



HUNTERDON COUNTY
CULTURAL & HERITAGE
COMMISSION

HISTORY GRANTS 2018
County History Partnership Program (CHPP)

Hunterdon County Board of Chosen Freeholders
New Jersey Historical Commission

Guidelines and Instructions for the Grant Cycle
January 2, 2018 to November 30, 2018

Mail Applications to:
PO Box 2900
Flemington, NJ 08822-2900

Deliver Applications to:
Route 12 County Complex, Building #1,
Suite 140, Flemington, NJ

Applications are due on or before 3pm
Monday, October 30, 2017

Please visit our website at <http://www.co.hunterdon.nj.us/depts/c&h/c&h.htm>

**Large
Print**

This application is available in large print.

**If you need assistance filing a grant application, contact the
Commission office at 908.237.2010.**

*The Hunterdon County Cultural & Heritage Commission received an operating support grant from the
New Jersey Historical Commission, a division of the Department of State.*

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Grant Application Timeline

Monday, October 30, 2017: Grant Applications due

November 2017: Grant review panel sessions convened

December 2017: Grants awarded

January 2018: Grant Contracts due

June 8, 2018: Interim Reports due

June – August 2018: Site Visits

December 3, 2018: Final Reports due

First payment will occur approximately 30 days after successful completion of contract and payment vouchers

GUIDELINES

Introduction

Thank you for your interest in the Hunterdon County Cultural & Heritage Commission's re-grant program. The Commission is the organization charged by the county to recommend and administer programs to increase the visibility and impact of local and county history, the arts, and culture, goals and traditions of the community. It serves as an advisory agency to the Board of Chosen Freeholders and seeks available government funds to develop and support historical, arts and cultural programs.

The Commission administers re-grant funds provided by the New Jersey Historical Commission (NJHC) through the County History Partnership Program (CHPP). This grant program was created in 2015 to extend local re-grant programs to all of the state's twenty-one counties. The program enables the NJHC to support both existing and emerging local history organizations and practitioners serving diverse audiences. Through the partnership with county re-granting agencies, NJHC support can more effectively reach history organizations and projects in communities throughout the state.

Goals of the NJ Historical Commission CHPP Grant Program

The goal of the grant program is to engage diverse audiences and practitioners in the active exploration, enjoyment, interpretation, understanding, and preservation of New Jersey history. Grants are awarded to activities and organizations that achieve that objective. Successful proposals may do so through one or more of the following:

1. Broadening, deepening, and diversifying the audience for New Jersey history;
2. Strengthening existing New Jersey history organizations or programs;
3. Initiating new programming on New Jersey history;
4. Increasing accessibility of historical resources to diverse communities;
5. Increasing the body and quality of information on New Jersey history available to the public; &
6. Preserving materials for the study of New Jersey history.

What history grants are available?

The Hunterdon County Cultural & Heritage Commission is pleased to offer the following grants for 2018 to qualified organizations in Hunterdon County:

- **General Operating Support (GOS) Grants**
- **Project Grants**

Types of groups eligible for CHPP grants:

| Type of organization | Project | GOS |
|--------------------------------------------------------------|---------|-----|
| Historical Societies/ Historical Commissions | X | X |
| Preservation Groups/ Cemetery Preservation groups | X | X |
| Historic Sites/Museums | X | X |
| Libraries | X | |
| Departments of Parks & Recreation/ Other municipal groups | X | |
| Human Relations Groups/Civic groups | X | |
| Community organizations/ Churches/ other cultural groups | X | |
| Arts Commissions/Celebratory Commissions | X | |

Organizations must be non-profit (501-c.3) or be an entity of local government, based in Hunterdon County, having an organizational budget of less than \$100,000.* Only activities taking place in Hunterdon County are eligible for funding. Organizations with the same EIN may apply for ONE GRANT ONLY. *If multiple applications are received from the same organization, all applications from that organization will be disqualified.*

What groups are not eligible for CHPP grants?

Applicants receiving General Operating Support (GOS) or Project Support funding directly from the New Jersey Historical Commission (NJHC) **are not eligible** to apply for county re-grant support in the same fiscal year. Applicants to the Hunterdon County Special Projects grants **are not eligible** to apply for the CHPP re-grant in the same fiscal year. Organizations having an outstanding grant from the Commission older than one year are not eligible to apply.

*Note: Organizations that apply to the NJHC GOS program, but are not funded may apply to their county agency for GOS in the same grant year, even if their budget is more than \$100,000. This provision will enable a group denied NJHC funding to receive funding sooner, rather than waiting three years to apply again to the NJHC.

County and State Funding – can my group receive both?

- Organizations **may not** receive grants from both the Hunterdon County Cultural & Heritage Commission and the New Jersey Historical Commission in the same funding year.
- Organizations that apply to the NJHC GOS program, but are not funded may apply to their county agency. This provision will enable a group denied NJHC funding to receive funding sooner rather than waiting three years to apply again to the NJHC.
- Hunterdon County will not accept applications from groups also applying to another county Cultural & Heritage Commission or similar re-granting agency.

Hunterdon County Arts and History Funding

Groups are eligible to receive both a Local Arts Grant (New Jersey State Council on the Arts) and a County History Partnership Program Grant (New Jersey Historical Commission) from the Hunterdon County Cultural & Heritage Commission in the same year. Groups applying to either of these state-funded programs are ineligible to apply for the Hunterdon County Special Projects Grant.

