



**HUNTERDON COUNTY CULTURAL & HERITAGE COMMISSION**  
**NEW JERSEY HISTORICAL COMMISSION RE-GRANT**

**APPLICATION**

**General Operating Support (GOS) and Special Project (SP)**

**◆◆ Applications must be received by 3pm, August 10, 2010. This is NOT a postmark date. ◆◆**  
**Funding Period: July 1, 2010 – June 30, 2011**

1. Name of Organization \_\_\_\_\_
2. Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ NJ Zip: \_\_\_\_\_
3. Federal ID Number \_\_\_\_\_
4. Contact Person/Title \_\_\_\_\_  
(Person responsible for Application, Interim, and Final Reports)
5. Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_
6. Annual Budget \$ \_\_\_\_\_ Grant Requested: GOS \$ \_\_\_\_\_ SP \$ \_\_\_\_\_
7. On a separate sheet, in 100 words or less, provide a brief description of the organization, its mission, and whom it serves (see Final Report requirements in Guidelines) and tell how Historical Commission funds (a) will strengthen the organization (GOS applicant), or (b) describe your Special Project (SP applicant).

**LOCAL HISTORY BLOCK GRANT PROGRAM**  
**APPLICATION**  
**General Operating Support (GOS) and Special Project (SP)**  
**Applications must be received by 3pm, August 10, 2010**

EXPENSE CATEGORY	TOTAL EXPENSE	CASH MATCH	IN-KIND MATCH	GRANT FUNDS REQUESTED
Salaries / wages / fringe benefits				
Contracted services				
Printing / photocopying / typesetting				
Postage				
Telephone / utilities				
Marketing / publicity				
Hospitality				<b>NOT ALLOWED</b>
Fundraising / development				
Lease / mortgage expenses				
Equip. purchase / lease & installation				
Travel / transportation				
Supplies				
Education / training				
Insurance / audit				
Other (itemize)				
<b>TOTALS</b>				

I certify that to the best of my knowledge, this is an accurate statement of expenditures and obligations of NJHC Block Grant monies and of matching funds.

\_\_\_\_\_  
 Authorized Signature - Organization Head/Grant Project Director

\_\_\_\_\_  
 Date



**HUNTERDON COUNTY CULTURAL & HERITAGE COMMISSION  
LOCAL HISTORY BLOCK GRANT  
GUIDELINES**

**General Operating Support (GOS) and Special Project (SP)**

**TIMELINE**

**Funding Period: July 1, 2010 - June 30, 2011**

**Application Deadline: 3pm August 10, 2010.** (This is NOT a postmark date.)

**Notification of Award: Week of September 13, 2010** (See "Application Review" in Guidelines.)

**Availability of Funds: 80%, October 2010; 20%, July/August 2011, after approval of Final Report.**

**Interim Report Deadline: 3pm January 24, 2011.**

**Final Report Deadline: 3pm June 17, 2011,** (Failure to file a Final Report by the due date may result in the rescission of all or part of the grant. All requests for project/program extensions must be made in writing and received by the HCC&HC prior to May 27, 2011.)

**Please read the guidelines, application, and forms in their entirety before filling in any section. Answer ALL questions completely. Applications and Reports must be computer-generated, typed, or NEATLY printed. Failure to comply with guidelines in any way will result in pro forma rejection.**

**Mailing Address: HCC&HC, PO Box 2900, Flemington, NJ 08822-2900.**

**Additional Guidelines, Applications, and Report Forms are available:**

- **On-line at [www.co.hunterdon.nj.us/depts/c&h](http://www.co.hunterdon.nj.us/depts/c&h)**

(Applications, Interim and Final Reports will NOT be accepted via Email or Fax.)

- **At the Hunterdon County Cultural & Heritage Commission, 3 Chorister Place, Flemington, NJ, M-F, 9-4 p.m. (908-788-1256).**

The HCC&HC office is ADA accessible, with specific exceptions. To assure your accessibility needs are met, or if special accommodations are needed to file a HCC&HC grant application, call (908) 788-1256.

