



**MONTGOMERY**  
C O U N T Y NY  
Made of Something Stronger

**Montgomery County  
Infrastructure Grant Program  
Serving Montgomery County, New York**

**Application & Guidelines**

The Montgomery County Tourism Infrastructure Grant Program is funded through Montgomery County's Occupancy Tax and is administered by Montgomery County Tourism. This grant is designed to support capital and infrastructure projects that enhance tourism assets and improve visitors' experience throughout Montgomery County.

Grant funding is intended for physical improvements that attract visitors from outside the county or enhance the experience of those already visiting Montgomery County. Projects must demonstrate a clear benefit to tourism, including improved access, amenities, or facilities that serve visitors such as bikers, boaters, trail users, and heritage tourists. Funds may not be used solely to serve local residents or for marketing, promotional, or operational expenses.

Eligible applicants include municipalities, not-for-profit organizations, and tourism-related for-profit businesses located within Montgomery County, New York.

Questions regarding the application or program guidelines may be directed to Montgomery County Tourism. Completed applications must be submitted to:

Montgomery County Tourism  
PO Box 1500  
20 Park Street  
Fonda, NY 12068  
(518) 853-4304

## Grant Guidelines

### Eligibility

The following entities located in Montgomery County, NY are eligible to apply:

- Municipalities (towns, villages, county agencies)
- Not-for-profit organizations
- Tourism-related businesses
- Owners or operators of historical, cultural, or recreational tourism sites

Applicants must demonstrate site control, ownership or permission for the proposed project.

### Eligible Project Types

Eligible projects must be **infrastructure-based** and directly tied to improving tourism access, experience, or capacity.

Examples include, but are not limited to:

#### **Visitor & Trail Infrastructure**

- Bike racks and bike repair stations
- Kayak racks, launches, or storage facilities
- Trailhead amenities serving the Empire State Trail
- Benches, picnic tables, shelters, or rest areas
- Drinking water fountains or bottle refill stations

#### **Waterfront & Recreation Infrastructure**

- Boat docks or transient docking facilities
- Launch improvements for kayaks or canoes
- Wayfinding or safety infrastructure related to water access

#### **Tourism & Heritage Assets**

- Informational kiosks or visitor information centers
- Interpretive signage for historical or cultural sites
- Infrastructure improvements to museums or historic properties
- ADA accessibility upgrades at tourism sites

#### **Business or Site-Specific Tourism Infrastructure**

- Capital improvements to tourism-related businesses or destinations
- Permanent infrastructure that enhances the visitor experience
- Improvements that allow a site to better accommodate visitors

### Ineligible Uses

Grant funds **may NOT** be used for:

- Marketing, advertising, or promotion
- Printed materials (brochures, flyers, maps)
- Give-away items or merchandise
- Operating expenses or staff salaries
- Routine maintenance or repairs
- Temporary or non-durable improvements

This program is strictly for **capital and infrastructure projects**.

## **Tourism Impact Requirement**

All applications must clearly demonstrate:

- How the project will **attract visitors from outside Montgomery County, OR**
- How the project will **improve the experience of existing visitors**, making the community more welcoming and accessible

Applicants must explain how the project benefits:

- Bikers or pedestrians
- Boaters or paddlers
- Users of the Empire State Trail
- Heritage or cultural tourists
- General visitors to the community

Projects that primarily benefit local residents without a clear tourism connection will not be funded.

## **Application Procedure and Evaluation Criteria**

All applicants must assign one primary contact for the grant. The application must be filled out completely. Applications must be submitted to Montgomery County Tourism no later than June 1, 2026

Applications may be obtained from Montgomery County Tourism Website ([visitmontgomerycountyny.com](http://visitmontgomerycountyny.com)), via mail or via email attachment.

Applications will be reviewed by Montgomery County Tourism Staff. All applicants will be notified of the County Executive's decision by mail; there is no appeal process.

All complete and eligible applications will be evaluated competitively. Funding recommendations will be based on the extent to which the proposed project meets the goals of the Montgomery County Tourism Infrastructure Grant Program.

Projects will be reviewed using the following criteria:

### **Tourism Impact & Visitor Benefit**

The extent to which the proposed infrastructure project will:

- Attract visitors from outside Montgomery County, or
- Improve the experience, accessibility, or usability for existing visitors

Projects should articulate how the improvement makes the community or site more welcoming, functional, or appealing to visitors and encourage longer stays or repeat visits.

### **Public Access & Community Value**

The degree to which the project:

- Is accessible to the public or visiting tourists
- Provides shared benefits to the broader community
- Enhances a publicly accessible tourism asset or destination

Priority will be given to projects that demonstrate broad community benefit, improve safety or accessibility, or serve as a shared resource for residents and visitors alike.

### **Project Readiness & Feasibility**

The readiness of the project to move forward, including:

- A clearly defined scope of work
- A realistic project timeline
- Well-documented cost estimates or bids
- Evidence of site control, permissions, or permits (where applicable)

Projects that are well planned and capable of being completed within the grant period will receive stronger consideration.