Budget Requirements for ALL Grant Types

Grants are intended to enhance a History Project or access to historic sites, education or programming, but cannot be used to underwrite the entire cost. Therefore, your organization is required to expend organization funds on the Project or GOS needs as a cash match.

Cash Match Requirements

Project Grants (minimum request \$500)

All applicant organizations must match the funding requested from the CHPP re-grant on a 1:1 basis. **At least 50% of the match must be in cash. The balance may be in-kind.** Cash sources may include other government agencies (excluding the Commission and the NJHC), private contributions, membership fees, program admission, cash reserves, etc. and must be dedicated to the Project described in the application. For Project grants, salaries and benefits for employees of the organization may be considered part of the cash match for the part of their job that is related to the project in question.

General Operating Support (GOS) Grants

All applicant organizations must match the funding requested from the CHPP re-grant on a 1:1 basis. **At least 50% of the match must be in cash. The balance may be in-kind.** Cash sources may include other government agencies (excluding the Commission and the NJHC), private contributions, membership fees, program admission, cash reserves, etc.

HISTORY PROJECT GRANTS (Cash Match Required)

A Project has a specific start and end date. A Project is narrowly focused, with a definitive goal or theme. A Project happens once, although an annual event is acceptable, such as a festival or holiday program. A Project may be a series of lectures or presentations, if the series is integrated by a narrow theme. Projects must increase access to New Jersey history and expand upon the knowledge of New Jersey history or improve management of local history groups. All applicant organizations must match the funding requested from the CHPP re-grant on a 1:1 basis. At least 50% of the match must be in cash. The balance may be in-kind.

Priority will be given to History Projects that:

- Result in efforts to broaden, deepen, and diversify the audience
- Initiate new programming on New Jersey history
- Increase accessibility of historical resource to diverse communities
- Present New Jersey history through more innovative projects and approaches
- Engage young people in the process of historic interpretation or critical thinking
- Demonstrate the applicant's sound financial planning & management of financial resources
- Demonstrate efforts to comply with ADA standards

- Demonstrate the applicant's staff (volunteer or professional) and Board have the capacity to responsibly administer the project within the allotted time and budget
- Aligns with NJHC themes: 2018 focuses on popular culture and how it influences our perception of the past.

Grant Funding Allowable Uses

- Honoraria to qualified historians, researchers, consultants, speakers and guest curators (such as to create a State/National Register of Historic Places nomination)
- Photo reproduction of images for exhibition or display
- Costs to mount an exhibition
- Development and printing of promotional materials to advertise the event, ads placed in local media
- Supplies directly related to the project
- Supplies for conservation (historic artifacts or documents)*
- Postage, telephone, online marketing when directly related to the project (may not be used to fund internet service)
- Marketing and graphic design costs for a publication, educational brochure or monograph
- Research toward a publication or public program that is clearly described in the grant application (such as WWI commemorative activities)
- Digitization of material not already accessible to the public online through another institution
- Acid-free archival storage materials*
- Hiring a conservator to help preserve an item*

* If the request is for collections care, the Commission may recommend a professional assessment through the free Caucus Archival Projects Evaluation Service (CAPES); there is no annual deadline for application. http://www.state.nj.us/state/historical/dos_his_grants.html#capes Once an evaluation is made, grant funding can be used to follow the recommended conservation plan.

Grant Funding Disallowable Uses

- Payment to re-enactors or actors for historical re-enactments or events
- Coloring books, cookbooks, or calendars
- Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques or statues
- Work or time of the board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service
- Equipment or items with a life of 3 years or more (capital purchases)
- Supplies for everyday activities of the group
- Building maintenance, restoration or renovations
- Deficits or losses from other events or projects
- Research when there is not an obvious public benefit
- Scholarships, prizes or awards of any kind
- Purchase of historic artifacts or replicas
- Food, refreshments or other hospitality costs
- Any project or part of a project that is already completed.

History GENERAL OPERATING SUPPORT (GOS) Grants (Cash Match Required)

General Operating Support grants are intended to assist organizations whose mission is exclusively devoted to history in meeting the costs associated with general operating expenses necessary to keep a site open to the public or extend public visitation hours. General operating support proposals must demonstrate how the applicant will be able to continue and/or improve the level of service offered to visitors if funding is granted. All applicant organizations must match the funding requested from the CHPP re-grant on a 1:1 basis. At least 50% of the match must be in cash. The balance may be in-kind.

Priority will be given for GOS Grants that:

- Result in efforts to broaden, deepen, and diversify the audience
- Increase the hours of operation of the historic site
- Increase accessibility of historical resources to diverse communities
- Are responsive to the needs of the community and the audience to be served
- Demonstrate the applicant's sound financial planning and management of financial resources
- Increase the body and quality of information on New Jersey history available to the public
- Demonstrate efforts to comply with ADA standards
- Demonstrate the applicant's staff (volunteer or professional) and Board's ability to responsibly administer the organization and its operations within the allotted budget and according to its stated mission

Grant Funding Allowable Uses:

- Directors and Officers Insurance
- Visitor liability insurance
- Utility expenses associated with hours of operation/extending operating hours:
 - Heating
 - Air conditioning
 - Electricity
 - Basic telephone expenses
 - Internet expenses
- Security alarm monthly maintenance fees
- Professional development workshops & mileage (@\$.31/mile) to attend them
- Postage for newsletters/event announcements

