



# 2026 Municipal Investment Grant (MIG) Program Application Instructions & Guidance

## Program Overview

The Municipal Investment Grant (MIG) program traditionally awards funding on a competitive basis to entities who have taxing authority (i.e., cities, towns, villages). The program has evolved over the years as the needs and priorities of the County and its communities have changed. MIG focus areas are reviewed annually, and as a result, the focus areas may be updated from year-to-year.

In 2026, the County set aside funding to support two initiatives that 1) address infrastructure and safety and security upgrades at municipal buildings, fire stations, community parks and community gathering spaces; and 2) allow municipalities to address homelessness by providing infrastructure and services within their community.

## Eligible Applicants

### Infrastructure and Safety & Security

All local government entities (cities, towns, and villages) and fire departments and districts within Dutchess County.

Non-profit organizations with a 501(c)(3) designation that frequently provide publicly accessible programming within their facility **on behalf of a municipality or Dutchess County** can also apply, but those applications will only be considered if municipal projects have not used all available funding.

### Municipal Homeless Initiatives

All local government entities (cities, towns, and villages) within Dutchess County.

## Eligible Expenses

### Infrastructure and Safety & Security

Municipal buildings & facilities (municipal halls, police departments, senior centers, parks, etc.), fire stations, and community gathering spaces. Community gathering spaces are defined as locations where residents connect, socialize, and engage in various activities, such as parks and recreation areas, community centers, libraries, public squares and plazas. These community gathering spaces operated by 501(c)(3) non-profit organizations must generally be open to the public and provide frequent and consistent free activities/events to the public on behalf of a municipality or Dutchess County. Failure to remain open for a minimum of 5 years after project completion will result in a recapture of funds.

### Eligible Expense Examples

- General capital infrastructure to existing facilities, including physical structures (roof, windows, doors, etc.), HVAC, plumbing, electrical, security, furniture, fixtures, and appliances.
- Public Facilities & Improvements (Parks): Enhancements to existing municipal parks and recreation areas (e.g., park benches, pavilions, swing sets, other playground and recreational equipment). Priority will be given to projects that improve recreational opportunities and quality of life for seniors, youth, and families, as well as projects that improve upon Americans with Disabilities Act (ADA)-accessibility at existing facilities. Park projects that include a sensory component will be given higher priority.

- Purchase of Generators for Critical Infrastructure: Purchase of generators that support critical municipal facilities during significant weather events and natural disasters that cause long-term power outages, flooding, and damage. These would also include facilities that support residents during emergency events.
- 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, elevator). [Additional details and examples can be found by clicking on this link.](#)
- Safety upgrades, including metal detectors, circulation updates, access control.

### **Ineligible Expenses**

- Recurring operational expenses and staffing;
- Repairs and deferred maintenance expenses;
- Recurring payroll expenses, benefits, and overtime;
- Seminars/Conferences; and
- Travel expenses.

### **Municipal Homeless Initiatives**

Activities or expenses that address the needs of homeless individuals within a local municipality. Examples could include housing/shelter or contracting with a provider to provide services locally. All services must comply with the NYS Office of Temporary and Disability Assistance (OTDA) requirements for a shelter.

### **Eligible Expenses**

1. Rent if,
  - The municipality is renting a temporary site specifically to operate as a warming/cooling center.
  - The space is not already municipally owned.
  - The cost is reasonable and procurement compliant.
2. Facility Preparation & Safety
  - Fire safety equipment (extinguishers, smoke/CO detectors)
  - Other health-related safety equipment (Narcan, AED, PPE)
  - Cots, chairs, blankets (warming centers)
  - Minor electrical upgrades necessary for safe activation
  - Temporary ADA accessibility improvements (ramps, signage)
3. Operational Supplies
  - Water
  - Shelf-stable snacks (use of community meal programs should be utilized, when possible, i.e., Dutchess Outreach Lunch Box)
  - Hygiene kits
  - Cleaning and sanitation supplies
4. Personnel (Activation-Only Costs)
  - Temporary staff hired specifically for center operations
  - Security personnel during activation
  - Stipends for volunteer coordination
5. Transportation Assistance
  - Mileage reimbursement for employee/volunteer drivers
  - Rideshare, taxi expenses
6. Equipment (durable items with ongoing public use)
  - Portable generators

- Space heaters (approved safe models only)
- Folding tables and chairs
- Storage bins for center supplies

### **Ineligible Expenses**

1. Rent if,
  - It covers regular rent for an existing municipal building.
  - It replaces previously budgeted lease costs.
  - It funds a long-term lease unrelated to the operation of a warming/cooling center.
  - It supports general municipal office space.
2. Supplanting of funds for routine municipal operations, including but not limited to,
  - Regular utility bills
  - Routine maintenance
  - Salaries of existing full-time staff
  - General office supplies
3. Major Capital Improvements
4. Ongoing housing assistance
5. Case management services not directly tied to center operations
6. General community programming unrelated to extreme weather response
7. Luxury or Non-Essential Items
  - Catering services
  - Entertainment equipment
  - Decorative improvements
  - Premium furnishings

## **Funding**

### **Infrastructure and Safety & Security**

- The total allocation for this initiative is \$750,000.
- Minimum Request: \$20,000
- Maximum Request: \$25,000
- Match Requirement:
  - 100% of request: If you request \$25,000, you must provide a \$25,000 match.
  - In kind services or donations cannot be used as a match.
  - If you committed municipal/agency funding for an existing project, you cannot use MIG funding to replace the committed funds for that same project. MIG funds could be used for additional components or increased costs for the existing project.
  - Proof of secured match must be provided with your application. If the match isn't secured at the time of application, the municipality/organization must adopt a resolution to secure the match within six months of award. **If the match is not secured by then, the award will be rescinded.**
- **Funds are available on a reimbursement basis. No advances.**

### **Municipal Homeless Initiatives**

The total allocation for this initiative is \$200,000.