Appointments in a Flemington-based ADA accessible location can be arranged with advance notice.



**CALL (908) 788-1256 TO REQUEST  
A LARGE PRINT APPLICATION, GUIDELINES,  
AND REPORT FORMS.**

Funding for this program is made available through the State/County Partnership Program of the New Jersey Historical Commission, Department of State. The Local History Block Grant, administered by the Hunterdon County Cultural & Heritage Commission, is intended to promote the growth and expand the public impact of history organizations and organization-sponsored, high quality projects that preserve historical resources and advance public knowledge of the history of New Jersey, Hunterdon County, and its peoples. The application process is competitive at both the county and state levels.

### **HCC&HC MISSION STATEMENT**

The mission of the Hunterdon County Cultural & Heritage Commission is to promote interest and participation in, and understanding of, local history, culture and arts, utilizing various facets of county and municipal government, religious organizations, educational entities and community services.

### **ELIGIBILITY**

**Grants are available to both individuals and organizations. Hunterdon County history organizations, as well as individuals and organizations seeking funding for a history project, are invited to apply.**

**You may apply in one of the following History Grant categories:**

**1) General Operating Support/GOS (available to history organizations only)**

These are non-restricted, non-project oriented funds intended to support the on-going programs, services, and operations of Hunterdon County history organizations. To be eligible for GOS, an organization must demonstrate direct service to the public and accomplish at least one of the following:

- Help strengthen and further develop existing Hunterdon County/State of New Jersey history operations and programs
- Initiate new programming on Hunterdon County/State of New Jersey history
- Improve management and interpretation of historic sites and historical collections
- Expand public understanding and awareness of historical resources
- Increase public and organizational participation in historical programs and activities
- Increase the body and quality of information on Hunterdon County/State of New Jersey history available to the public
- Preserve materials for the study or preservation of Hunterdon County/State of New Jersey history

**2) Special Projects (available to organizations and individuals)**

This category is open to Hunterdon County organizations and individuals for a specific, history-related program or project. Funds may be used for approved project-related expenses.

### **ELIGIBLE PROJECT CATEGORIES**

Funding is made available for expenses attendant to a specific project relating to Hunterdon County and/or State of New Jersey history. Eligible categories include conservation of historical materials (manuscripts, books, costumes, historical visuals); editorial and publication projects; educational initiatives; exhibitions, media (films, radio, videotape, and digital media); public programs; and research (including archaeological projects, oral history, and New Jersey and National Register of Historic Places nominations).

### **APPLICATION REVIEW**

Awards are highly competitive. The written grant application should present a clear picture of the organization, finances, and program or project for which funding is being requested. A panel of historians carefully reviews each application. The full Cultural & Heritage Commission then reviews panel decisions. Upon approval, the re-grant awards are then incorporated into the Commission's Local History Block Grant contract with the New Jersey Historical Commission. No appeals will be entertained. All Hunterdon County History Grant applicants will be notified of the results of their applications during the week of September 13, 2010, or after the Commission's receipt of a Grant Agreement from the NJHC.

**APPLICATION REQUIREMENTS**

Submit 1 Original Application with these two attachments:

- original signature in **BLUE INK**
- copy of IRS Notification of Tax Exempt Status for NEW APPLICANTS. Government is EXEMPTED. Submit one photocopy attached to the original of the application. (If you applied to the HCC&HC last year for a history grant, re-submission of documents is NOT required.)

Submit 3 Application Copies (Original PLUS three) of the following items:

- completed application
- 100-word or less description (see Application question #7 for details.)
- resumes/brief biography of key staff, volunteers, board members, participating historians and consultants showing relevant educational background, employment history, organizational responsibilities, and avocation or professional activities. (Two pages per person limit.)  
**Note:** Previous events programs/brochures may NOT be substituted for resumes or bios.
- support materials, no more than 5 items (excluding resumes and Tax Exempt Status)  
For example: recent press clippings, programs, advertisements, and press releases.
- GOS applicants must submit one copy of their most recent audit/financial statement
- NO LARGE BINDERS

**MATCHING REQUIREMENTS**

A 1:1 match is required, which may consist of cash OR in-kind OR a combination of both.