Grant Funding Disallowable Uses:

- Water/sewer expenses
- Staff salaries or work within the normal scope of staff/volunteer responsibilities

- Security staff
- Academic and nonacademic tuition expenses
- Conferences, meetings; travel not related to professional development
- Re-enactors or actors for historical re-enactments or events
- Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques or statues
- Work or time of the board members
- Equipment or items with a life of 3 years or more (capital purchases)
- Building maintenance, restoration or renovations
- Scholarships, prizes or awards of any kind
- Purchase of historic artifacts or replicas
- Food, refreshments or other hospitality costs

Legal Compliance

Applicable Law

Grantees must comply with all applicable state and federal laws, and will be required to agree to the same in their grantee contract. Grantees shall maintain good standing with all state and federal filings, as required by law.

Americans with Disabilities Act (ADA)

The ADA law was enacted more than 20 years ago and applies to you! ADA is civil rights legislation. If you are not in compliance with the law, you are denying a person with a disability their civil rights. Historic sites are not exempt from ADA compliance. All grantees must be ADA compliant. All grant applications must include an ADA Accessibility Checklist for compliance with the Americans with Disabilities Act. Accessibility includes the physical space in which the program or operation occurs (whether owned, rented or free), programming, audience and audience development, marketing, sensitivity training for staff, and printed and online materials.

All printed and online materials must indicate ADA accessibility, and list all special services the organization provides, accompanied by the appropriate universally accepted symbol(s). If the venue has limited access, or is not completely ADA accessible, the organization must provide a phone number patrons may call to inquire about their specific needs and how they can be met.

Grant Evaluation Process

- A.** All CHPP Grant applications are reviewed by the Commission's staff for completeness and then forwarded to the Commission's independent CHPP Evaluation Panel (Panel) for review based upon the criteria and priorities stated in these Guidelines. The Panel is comprised of individuals with history backgrounds and experience in implementing history programs and projects. The Commission strives to select panelists with backgrounds that are representative by project type, demographics, etc. of the organizations whose applications they are going to review. The HCC&HC staff does not evaluate applications.

- B. The Panel meets to review and assign a score to each application based upon how well the applicant meets the criteria stated in these Guidelines. The Panel recommends specific award recommendations based upon the CHPP funds awarded to the HCC&HC by the New Jersey Historical Commission.
- C. The Panel's recommendations are subsequently reviewed and voted upon by the full Commission, and upon its approval, submitted to the Board of Chosen Freeholders for final approval. At any point in this process questions may be referred back to the Panel. Upon final approval, the re-grant awards are incorporated into the HCC&HC's CHPP Grant contract with the New Jersey Historical Commission.
- D. All applicants are notified of funding decisions no later than February 2018. Successful applicants will enter into a Grant Contract with the Commission when the grant recipients are notified. The Grant Contract includes a detailed Publicity Agreement, which grant recipients must promptly execute and return to the HCC&HC.

Appeal Procedure

Applicants may appeal the decision of the Commission upon receipt of the determination letter, which includes a summary of the Panel's comments and recommendations. **Please note:** **Appeals can be made only on the grounds that the application was misinterpreted or misunderstood. No appeal will be heard based solely on disagreements with the recommended funding level.** No new information will be accepted for consideration, and additional segments cannot be added to increase the funding. *Applicants will have two weeks from receipt of the determination letter to file an appeal with the Commission.*

Compliance and Monitoring

- A. Re-grantees receiving awards that differ from the amount originally requested must submit a revised project budget and plan (which will be included as part of a grant agreement) before award vouchers can be prepared.
- B. Funding will be disbursed in two payments: an initial 75% payment, and a final payment of 25%.
 - 1.) The first payment will be forwarded to the recipient after the recipient's signed Grant Contract and voucher have been received by HCC&HC.
 - 2.) The Interim report includes a financial statement, attendance figures, and a narrative showing progress on the stated goals according to the terms of the contract.
 - 3.) The Final Report includes a financial statement, attendance figures, and a narrative. The Final Report must show that the terms of the contract were completed in good form, and include complete documentation (receipts, cancelled checks, etc.) for all organizational

or project expenses. Photos/and or video are strongly encouraged. After receipt of an acceptable Final Report, final payment of the remaining twenty-five percent (25%) of the award will be made.

- 4.) The final payment may be withheld or reduced if grant funds are not expended based on the Grant Contract. The HCC&HC and NJHC must be credited in accordance with the credit/publicity guidelines. NOTE: Payments are subject to, and sent out by, the HCC&HC contingent upon receipt of funding from the NJHC.
- C.** Funding to recipients is based on the NJHC's funding of the HCC&HC. If the actual amount provided to the Commission by NJHC is less than originally awarded, an across the board formula established by the History Committee and approved by the HCC&HC will be implemented.
- D.** CHPP grants are anticipated to be highly competitive. An award for the current year does not guarantee that an organization will continue to be funded in subsequent years, nor does it guarantee that the amount awarded will remain unchanged in subsequent years. Each year, new organizations apply for funding and the amount received from NJHC may change.