### **Leveraged Investment & Financial Commitment**

The degree to which the project:

- Leverages additional funding sources
- Includes matching funds or in-kind contributions
- Demonstrates financial commitment from the applicant or partners

While a match may not be required, projects that maximize the impact of County funding through leveraged investment may receive additional consideration.

### **Alignment with County Tourism Goals**

How well the project aligns with Montgomery County's broader tourism priorities, including:

- Outdoor recreation and trail-based tourism
- Waterfront access and amenities
- Heritage, cultural, and historic tourism
- Downtown vitality and visitor services

Projects that complement existing tourism assets or build upon regional initiatives will be viewed favorably.

### **Additional Considerations**

The County reserves the right to consider geographic distribution, project diversity, and overall balance of funded projects across Montgomery County when making final funding recommendations.

Funding decisions are subject to the availability of funds and final approval by the Montgomery County Executive.

## Application Instructions

**NOTE: The Montgomery County Local Tourism Grant is funded exclusively by the Montgomery County Occupancy Tax, a surcharge imposed on overnight visitors to lodging facilities within the county. In order to generate a continuous input of tax funds for the future of this grant program, only activities that have the ability to attract overnight tourists to the county's hotels, motels, inns and bed & breakfasts will be considered for funding through this application.**

### **Name and Address:**

- Must be the legal name of the organization that the award will be written to; Address must be one used to receive mail - this is the one we will send notifications, contact information, and send awards to - contact person should have access to this mailing address.

### **Contact Names, Phone Numbers and Email:**

- Persons who know about the project and can be contacted by the grant coordinator. Email does not have to be for the organization.

### **Project Title & Location:**

- Location should be where the project is taking place within Montgomery County, not necessarily your organization's location.
- Describe the location and/or the facilities where the project is taking place.

### **Project Description:**

- Keep your information within the space provided or attach a project description document. Give information only about the project you are applying for. If this application is handwritten please be sure of legibility. If the board cannot read your handwriting you may not receive any funding.

### **Total request amount:**

- This is the total amount of funding requested for one calendar year.

### **Tourism Benefit & Visitor Experience:**

- Explain how the project will attract visitors from outside Montgomery County OR improve the experience of visitors currently traveling to Montgomery County
- Explain how the project benefits bikers or users of the Empire State Trail, Boaters or Paddlers, and/or visitors to local businesses, downtowns, historic sites.

### **In-Kind Services:**

- List all donated goods and services. Do not include these in your project budget.

### **Applicant's Signature:**

- A principle officer of the organization requesting this grant needs to sign here.

### **Project Budget:**

- Please provide a detailed budget and amount of grant funds requested. Provide a breakdown of costs such as materials, install, equipment, construction, etc.

**One Application Per Project**

Organization/Municipality Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Contact Name / Title: \_\_\_\_\_

Contact Phone (day): \_\_\_\_\_ Contact Phone (evening): \_\_\_\_\_

Contact Email(s): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Municipality: \_\_\_\_\_

Organizational Leadership (Chair/Mayor/Owner/President): \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Location (Address or Description of Site):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of Project (Check all that apply):**

- Bike racks / bike infrastructure
- Kayak racks / paddling infrastructure
- Trail amenities (Empire State Trail related)
- Benches / rest areas / public seating
- Water fountains / bottle refill stations
- Informational kiosk / signage
- Boat dock / waterfront infrastructure
- Historical or cultural site improvements
- Tourism-related business infrastructure
- Other: \_\_\_\_\_







**Ownership & Maintenance**

Who will own the infrastructure once completed?

---

---

---

Who will be responsible for maintenance?

---

---

---

Describe the long-term maintenance plan:

---

---

---

---

---

**Upon receiving notice of an award amount:**

Receiving funds implies responsibilities related to the expenditure of public funds.

The obligations of grant recipient are as follows:

- Sign and return a Letter of Agreement prior to payment of grant.
- Submit adequate documentation including cancelled checks, invoices and bank statements and completed vendor information forms prior to payment of grant.

**Failure to fulfill these obligations will prevent the awarding of any future grants.**



**Applicant's Signature and Date Certification and Release:** The undersigned certifies that he/she (1) is a principle officer of the applicant with the authority to obligate it; (2) has knowledge of the information presented herein; (3) has read the guidelines of the Local Tourism Grant and that this application complies with and is made subject to said guidelines; (4) on behalf of the applicant releases the Montgomery County and its employees and agents with respect to damages to property or materials submitted to connection herewith.

---

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Checklist:** All of the following must be submitted.

- This application with signature
- Project budget documentation or cost estimates
- Photos or drawings of proposed project site (if available)
- Proof of site ownership or permission
- Organization financial statement (if nonprofit)
- List of board members (if nonprofit)

***Remember that this is a competitive grant. You might not receive your entire total request amount – partial or no funding is a possibility.***