**INELIGIBLE GRANT-SUPPORTED EXPENDITURES**

- Capital improvements, including buildings and the maintenance of grounds and exteriors (Expenditures such as roofing, replacement of gutters, windows, doors, removal or addition of interior walls and like expenses are ineligible.)
- Acquisitions (including artifacts and collections)
- Hospitality
- Deficits and debt service
- Retroactive funding
- Endowments and awards
- Payment/fee for grant writers

**ELIGIBLE GRANT-SUPPORTED EXPENDITURES**

- Salaries/wages/fringe benefits (provide an explanation of duties, how the person's work supports/will strengthen the organization's mission)
- Contracted services (excluding hospitality)
- Printing, photocopying, typesetting
- Postage, telephone and utilities
- Marketing and publicity
- Fundraising and development
- Staff education and training
- Lease and mortgage expenses
- Equipment purchase/lease (including installation)
- Travel and transportation
- Insurance and audit expenses
- Maintenance of collections
- Long-term planning
- Planning for compliance with the Americans with Disabilities Act

**PUBLICITY AGREEMENT**

During the grant period, re-grantee organizations must credit the NJHC and HCC&HC in all printed materials, releases and announcements using the following statement:

**“Funding has been made possible in part by the New Jersey Historical Commission, a division of the Department of State, through funds administered by the Hunterdon County Cultural & Heritage Commission.”**

During the grant period, the NJHC and HCC&HC logo must be used by the grantee in publicizing those programs supported by a NJHC grant (including, but not limited to, programs, newsletters, brochures, and flyers.)

**ADA ACCESSIBILITY NOTICE AND ICON REQUIREMENTS**

Please note that historic sites are NOT exempt from ADA compliance. All regrantees must be ADA compliant. All printed materials must indicate ADA accessibility, and list all provided special services, accompanied by the appropriate (UAS) Universally Accepted Symbol(s). (See Glossary.) If the venue has limited access, or is not completely ADA accessible, provide a phone number a patron may call to inquire about their specific needs and how you may assist them. (Call the Hunterdon County Cultural & Heritage Commission at 908-788-1256 for more information.)



UAS EXAMPLE

**COMPLIANCE WITH LAWS**

Regrantees under this program must comply with the following federal regulations: (Details available on-line, keywords indicated below, or at the library.)

- Title VI Statute of the 1964 Civil Rights Act;
- Fair Labor Standards Act;
- Occupational Safety and Health Standards;
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990;
- Title IX of the Education Amendments of 1972;
- Drug-Free Workplace Act of 1988.

Regrantees shall maintain good standing with all state and federal filings, as required by non-profit law.

**GRANT AGREEMENT**

Regrantees must enter into a formal Grant Agreement (which will consist of the above mentioned requirements and compliances) before award vouchers can be processed. Following receipt of signed vouchers, an initial payment of 80% of the award will be made. Regrantees should note that it might take up to eight weeks to receive payment after the County receives the signed vouchers. After receipt of an acceptable Final Report, a final grant award payment of 20% will be made.

**MULTIPLE GRANTS**

In addition to the Hunterdon County-funded Special Projects Grant, your group may apply for and receive re-granted state funds for BOTH arts and history in the same year or funding cycle. However, you will not be awarded state funds for arts and history for the same project or any two components of the same project. (Example: You cannot use NJHC funds for a battle re-enactment and NJSCA funds for colonial crafts demonstrations at the same event.)

**GRANT REPORTING REQUIREMENTS****Interim Report: Due 3pm January 24, 2011.**

An Interim Report, on the form provided, must be submitted to the Hunterdon County Cultural & Heritage Commission no later than 3pm January 24, 2011, and include:

- Form attached**
- Narrative and explanation as outlined on Interim Report form**

This report is essential; failure to file in a timely manner will eliminate the organization from consideration for a FY12 grant. Regrantees will receive only one email reminder. The report must contain a financial accounting and narrative for the period July 1, 2010 - December 31, 2011.