Acknowledgement

The Hunterdon County Cultural & Heritage Commission and the New Jersey Historical Commission must be credited and the logos of each included in publications, promotional literature (posters, flyers, programs, etc.), media releases and online applications (websites, Facebook, etc.). The following language must be used, in crediting the agencies for history grant funding:

Project Grants: *"This project was funded in part by a regrant from the New Jersey Historical Commission, a division of the Department of State, administered by the Hunterdon County Cultural & Heritage Commission."*

General Operating Support Grants: *"General operating support was received through a regrant from the New Jersey Historical Commission, a division of the Department of State, administered by the Hunterdon County Cultural & Heritage Commission."*



**County History Partnership Program (CHPP)
History Grant Application
APPLICATION CHECKLIST**

| | |
|-------------------------------|--|
| Applicant Organization | |
|-------------------------------|--|

- This checklist must accompany the original and FIVE (5) copies of the application (SIX copies total).
- The checklist items represent the order in which the application should be packaged.
- Check the column pertaining to the type of grant you are submitting: Project (P) or General Operating Support (GOS)
- Check the shaded areas only if they pertain to your specific project.

| P | GOS | DESCRIPTION |
|----------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Application checklist |
| | | Signature page |
| | | ADA Checklist/ADA plan (completed) |
| | | IRS Determination Letter (govt. agencies exempt, not required for Project grants) |
| | | Narrative |
| | | List of board members with two-sentence description of each person's expertise or affiliations |
| | | Budget Forms (income and expenses) |
| | | Organizational Budget (municipal organizations - your division budget only), for the most recently completed fiscal year |
| | | Brief resumé of key staff or volunteers. Resumé with references for any consultants paid by the grant, along with a description of services to be provided. |
| | | Required supplementary material such as strategic plans (GOS), CAPES report, project plans, outlines, as appropriate |
| | | For exhibition projects: exhibition outline, list of representative objects |
| | | For projects involving identified lecturers/consultants: documentation of commitment to participate |
| | | For collaborative projects: a letter of commitment from the partnering school, organization or institution |
| | | For conservation or digitization projects: vendor price quotes and work descriptions |
| | | Optional Support materials: brochures, press clippings, programs, flyers etc. Limit of two samples per application copy. |

**County History Partnership Program (CHPP)
History Grant Application
Signature Page**

Complete the attached forms in a clear and concise manner. Forms must be typed.

| | | | | | |
|---------------------------------------|---------------------------------------------|---------------------------------------------------------|--|---------------|--|
| APPLICANT ORGANIZATION | | | | | |
| ADDRESS | | | | | |
| PHONE # | | FAX | | E-MAIL | |
| WEBSITE | | | | | |
| CONTACT PERSON | | | | TITLE | |
| ADDRESS | | | | | |
| PHONE # | | FAX | | E-MAIL | |
| FEDERAL ID # | | | | | |
| NJ CHARITIES REGISTRATION # ** | | | | | |
| GRANT TYPE <i>Check box</i> | <input type="checkbox"/> Project (P) | <input type="checkbox"/> General Operating (GOS) | | | |

| |
|----------------------------------------------------|
| PROJECT/PROGRAM SUMMARY (100 words or less) |
| |

| | |
|----------------------------------------|--|
| GRANT REQUEST SUMMARY | |
| Total grant request | |
| Total cash match (cash expenses) | |
| Total in-kind match (in-kind expenses) | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------|-----------|------|
| AUTHORIZING SIGNATURE | | |
| I/We hereby certify that the information in this application is true and correct and authorize its submission. | | |
| | | |
| Name and Title | Signature | Date |

** New Jersey non-profit organizations raising more than \$10,000 a year must register with the NJ Division of Consumer Affairs, Charities Registration Bureau, 124 Halsey St., PO Box 45021, Newark, NJ 07101 (<http://www.state.nj.us/oag/ca/charity/charfrm.htm>)

**CHPP History Grant Application
ADA CHECKLIST**

| | |
|-------------------------------|--|
| APPLICANT ORGANIZATION | |
|-------------------------------|--|

This checklist covers accessibility issues and ADA (Americans with Disabilities Act) requirements. A comprehensive self-assessment is recommended for an organization to better understand its full obligations under the law. A Self-Assessment Survey tool has been developed by the Cultural Access Network of New Jersey and is available at www.culturalaccessnetwork.org/resources/. Although designed for arts organizations, the guidelines are applicable to cultural facilities and programming generally.

Throughout the checklist reference is made to sections in the self-assessment survey tool where you can find very specific, helpful information about the various issues addressed in this checklist, such as full facility guidelines, information on programmatic accommodations, sample non-discrimination policies, methods for training personnel, and sample grievance procedures. Most issues of compliance, such as adopting a non-discrimination policy or grievance procedure, or providing sensitivity training can be quickly and easily accomplished with the resources provided in the self-assessment tool. The Commission periodically offers workshops and will publicize workshop opportunities elsewhere that we learn about.