- Minimum Request: \$10,000

- Maximum Request: \$25,000
- Match Requirement:
  - 100% of request: If you request \$25,000, you must provide a \$25,000 match.
  - In kind services or donations cannot be used as a match.
  - If you committed municipal/agency funding for an existing project, you cannot use MIG funding to replace the committed funds for that same project. MIG funds could be used for additional components or increased costs for the existing project.
  - Proof of secured match must be provided with your application. If the match isn't secured at the time of application, the municipality/organization must adopt a resolution to secure the match within six months of award. **If the match is not secured by then, the award will be rescinded.**
- **Funds are available on a reimbursement basis. No advances.**

## Compliance

- All project expenses must be made within the term of the grant (October 1, 2026 – September 30, 2028).
- All expenditures are subject to the [Contracted Services Policies and Procedures](#). Please review this prior to submitting your application to ensure the proposed activity can meet the requirements.
- **Failure to comply with these policies may affect your organization's ability to be reimbursed.**
- If your proposed activity involves general capital infrastructure, construction must commence within 12 months of the start of the grant term.

## Timeline

Due Date	Tasks
April 1, 2026	Written questions and inquiries concerning this grant proposal must be submitted via email by 5:00 p.m. to <a href="mailto:communitygrants@dutchessny.gov">communitygrants@dutchessny.gov</a> .
April 8, 2026	All answers to the submitted questions will be posted as an addendum to these application instructions and guidance.
May 13, 2026	Applications are due by 3:00 p.m. via the <a href="#">Dutchess County Grant Portal</a> .
May – July 2026	Application review
Summer 2026	County Executive announcement of awards
October 1, 2026 – September 30, 2028	Grant Term

## Program Year

The grant term will be October 1, 2026 – September 30, 2028. Contracts may be eligible for an extension.

## Contract Agreement

Please review the [MIG contract template](#) to ensure your organization and proposed activity can meet the County's requirements prior to submitting your application.

## Procurement

- **Compliance with procurement requirements as outlined in the [Dutchess County Procurement Policies and Procedures](#) (pages 8-9) is required. Please review this prior to submitting your application to ensure the proposed activity can meet the requirements. Failure to comply with these policies may affect your ability to be reimbursed.**
- **\*\*All public work projects are subject to the provisions contained in the New York State Labor Law, including prevailing wage. Please keep this in mind when preparing your project budget and funding request.\*\***

## General Application Instructions

- Applications must be submitted electronically through the [Dutchess County Grant Portal](#) by **3:00 p.m. on Wednesday, May 13, 2026**.
- Entities may submit **one** application per Focus Area (Infrastructure and Safety & Security and Municipal Homeless Initiatives).
- Applications should be submitted by the Chief Elected Official (CEO)/Executive Director or a representative authorized to submit on behalf of the CEO/Executive Director. **Do not apply unless you have received authorization from the CEO/Executive Director.**
- Written questions and inquiries concerning this grant proposal must be submitted via email to [communitygrants@dutchessny.gov](mailto:communitygrants@dutchessny.gov) by 5:00 p.m. on April 1, 2026.
- Dutchess County Department of Planning & Development staff cannot assist in developing your program design or in drafting your grant application.
- Letters of support are not required and should not be submitted.
- Memorandums of Understanding (MOUs) should be submitted, if applicable, as a separate attachment(s) to the application.

## Application Forms

The 2026 MIG Application and all required forms can be found within the [Dutchess County Grant Portal](#). You will be able to download each required form, save it to your computer, and upload the completed document.

## Application Review

All applications will be reviewed to ensure compliance with the application instructions and guidance as outlined in this document.

The [Community Development Advisory Committee](#) (CDAC) will review eligible applications and make preliminary award recommendations to the County Executive for final review and approval.

## Reporting Requirements

Organizations awarded funding will be required to submit regular payments and progress reports as outlined in the [Contracted Services Policies and Procedures](#) or as stated in the Agreement.

## Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will login to your existing account or create an account if one does not already exist for your organization.](#)
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 Logon 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 prior to the submission deadline to complete the application.

### **For more information, contact:**

Dutchess County Department of Planning & Development  
85 Civic Center Plaza, Suite 107  
Poughkeepsie, NY 12601  
Phone: 845-486-3600

Email: [communitygrants@dutchessny.gov](mailto:communitygrants@dutchessny.gov)

Website: [dutchessny.gov/planning](http://dutchessny.gov/planning)