If there has been any material change in the organization (staffing, management, facilities, and/or finances) since the award, the report must include notice and explanation of that change. Should the organization plan any change in activity or expenditure for the remainder of the grant period, the report must address those changes.

**Final Report: Due 3pm June 17, 2011. (NO Final Report extensions will be given.)**

A Final Report must be submitted to the Hunterdon County Cultural & Heritage Commission no later than 3pm June 17, 2011, and include:

- Form attached**
- Narrative and explanation as outlined on Interim Report form**
- Relevant support materials, no more than 5, as outlined on Final Report form**

**Final Report Requirements****Throughout the grant year, keep a record of grant funded:**

- cash matches.
- expenses. Keep all receipts, invoices, and cancelled checks.
- in-kind matches and donations. Time sheets to record volunteer hours and statements of the value of donated goods and services must be kept updated and on file.
- meetings, programs, activities or events, including the date and number.
- number of persons attending, participating, and benefiting including:
  - √ adults
  - √ adults with disabilities (do not include in adult total)
  - √ senior citizens (do not include in adult total)
  - √ senior citizens with disabilities (not included in senior citizens or adults total)
  - √ children
  - √ children with disabilities (not included in children total)
- estimate, but do not exaggerate, the TOTAL number of:
  - √ out-of-county persons benefiting
  - √ persons viewing web pages or videos funded by grant
  - √ persons benefiting from reading publications funded by grant
  - √ minority persons attending, participating, and benefiting  
(See Glossary for definition of “minority”.)
  - √ professionals employed
  - √ members involved (for membership organizations)

**Throughout the grant year, keep a copy of:**

- newspaper clippings about your organization or project (include date and name of publication)
- programs and brochures relating to your organization or project

**You will be required to furnish this information and supply copies of the newspaper clippings in your Final Report.**

**RECORD RETENTION**

The financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant must be retained for a period of three years.

**EVALUATION**

An **on-site evaluation** will be conducted for each of our grant recipients, by a member of our staff or our board of Commissioners to assess quality, public response, and ADA compliance.

## GLOSSARY

**APPLICANT CASH MATCH** - Funds from applicant's present, future or anticipated resources that will be used towards general operating costs or to underwrite overall budget.

**AUTHORIZED SIGNATURE** – Signature of person with authority to legally obligate applicant.

**CASH ON HAND** - Surplus funds carried forward from the previous year (bank balance, etc.).

**CONTACT PERSON** - Person to contact for additional information about the application; the person with immediate responsibility for the project.

**CONTRACTED SERVICES** - Payment to firms or persons for the services of individuals who are not normally considered employees of applicant (consultants, or the employees of other organizations whose services are specifically identified and are serving in non-employee/non-staff capacities). Include curators, designers, video artists, filmmakers, authors, instructors, appraisers, etc.

**EQUIPMENT PURCHASE / LEASE** - Anything that the organization rents for its operations: lights, sound system, computer system, etc. Include installation expenses.

**GOS** - General Operating Support.

**IN-KIND CONTRIBUTIONS** - Value of materials or services (specifically identified with the project) provided to "applicant" by volunteers or outside parties at no cash cost to "applicant." (Example: telephone, postage, office supplies, travel expenses, meeting refreshments/supplies, and documented volunteer service hours.) Materials or services should be valued at "market value" or "market rate."

**LEASE / MORTGAGE EXPENSES** - Mortgage payments, or payments to rent office, exhibition, performance, gallery, and other such spaces.

**MARKETING** - Costs for marketing/publicity/promotion specifically identified with the project. Do NOT include payments to individuals or firms that belong under "Personnel" or "Other Fees and Services." Include costs of newspaper, radio, and television advertising; printing and mailing brochures; fliers and posters; and space rental when directly connected to promotion, publicity or advertising.