ADA Plan

Does your organization have a board-approved ADA Plan?

| | |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

If no, please describe why not and what you are doing to develop or update a plan.

| |
|--|
| |
|--|

Facilities: Your organization is legally responsible for the facility where you present your project and programs, regardless of whether you own it, rent it or use it rent-free. (See Self-Assessment Survey – Facilities Section)

Please check the response applicable to your facility. FACILITY NAME:

| | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Our facility/facilities and/or the facilities we will use for our project/program(s) is accessible to people with disabilities. We can assure this because (check one): |
| <input type="checkbox"/> | Our organization conducted a comprehensive survey of the facility/facilities. |
| <input type="checkbox"/> | A qualified architect or other professional conducted a comprehensive survey of the facility/facilities. |
| <input type="checkbox"/> | We have received a completed physical assessment from the venue we are using, which indicates that the site is accessible. |
| <input type="checkbox"/> | Other – explain: |
| | Our facility/facilities and/or the facilities we are using for our project/program(s) is not currently accessible, however, we/the venue offer the following reasonable accommodations to provide accessibility. |
| | Describe the accommodations: |
| | |

Programmatic Accommodations/Marketing:

Our organization will convey in all materials promoting the event that we will provide the following programmatic accommodations (see Self-Assessment Survey – Effective Communication and Programs & Services Sections): We will also use icons identifying accommodations available at our events. (graphics will be mailed with Contract to awardees)

| Accommodation | Check if you will provide accommodation or service without prior request | Check if you will provide accommodation upon request. If so, include length of advance notice required | Check if not applicable for this type of program or project. |
|--------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Assistive listening system | | | |
| Sign interpretation | | | |
| Audio description | | | |
| Open captioning | | | |
| Tactile exhibits | | | |
| Braille publications | | | |
| Large print publications | | | |
| Publications on audio cassette | | | |
| Other: | | | |

Has your organization budgeted to provide for programmatic and service access accommodations? Note that you may use grant funds for cost of accommodations, except those related to facility renovation/construction or purchase of equipment. If no, please explain why budgeting is not required.

| | |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

| |
|--|
| |
|--|

Employment: Does your organization have a board-approved policy that states it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement of services? (See Self-Assessment Survey – Management Practices Section/Employment.) If Yes – please include a copy of the policy and date last reviewed/revised.

| | |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

Sensitivity Training: Have/will key personnel having contact with the public been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities? (See Self-Assessment Survey – Management Practices Section/Policies.) Please include Date of last training session:_____

| | |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

Grievance Procedure: Does your organization have a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities? (See Self-Assessment Survey – Management Practices section/Grievance Procedure and Appendix for Sample Grievance Procedures.) If Yes – please include a copy of the procedure and date last reviewed/revised.

| | |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

Name/Title of your organization’s designated Access Coordinator:

| | |
|------|-------|
| | |
| Name | Title |

We understand that in accepting any grant funds from the Hunterdon County Cultural & Heritage Commission and the New Jersey Historical Commission our organization must be in full compliance with all pertinent federal and state laws and regulations including the Americans with Disabilities Act.

CHPP History Grant Application
PROJECT GRANT NARRATIVE

| | |
|-----------------------------------|--|
| APPLICANT ORGANIZATION | |
|-----------------------------------|--|

Answer the following questions if you are requesting Project funding. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **Bold** questions in the same sequence as below. Use no more than three (3) typed pages, single-side, single spaced, one inch margins. Use a common font such as Times New Roman or Arial, no smaller than 11 and no larger than 12. *Please provide enough specific information to allow the panel to make a valid decision.*

Questions 1 – 10 are required; please answer questions 11-13 if they pertain to your project.

1. **Provide your group's mission statement and a brief history of your organization to include when was it founded, what noteworthy things it has accomplished.** Describe how your organization's work is unique or exciting. Municipal organizations should address how history issues figure within the larger scope of local government.
2. **Describe your project, its goals, purpose, activities and content. Which of the NJHC priorities does it address?** Demonstrate how the project relates to New Jersey history.
3. **Why is this project important?** Demonstrate how the project meets a need in the community and describe how the community will benefit.
4. **Describe the primary audience for your project: How many people do you expect to serve? What is the anticipated demographic composition of your audience?** Include geographic area, age, and other important characteristics such as language.
5. **Describe how you intend to reach out to and meet the needs of special constituencies (older or younger audiences, people with disabilities, diverse communities).** Include strategies you have used with success in the past.
6. **What is the timeline for your project?** Explain in detail how the project will be implemented. Include a schedule of project activities, describing all stages. Explain where and when the project will take place.
7. **Who are the professionals involved in your project?** Tell us who the historians, lecturers, consultants, archaeologists, or other professionals are and what their role is in your project. *Include a one-page resume or biography for each person, as well as a letter from them confirming their agreement to participate.*
8. **How will you define success?** What methods will you use to evaluate your project beyond attendance statistics (e.g. audience surveys, intercept interviews, online surveys, outside evaluators, independent critical reviews, etc.)?
9. **Describe your publicity plan.** Refer to examples of past publicity and why they were effective in reaching and growing your audience. Be specific about how and where you will credit the Cultural & Heritage Commission and the New Jersey Historical Commission.

10. **Will your project involve any noteworthy partnerships or collaborations?** If so, please describe. If not, leave blank (*there is no penalty for leaving this question blank*).

Please answer questions 11 – 13 if they pertain to your project (on an additional page if needed)

11. **If your organization is applying for funding to preserve archival or collection material:** Have you completed a Caucus Archival Projects Evaluation Service (CAPES) or other professional evaluation? The CAPES evaluation is free – and key to being awarded a grant of this nature. Applications are available through the NJ Historical Commission: http://nj.gov/state/historical/dos_his_grants.html#capes

12. **If your organization is applying for funding to do site research or archaeology:** Describe the direct public benefit of the work. How will you make the research findings available to the public?

