



GRANTS PROGRAM GUIDELINES

Upper Delaware Scenic Byway
www.udsb.net

UPPER DELAWARE SCENIC BYWAY, INC. GRANTS PROGRAM GUIDELINES

Thanks for your interest in the Upper Delaware Scenic Byway Grants Program. Please take the time to read the following information before submitting your application.

WHY IT MATTERS

Administering grants is a key part of our mission, playing a crucial role in fostering community engagement and supporting development along the Upper Delaware Scenic Byway. These grants provide essential financial resources—often in the form of support or seed funding—to help bring local ideas and projects to life. Funded initiatives are expected to contribute to the preservation and celebration of the region's historical, cultural, or natural beauty. As an organization, we want to see these projects come to fruition, but we cannot afford to say yes to all applications.

LOGISTICS

The Upper Delaware Scenic Byway has a fixed annual budget allotted to grant applications; once all of this money has been administered (for the year), applicants will need to wait until the following year to apply. We highly recommend applying earlier in the year as funding becomes more sparse towards the end of the year.

As a Board, we meet on the 4th Monday of every month. Applications are reviewed and evaluated by the UDSB Board. Sometimes applications are approved during monthly meetings. However, in some cases applicants may be asked to alter or further explain their application before an approval can be made.

RECOMMENDED FOR APPLICANTS

When possible, submit your application earlier in the month, this allows us time to review the application and gives us time to request more information in advance of our monthly meeting.

Your attendance at the monthly UDSB meeting via Zoom or in person is encouraged to present and answer any questions about your application.

APPLICATION PROCESS

APPLICATION. Complete the appropriate grant form application and submit it to UDSB, Inc. via P.O. Box 127, Narrowsburg, NY 12764 or info@UDSB.net. Be sure to include complete contact information for the applicant's representative as well as how the payment should be directed (payable to name and mailing address) if your application is selected.

BUDGET. Develop an overall budget for your project, including your UDSB funding request, and submit it with your application. Not doing so could delay your approval. Take note of any matching fund requirements that are listed on the guidelines for your specific grant of interest.

Present at Monthly Meeting. Be prepared to attend the monthly UDSB meeting. You will be notified of that date after your application has been submitted.

POST APPROVAL PROCESS

If approved, applicants will receive an email that includes their Award Letter and instructions. We will also notify applicants of denials. Payments will be sent separately according to the information provided on the application.

Applicants will need to provide attribution to the Upper Delaware Scenic Byway in printed material as well as on social media. Our logo is available as a digital file upon request.

Applicants may be asked to provide a progress report during implementation of the project.

CLOSEOUT REPORT. A Final Closeout Report is required within 30 days of the project's completion. This must include: a short narrative summary of accomplishments; documentation (receipts) showing how the money was spent, the number of people served; and proof of public acknowledgement that grant funding from the Upper Delaware Scenic Byway, Inc. supported this project. We would appreciate receiving photos as well. It is very important for us to showcase the work that the Byway is doing in order for us to continue securing money for our Grant Programs.

OTHER CONSIDERATIONS

Priorities are given to projects that align with our mission (see www.UDSB.net), are located along the designated byway route or directly support the member byway communities, and have not been previously funded by a UDSB grant.

Showing an additional investment in your project beyond the UDSB funding through other financial sources, cash matches, or in-kind services, is helpful.

These grants are generally meant to be used as seed money and as a result, we tend not to fund the same projects in consecutive years.

If there are any major changes to your project after its approval, notify the UDSB acknowledging the change of plan.

If your project is not going to be completed within the timeline spelled out in the specific grant's application guidelines, you will need to notify the UDSB. Failure to do so could result in your grant being rescinded.