging historic sites is significant, and additional upgrades to bring sites up to current accessibility standards create an additional burden on budgets.

Operating infrastructure costs are necessary to provide for the maintenance of artifacts, the provision of programming, and the collection of oral histories. These operating costs can be significant and are integral to providing visitors with a full educational experience yet historic sites and museums struggle to fund these efforts.

The Historical Sites & Museums Infrastructure grant program will address critical capital and operating funding gaps that impact the preservation of our local historic and cultural institutions. Our rich historic heritage is a significant asset to Dutchess County residents and must be protected for current and future generations.

Funding Information & Limits

The total allocation for this initiative is \$200,000. There will be an execution payment of 25% of the total award, the remaining funding will be awarded on a reimbursement basis

Funding Limits	
Minimum	\$5,000
Maximum	\$30,000

Eligible Applicants

Any historical society, site, or museum in Dutchess County operated by a non-profit organization with an **IRS 501 (c)(3) designation**. **Federal and state-owned facilities are not eligible to apply**. Capital infrastructure projects are limited to facilities that are owned by the non-profit (no municipal-owned facilities) and the facility must be a separate structure (e.g., funds cannot be used for improvements to a room used for/by historical societies within a facility owned by another entity). However, all eligible Dutchess County historical societies or museums can apply for operating infrastructure funds.

Eligible Expenses

- 1. Capital Infrastructure:** Capital improvements to facilities owned¹ by eligible 501(c)(3) non-profit organizations in Dutchess County that improve the quality, efficiency, and accessibility of historic societies that provide a direct service to Dutchess County residents. Capital Infrastructure is a project that helps maintain or improve an organization's assets, such as a renovation, replacement, or expansion of an existing facility. Targeted investments include renovations or expansions of existing space used for direct programming, as well as investments in the organization's overall facilities to ensure the health and safety of its visitors.

Examples

- General capital infrastructure to facilities, including physical structures (roof, windows, doors, etc.) HVAC, plumbing, electrical, security, furniture, fixtures, and equipment.
- Americans with Disabilities Act (ADA) Improvements to promote accessibility and communication to ensure that people with disabilities have an equal opportunity to participate in a specific activity. (e.g., accessible crosswalk, ramp, audio-loop for public meetings). [Additional details and examples can be found by clicking on this link.](#)

- 2. Operating Infrastructure:** Funding to support the necessary tools, networks, and systems that ensure the organization's mission is protected and strengthened, including activities that reinforce the organization's capacity and compliance with existing legal, regulatory, and financial reporting requirements.

Examples

- Equipment, supplies, or other one-time expenses (e.g., projectors, microphones, scanners, speaker systems, computers, e-books, pop-up event/program, display cases, signage boards, etc.) purchased within the term of the agreement.
- Information technology upgrades (e.g., phone systems, websites, accounting, donor development, case management software, replacement of antiquated computers and other related hardware, etc.)

Ineligible Expenses

- Ongoing/operating expenses
- Ongoing program expenses
- Restoring fund balance/reserve accounts
- Fundraising

¹ This can include long-term leases (25+ years) which are comparable to an ownership interest.

Compliance

To ensure fiscal prudence and the best use of taxpayer dollars, compliance with [Dutchess County's Procurement Policies and Procedures](#) is required, so review the Procurement Policies and Procedures before submitting your application to ensure the proposed activity can meet the requirements.

Timeline

June 15, 2022	Application released
July 20, 2022	Applications due by 4:00 p.m. via the Dutchess County Grant Portal
July-August 2022	Application review
September 2022	County Executive announcement of awards

Grant Year

The grant term will be from November 1, 2022 to October 31, 2023.

General Application Instructions

- Applications must be submitted electronically through the [Dutchess County Grant Portal](#) **by 4:00 p.m. on Wednesday, July 20, 2022.**
- Only **one application per organization** will be accepted.
- An organization's application should be submitted by the Executive Director (ED), Chief Executive Officer (CEO), or an individual authorized to submit on behalf of the ED/CEO. **Do not apply unless you received authorization from the ED/CEO.**
- Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov.
- Residents that own and occupy historical homes are not eligible to apply.
- Dutchess County Department of Planning & Development staff cannot assist in developing your program design or in drafting your grant application.

Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will create an account.](#)
2. **Please only create one account per organization; therefore, you should consider using your organization's general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Login Page, select 'Create New Account' and complete all required* fields marked with an asterisk* symbol.
4. After successfully creating an account, you will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.
5. Once you begin an application, it will be saved as a draft. You can re-enter the portal any time before the submission deadline to complete the application.

Application Review

All applications will be reviewed for eligibility by the Dutchess County Department of Planning and Development with final funding approval recommendations made by the County Executive.

For more information, contact:

Dutchess County Department of Planning & Development
85 Civic Center Plaza, Suite 107
Poughkeepsie, NY 12601
Email: communitygrants@dutchessny.gov
Website: dutchessny.gov/planning

Frequently Asked Questions (FAQs)

Q1: Are studies eligible for funding?

A1: No.

Q2: Are costs related to fundraisers eligible for funding?

A2: No, these funds cannot be used for expenses related to fundraising and they cannot be given directly to an organization to host a fundraiser.

Q3: Are multi-year renewal of subscription services eligible for funding?

A3: No.

Q4: Do you have examples of operating infrastructure equipment?

A4: The following package represents all the operating infrastructure that a historical society or small museum would need for collections management, in-person programming, video conferencing/Zoom programming, scanning unbound manuscript materials, and collecting oral histories. This is meant as an example and should not be seen as a requirement.

- LG HF85LA XPR Full HD Laser DLP Home Theater Short-Throw Projector: \$1,496.99
- Fender Passport Conference Series 2 Portable Powered PA Kit with Microphones, Stands, Bag, and Cables: \$699.95
- Lenovo 15.6" IdeaPad 5 Laptop: \$699
- Microsoft Office Home & Business 2021 (1-User License, Product Key Code): \$239.99
- Lenovo ThinkPad Universal Thunderbolt 4 Dock: \$339.99
- Logitech MK270 Wireless Keyboard & Mouse Combo: \$27.99
- HP Z27k G3 27" 4K 16:9 IPS Monitor: \$544
- WD 14TB Elements Desktop USB 3.0 External Hard Drive: \$379.99
- Epson Perfection V850 Pro Scanner: \$1299.00
- VDO360 TridentAI 4K Video Conference Webcam & Soundbar: \$675.00
- Rode NT-USB Mini 2-Person Podcast Recording Kit: \$229.99
- Logitech S-120 Speaker System: \$14.99
- Total Cost: \$6,646.88

Q5: Will we need State Historic Preservation Office (SHPO) approval if we undergo capital improvements?

A5: Yes.