13. **If your organization has received funding from the Hunterdon County Cultural & Heritage Commission or the New Jersey Historical Commission in the past,** discuss when the grant was funded, how the funding was used (Project/GOS) and how that funding has strengthened your organization.

CHPP History Grant Application
PROJECT GRANT BUDGET

| | |
|-------------------------------|--|
| APPLICANT ORGANIZATION | |
|-------------------------------|--|

PROJECT EXPENSES

(this form is available in Excel format: <http://www.co.hunterdon.nj.us/depts/c&h/grantprograms.htm>)

| Category of Expenditure | CHPP Grant Funds | Matching Funds* | | TOTAL |
|-----------------------------------------|------------------|-----------------|-----------|-------|
| | | Cash | In-Kind** | |
| Staff salaries, benefits, payroll taxes | | | | |
| Professional services, honoraria, fees | | | | |
| Insurance, accountant services | | | | |
| Equipment purchases | | | | |
| Equipment rental | | | | |
| Space rental | | | | |
| Publicity, marketing | | | | |
| Photography/photocopying | | | | |
| Travel, transportation | | | | |
| Phone, postage | | | | |
| Printing | | | | |
| Supplies, materials | | | | |
| Hospitality | | | | |
| Other (list) | | | | |
| TOTAL | | | | |

*** Applicants must match the funding requested at least on a 1:1 basis. The match can consist of cash, or a mix of cash and in-kind contributions. At least 50% of match must be cash.**

****In-kind contributions are donated goods and services for which the organization does not pay cash, but which have documentable cash value. You may include the value of volunteers' time.**

TOTALS will calculate if you use the Excel version of the form (strongly recommended).

CHPP History Grant Application
PROJECT GRANT BUDGET

| | |
|-------------------------------|--|
| APPLICANT ORGANIZATION | |
|-------------------------------|--|

PROJECT INCOME

(this form is available in Excel format: <http://www.co.hunterdon.nj.us/depts/c&h/grantprograms.htm>)

| Description | Cash | In-kind* | TOTAL |
|----------------------------------------------------------------------|------|----------|-------|
| Admission fees, ticket sales, registrations | | | |
| Merchandise, concession, ad sales | | | |
| Fundraising activities, events | | | |
| Business contributions | | | |
| Foundations | | | |
| Private contributions | | | |
| Government contributions (other than HCC&HC; please specify sources) | | | |
| Organization cash | | | |
| Other (please specify) | | | |
| TOTAL | | | |
| CHPP Grant Request | | | |

** In-kind contributions must equal in-kind expenses outlined on previous page.*

*** Total Organization Income must equal or exceed the CHPP Grant request*

TOTALS will calculate if you use the Excel version of the form (strongly recommended).

CHPP History Grant Application
PROJECT GRANT BUDGET

| | |
|-----------------------------------|--|
| APPLICANT ORGANIZATION | |
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PROJECT BUDGET NARRATIVE

Discuss the project's finances. Explain how grant funds will be spent. Tell us how you arrived at the amounts entered in the expense and income categories you completed.

Examples: If you are hiring a consultant for \$200, explain in the narrative that the consultant will work for 4 hrs @ \$50/hr. If your printing total was entered as \$500, the detail might read 1,000 color brochures @.50/each. Be sure to explain how the expenses relate to and support your project. Discuss principal income sources and how those amounts were projected.

CHPP History Grant Application
GENERAL OPERATING SUPPORT (GOS) GRANT NARRATIVE
(History Organizations Only)

| | |
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| APPLICANT ORGANIZATION | |
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Answer the following questions if you are requesting GOS funding. Use plain white paper, number the pages, and place your organization’s name on every page. Retype the **Bold** questions in the same sequence as below. Use no more than five (5) typed pages, single-side, single spaced, one inch margins. Use a common font such as Times New Roman or Arial, no smaller than 11 and no larger than 12. *Please provide enough specific information to allow the panel to make a valid decision.*

- 1. Provide your group’s mission statement and a brief history of your organization to include when was it founded and what noteworthy things it has accomplished.**
Describe how your organization and its work is unique to its community. Municipal organizations should address how history issues figure within the larger scope of local government.
- 2. Describe your organization’s programs and activities. Which of the NJHC’s priorities do your activities address?** Demonstrate how your organization ties to broader historical themes.
- 3. Describe your staff. Include role of your organizational officers, paid/unpaid staff, director.** How many volunteers do you have and where do you draw them from? Please include a brief description or resumé for paid/volunteer staff and officers.
- 4. How many members support your organization?**
- 5. Provide information on audience participation in the table below:**

| | 2014 | 2015 | 2016 | 2017 |
|----------------------------------------------------|------|------|------|------|
| Total number of all visitors to your site or sites | | | | |
| Attendance at sponsored programs held offsite | | | | |
| Total number of website visits | | | | |
| Total number of email research inquiries | | | | |
| Children served (preschool to grade 12) | | | | |
| Senior citizens served | | | | |
| Onsite visitors/researchers: | | | | |