**MINORITY** - Refers to the following racial and ethnic categories: American Indian, Alaskan Native, Asian or Pacific Islander, Black (not of Hispanic origin), Hispanic or Latino. (Also see "Special Constituency.")

**OFFICE/OPERATING EXPENSES** - Non-salary office expenses not entered in other categories and specifically identified with the project, including: scripts/scores, sets/props, equipment rental, lumber/nails, utilities, telephone/telegraph/internet access, storage, postage, photographic supplies, reproduction/Xerox, publication purchases, interest charges, insurance, fund-raising, trucking, shipping / hauling not entered under "Travel."

**PERSONS WITH DISABILITIES** - Persons who have visual, hearing, mobility or learning disabilities or life-threatening illnesses. This may include those persons with "temporary" impairment.

**RENTALS** - Anything that the organization rents for its history programming: lights, sound system, space, etc.

**SALARIES / WAGES / FRINGE BENEFITS** - Payments for salaries, wages, and benefits for executive and supervisory administrative staff, fund-raisers; clerical staff, such as secretaries, typists, bookkeepers; and support personnel, such as maintenance and security staff, ushers and front-of-the-house / box office personnel.

**SP** - Special Project.

**SPACE RENTAL** - Payments specifically identified with the project for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

**SPECIAL CONSTITUENCY** - Persons with disabilities, senior citizens, children, rural populations, persons confined to residential care facilities, economically disadvantaged, and minority populations.

**TRAVEL / TRANSPORTATION** - All costs directly related to the business or project-related travel of an individual or individuals specifically identified with the business of the organization or funded project. For transportation not connected with travel of personnel, itemize under "Other." Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, tolls, mileage @ \$.40 per mile, allowances on personal vehicles, car rental costs, etc.

**It is highly recommended that your organization make use of the “ADA Self-Assessment Survey and Planning Tool.” Copies are available on-line and at the Commission office.**

## **UNIVERSAL ACCESSIBILITY SYMBOLS**



This symbol means the organization complies with all the following architectural features:

- Accessible private parking or valet service (At a minimum, an organization has to have the required ratio of disabled-designated parking spaces in a privately controlled lot.)
- An accessible route from the parking area to the accessible building entrance
- An accessible entrance to the primary function
- An accessible bathroom
- Provisions for wheelchair seating



This symbol means the organization has an Assistive Listening System (either infrared, FM, or induction loop) in its assembly area.



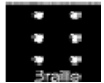
This symbol means the organization offers sign-interpretation for select performances. In some cases, sign interpretation will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers open or closed captioning for select performances. Please note: in some cases, captioning will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers audio description for select performances. Please note: in some cases, audio description will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Braille programs. In some cases, Braille materials will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Large Print programs. In some cases, Large Print materials will only be provided if requested within a designated period of time prior to the event.



**HUNTERDON COUNTY CULTURAL & HERITAGE COMMISSION**  
**LOCAL HISTORY BLOCK GRANT PROGRAM**

**INTERIM REPORT**

**Due: by 3pm January 24, 2011**

**Report Range: July 1, 2010 - December 31, 2010**

**Funding Period: July 1, 2010 - June 30, 2011**

Name of Organization \_\_\_\_\_

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

City \_\_\_\_\_ NJ Zip \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

(Person responsible for Application and Interim and Final Reports.)

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Attach a brief narrative that explains how Historical Commission funds are being used to strengthen the organization and to update the Commission on progress in implementing your local history programs and services. Include in your narrative an explanation of any expenses that are significantly changed from the application budget.

**LOCAL HISTORY BLOCK GRANT PROGRAM**

**INTERIM REPORT**

**Due: by 3pm January 24, 2011**

EXPENSE CATEGORY	TOTAL EXPENSE	CASH MATCH	IN-KIND MATCH	GRANT FUNDS EXPENDED
Salaries / wages / fringe benefits				
Contracted services				
Printing / photocopying / typesetting				
Postage				
Telephone / utilities				
Marketing / publicity				
Hospitality				<b>NOT ALLOWED</b>
Fundraising / development				
Lease / mortgage expenses				
Equip. purchase / lease & installation				
Travel / transportation				
Supplies				
Education / training				
Insurance / audit				
Other (itemize)				
<b>TOTALS</b>				

I certify that to the best of my knowledge, this is an accurate statement of expenditures and obligations of NJHC Block Grant monies and of matching funds.

\_\_\_\_\_  
Authorized Signature - Organization Head/Grant Project Director

\_\_\_\_\_  
Date

HUNTERDON COUNTY CULTURAL & HERITAGE COMMISSION  
LOCAL HISTORY BLOCK GRANT PROGRAM



**FINAL REPORT**  
**Due: by 3pm June 17, 2011**

**Funding Period: July 1, 2010 - June 30, 2011**

Name of Organization \_\_\_\_\_

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

City \_\_\_\_\_ NJ Zip \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

(Person responsible for Application and Interim and Final Reports.)

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Attach a brief narrative** to explain how Historical Commission funds were used to strengthen the organization and to update the Commission on progress in implementing your local history programs and services. Include in your narrative an explanation of any expenses that are significantly changed from the application budget. **Provide any relevant support materials (pictures, brochures, newspaper articles, etc.).**

**LOCAL HISTORY BLOCK GRANT PROGRAM**  
**FINAL REPORT**  
**Due: by 3pm June 17, 2011**

EXPENSE CATEGORY	TOTAL EXPENSE	CASH MATCH	IN-KIND MATCH	GRANT FUNDS EXPENDED
Salaries / wages / fringe benefits				
Contracted services				
Printing / photocopying / typesetting				
Postage				
Telephone / utilities				
Marketing / publicity				
Hospitality				<b>NOT ALLOWED</b>
Fundraising / development				
Lease / mortgage expenses				
Equip. purchase / lease & installation				
Travel / transportation				
Supplies				
Education / training				
Insurance / audit				
Other (itemize)				
<b>TOTALS</b>				

Project or program attendance:

- \_\_\_\_\_ number of adults,
- \_\_\_\_\_ adults with disabilities (do not include in adult total)
- \_\_\_\_\_ senior citizens (do not include in adult total)
- \_\_\_\_\_ senior citizens with disabilities (not included in senior citizens or adults total)
- \_\_\_\_\_ children
- \_\_\_\_\_ children with disabilities (not included in children total)

Project or program participation:

- \_\_\_\_\_ number of adults
- \_\_\_\_\_ adults with disabilities (do not include in adult total)
- \_\_\_\_\_ senior citizens (do not include in adult total)
- \_\_\_\_\_ senior citizens with disabilities (not included in senior citizens or adults total)
- \_\_\_\_\_ children
- \_\_\_\_\_ children with disabilities (not included in children total)

Number otherwise benefiting (listenership, viewership, readership):

- \_\_\_\_\_ number of adults
- \_\_\_\_\_ adults with disabilities (do not include in adult total)
- \_\_\_\_\_ senior citizens (do not include in adult total)
- \_\_\_\_\_ senior citizens with disabilities (not included in senior citizens or adults total)
- \_\_\_\_\_ children
- \_\_\_\_\_ children with disabilities (not included in children total)

Estimate, but do not exaggerate, the TOTAL number of:

- \_\_\_\_\_ out-of-county persons benefiting
- \_\_\_\_\_ persons viewing web pages or videos funded by grant
- \_\_\_\_\_ persons benefiting from reading publications funded by grant
- \_\_\_\_\_ minority persons attending, participating, and benefiting  
(See Glossary for definition of “Minority”.)

Number of:

- \_\_\_\_\_ professionals employed
- \_\_\_\_\_ members involved (for membership organizations)

I certify that to the best of my knowledge, this is an accurate statement of expenditures and obligations of NJHC Block Grant monies and of matching funds.

\_\_\_\_\_  
Authorized Signature - Organization Head/Grant Project Director

\_\_\_\_\_  
Date