6. **Describe your organization's primary audience.** Describe the demographic composition of your audience, including geographic area, age, and other important characteristics such as language.
7. **Describe how you intend to reach out to and meet the needs of special constituencies (older or younger audiences, people with disabilities, diverse communities).** Include strategies you have used with success in the past.
8. **How do you track your audience?** What methods do you use to evaluate attendance statistics (e.g. audience surveys, intercept interviews, online surveys, outside evaluators, independent critical reviews, capture emails and zip codes at admission, etc.)?
9. **How do you publicize your organization and its activities?** Do you have a website? (If yes, please indicate how many web visits you have annually.) Do you have a Facebook page? (If yes, please indicate how many "likes" it has.)
10. **Do you have a museum, a research library, and/or archival holdings or collections?** If so, please describe them.
11. **Does your organization have any noteworthy partnerships or collaborations?** If so, please describe.
12. **Why are you seeking a grant?** Tell us about your General Operating Support needs. How will this grant help your organization's objectives?
13. **How will the public benefit from the grant award?** For example, will you be able to increase or extend your open hours or extend your season for visitors? Reach new audiences through web hosting and email services?
14. **Have you applied to any other organizations** for General Operating Expense funding for FY2018? If so, please list them and the amount awarded (or applied for).
15. **If your organization has received funding from the Hunterdon County Cultural & Heritage Commission or the New Jersey Historical Commission in the past,** discuss when the grant was funded, how the funding was used (Project/GOS) and how that funding has strengthened your organization.

CHPP History Grant Application
GENERAL OPERATING SUPPORT (GOS) GRANT BUDGET

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| APPLICANT ORGANIZATION | |
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ORGANIZATIONAL EXPENSES

(this form is available in Excel format: <http://www.co.hunterdon.nj.us/depts/c&h/grantprograms.htm>)

| Category of Expenditure | CHPP Grant Funds | Matching Funds* | | TOTAL |
|-----------------------------------------|------------------|-----------------|-----------|-------|
| | | Cash | In-Kind** | |
| Staff salaries, benefits, payroll taxes | | | | |
| Professional services, honoraria, fees | | | | |
| Insurance, accountant services | | | | |
| Equipment purchases | | | | |
| Equipment rental | | | | |
| Space rental | | | | |
| Publicity, marketing | | | | |
| Photography/photocopying | | | | |
| Travel, transportation | | | | |
| Phone, postage | | | | |
| Printing | | | | |
| Supplies, materials | | | | |
| Hospitality | | | | |
| Other (list) | | | | |
| TOTAL | | | | |

*** Applicants must match the funding requested at least on a 1:1 basis. The match can consist of cash, or a mix of cash and in-kind contributions. At least 50% of match must be cash.**

****In-kind contributions are donated goods and services for which the organization does not pay cash, but which have documentable cash value. You may include the value of volunteers' time.**

TOTALS will calculate if you use the Excel version of the form (strongly recommended).

CHPP History Grant Application
GENERAL OPERATING SUPPORT (GOS) GRANT BUDGET

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|-------------------------------|--|
| APPLICANT ORGANIZATION | |
|-------------------------------|--|

ORGANIZATIONAL INCOME

(this form is available in Excel format: <http://www.co.hunterdon.nj.us/depts/c&h/grantprograms.htm>)

| Description | Cash | In-Kind | TOTAL |
|----------------------------------------------------------------------|------|---------|-------|
| Memberships | | | |
| Admission fees, ticket sales, registrations | | | |
| Store/shop income | | | |
| Fundraising activities, events | | | |
| Business contributions | | | |
| Foundations | | | |
| Private contributions | | | |
| Government contributions (other than HCC&HC; please specify sources) | | | |
| Organization cash | | | |
| Other (please specify) | | | |
| TOTAL | | | |
| CHPP Grant Request | | | |

** In-kind contributions must equal in-kind expenses outlined on previous page.*

*** Total Organization Income must equal or exceed the CHPP Grant request*

TOTALS will calculate if you use the Excel version of the form (strongly recommended).

CHPP History Grant Application
GENERAL OPERATING SUPPORT (GOS) GRANT BUDGET

| | |
|-----------------------------------|--|
| APPLICANT ORGANIZATION | |
|-----------------------------------|--|

GENERAL OPERATING SUPPORT (GOS) BUDGET NARRATIVE

Discuss the project's finances. Explain how grant funds will be spent. Tell us how you arrived at the amounts entered in the expense and income categories you completed.

Examples: If you are hiring a consultant for \$200, explain in the narrative that the consultant will work for 4 hrs @ \$50/hr. If your printing total was entered as \$500, the detail might read 1,000 color brochures @.50/each. Be sure to explain how the expenses relate to and support your project. Discuss principal income sources and how those amounts were projected.

For information on the County History Partnership Grant program, please contact the Commission by phone at 908.237.2010 or email at cultural@co.hunterdon.nj.us

Please visit our website at <http://www.co.hunterdon.nj.us/depts/c&h/c&h.htm>



**Large
Print**

This application is available in large print.

If you need assistance filing a grant application, contact the commission office at 908.237.2010.

The Hunterdon County Heritage Commission received a County History Partnership Program Grant from the New Jersey Historical Commission, a division of the Department of State, to make this program possible. Please visit the NJHC website at www.state.nj.us/state/history/

FREQUENTLY ASKED QUESTIONS

1. One narrative question asks agencies to describe its collections. What kind of information should be included when answering this question?

In this section you should not only detail both the size and types of the organization's individual collections, but also how they are preserved, managed, and cared for over the course of the year. Be sure to discuss how current and potential audiences engage with the collections.

2. Can you expand on what “broadening, deepening, and diversifying the audience for New Jersey history” means?

Applicants need to show that they're not only cognizant of, but actively addressing the fact that today's audiences are vastly different than they were just a decade ago, and that embracing this reality is essential to their long-term viability and success. The following definitions provided by the Wallace Foundation should prove useful in writing an application:

- Broadening: Attract more of the same type of people, i.e., increase the number of participants, etc.
- Deepening: Increase the current participant's level of involvement, i.e., single ticketbuyers become subscription buyers, funders give more money, volunteers give more time, etc.
- Diversifying: Attract different kinds of people who have never attended/participated in the applicant programs. This could entail placing greater emphasis on expanding the ethnic makeup of its audience, targeting previously underserved age groups and communities, and increasing programming for visitors with disabilities, among others.

There are numerous sources applicants can consult to better understand their potential audiences, such as the most recent census data. Diversity should be viewed in the broadest possible context. This includes, but is not limited to, race, gender, age, economic status, and persons with disabilities. This list should not be considered a definition, but rather a starting point for an applicant to use in exploring the diversity of its own audiences.

3. How can my agency learn more about the most up-to-date best practices and professional standards?

All applicants should demonstrate a commitment to learn about and apply professional standards for preserving and interpreting New Jersey history. For more detailed information about meeting best practices standards for the history field, organizations are encouraged to consult the following:

- The American Association for State and Local History Standards in Excellence Program (STEPS) <http://tools.aaslh.org/steps/>
- The American Alliance for Museums National Standards and Best Practices for U.S. Museums: <http://www.aam-us.org/resources/ethics-standards-and-bestpractices/standards>
- Society of American Archivists: <http://www2.archivists.org/standards>

GLOSSARY OF TERMS

ADMISSIONS - Funds generated through the sale of tickets or other admission.

APPLICANT CASH - Funds from applicant's present and/or anticipated resources that applicant plans to provide to proposed project/organization which are neither earned nor received during the grant period and will be used towards general operating or project costs or to underwrite overall budget.

AUTHORIZING OFFICIAL - Person with authority to legally obligate applicant.

CAPITAL EXPENSES - Capital expenses (acquisition or improvement of fixed assets, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects; and purchases of equipment having a life expectancy of greater than three years) may be used as part of your match, however, grant funds cannot be used for capital purchases.

CASH MATCH – see Matching Requirements.

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

CONTRACTED SERVICES INCOME - Services sold to another organization for their fund-raising purposes are included in this category.

CORPORATE SUPPORT - Cash support from corporations.

FOUNDATION SUPPORT - Cash support from grants/donations by private foundations.

GOVERNMENT SUPPORT - Funds received from a governmental agency (excluding this grant request). Identified as "L" for local (HCC&HC Special Projects & Local Arts Program awards are to be included in this category), "S" for State, and "F" for Federal.

IN-KIND CONTRIBUTIONS - Value of materials or services (for Project applicant contribution(s), must be specifically identified with the project) provided to applicant by volunteers or outside parties at no cash cost to applicant. Materials or services should be valued at "market value" or "market rate." See Matching Requirements.

MARKETING - Costs for marketing/publicity/promotion specifically identified within the request. 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.

MATCHING REQUIREMENTS, ALL CATEGORIES - The amount requested for GOS Re-grants must be matched equally by the applicant from any outside sources, such as ticket sales,

other grants, donations, fundraisers or memberships, etc. 50% of the match must be in cash; 50% of the match may be “in-kind”. Example: An applicant requesting \$5,000 must match the awarded funds with its own \$5,000; 50% of the applicant’s match (\$2,500) may be “in-kind” goods or services, while the other 50% of the applicant’s match must be cash. The total value of the request is \$10,000, of which \$7,500 will be cash. See guidelines for details.

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. (See “Special Constituency.”)

OFFICE/OPERATING EXPENSES - Non-salary office expenses not entered in other categories and specifically identified with the project.

OUTSIDE FEES/SERVICES: Payment to firms or persons for the services of individuals who are not normally considered employees of “applicant” but consultants, or the employees of other organizations.

PERSONNEL: ADMINISTRATIVE - Salaries, wages, fees, and benefits (for Projects, specifically identified with the Project) for executive and supervisory administrative staff, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, etc.

PERSONS WITH DISABILITIES - Persons who have visual, hearing, mobility or learning disabilities or life-threatening illnesses.

PRIVATE SUPPORT - Cash support from the general public, memberships and small businesses.

RENTALS - Anything that the organization rents for its project or general operations: sound system, space, etc.

SALES - Money generated by selling goods or services.

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 persons, and minority populations.

TRAVEL/TRANSPORTATION – (current state mileage allowance is \$.31 per mile)
Expenses directly related to the travel of an individual or individuals specifically identified with the project. For transportation not connected with travel of personnel, see “Remaining Operating Expenses.” Include fares, hotel and other lodging expenses, food, taxis, gratuities,

per diem payments, toll charges, mileage at the current rate, allowances on personal vehicles, car rental costs, etc.

UNIVERSAL ACCESSIBILITY SYMBOLS

It is highly recommended that your organization consult the “*ADA Self-Assessment Survey and Planning Tool*” available from <https://njtheatrealliance.org/cultural-access-network-project>



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

- Accessible private parking or valet service.
- At 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. Please note: 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. Please note: In some cases, Large Print materials will only be provided if requested within a designated period of time prior to the event.