



HUNTERDON COUNTY
CULTURAL & HERITAGE
COMMISSION

HISTORY GRANTS 2023
County History Partnership Program (CHPP)

Hunterdon County Board of County Commissioners
New Jersey Historical Commission

Guidelines and Instructions for the Grant Cycle
January 1, 2023 to December 31, 2023

Submit to: cultural@co.hunterdon.nj.us
(12 MB email limit)

Applications are due on or before 3pm
Tuesday, November 1, 2022

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.**

NEW JERSEY
Historical
COMMISSION

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

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(PDF budget forms must be downloaded separately)

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Grant Application Timeline

Tuesday, November 1, 2022: Grant Applications due

Nov./Dec. 2022: Grant review panel sessions convened

January 2023: Grants awarded

Jan./Feb. 2023: Grant Contracts, Revised Budgets due

Monday, June 19, 2023: Interim Reports due

June – August 2023: Site Visits

Monday, December 18, 2023: 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 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 NJHC 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.

IMPORTANT:

- Organizations may only apply for Project Grant support from **either** the NJHC or their designated county re-grant agency (CHPP) in any calendar year.
- No organization may receive Project Grant funding for the same project for more than three (3) consecutive fiscal years.
- Organizations should plan to make programming or activities that may be adaptable to comply with COVID-19 health and safety recommendations, if necessary.

NJHC SPECIAL CONCERNS – Preparing for Our Future

Data from the 2020 Census revealed that the nation's non-Hispanic, white population has declined for the first time since 1790. Brookings predicts that America will become a "minority white" country by 2045. Cultural institutions around the nation have been taking steps to ensure that our history reflects the diversity of our nation. While diversity remains a priority, the cultural community has started to think more broadly about underserved populations and how we can ensure that their stories are represented in the nation's history. The New Jersey Historical Commission has launched a pilot diversity, equity, accessibility, and inclusion (DEAI) grant program. The Commission expects the DEAI program to offer significant learning opportunities for itself, its grantees, and its partners. For additional information on DEAI see the American Association for State and Local History's [The Inclusive Historian's Handbook](#), and the [American Alliance of Museums DEAI](#) webpage.

What history grants are available?

The Hunterdon County Cultural & Heritage Commission (HCC&HC) is pleased to offer the following grants to qualified organizations in Hunterdon County:

- **General Operating Support (GOS) Grants from \$1,500 to \$15,000**
- **Project Grants from \$1,500 to \$15,000**
- **MiniGrants of \$1,000**

Eligibility

- 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 \$100,000.¹
- Organizations applying for MiniGrant funding must have an annual operating budget of less than \$10,000.
- Only activities taking place in Hunterdon County are eligible for funding.
- **NEW: \$15,000 is the maximum request amount.**
- 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.*

Types of groups eligible for CHPP grants:

Type of organization	Project, Mini	GOS
Historical Societies/ Historical Commissions	Y	Y
Preservation Groups/ Cemetery Preservation groups	Y	Y
Historic Sites/Museums	Y	Y
Libraries	Y	No
Departments of Parks & Recreation/ Other municipal groups	Y	No
Human Relations Groups/Civic groups	Y	No
Community organizations/ Churches/ other cultural groups	Y	No
Arts Commissions/Celebratory Commissions	Y	No

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) or any other county's CHPP grant in the same calendar year.
- Applicants to the *Hunterdon County Special Projects* grants in the same calendar year.
- Organizations having an outstanding grant from the Commission older than one year are not eligible to apply.

County and State Funding – can my group receive both?

- Organizations **may not** receive GOS grants from both the Hunterdon County Cultural & Heritage Commission CHPP and the New Jersey Historical Commission in the same calendar year. (NOTE: Organizations with budgets under \$100,000 may still apply for Project Grant support from the NJHC and GOS support from HC C&HC in the same calendar 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.
- Groups are eligible to apply for both a Local Arts Program 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; only one may be for GOS funding.
- Groups applying to the Hunterdon County Special Projects Grant in the same calendar year.

¹ Organizations that apply to the NJHC GOS program, but are not funded, OR who wish to apply before the next 3-year NJHC grant cycle, 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.

Budget: Cash Match Requirements

Mini Grants (\$1,000)

To be eligible for a CHPP MiniGrant, an applicant organization must have a total annual budget of less than \$10,000. **CHPP MiniGrants do not require a match.**

Project Grants (\$1,500- \$15,000)

NEW FOR 2022: Match (25%) for awards over \$5,000, NO MATCH for awards \$5,000 and under. (In a normal year, all applicant organizations must match the funding requested from the CHPP regrant 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 Grants (\$1,500- \$15,000)

NEW FOR 2022: Match (25%) for awards over \$5,000, NO MATCH for awards \$5,000 and under. (In a normal year, all applicant organizations must match the funding requested from the CHPP regrant 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

A Project has a specific start and end date. A Project is narrowly focused, with a definitive goal or theme. Projects may be funded for no more than three years in a row, after which they should become part of the organization's normal annual program/activities. 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 state history or improve management of local history groups.

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 resources about and to diverse communities
- Research, share, and affirm histories centered on black, indigenous, and people of color's experiences (see <https://www.thebipocproject.org/>)
- 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

Grant Funding Allowable Uses

- Honoraria to qualified professional historians, researchers, consultants, presenters, and guest curators (such as to create a State/National Register of Historic Places nomination)
- Software/licenses for virtual programs/presentations
- Photo reproduction of images for exhibition or display
- Costs to mount an exhibition
- Interpretive signage (must include a plan for public outreach and access to the sign)
- Development and printing of promotional materials to advertise a program, project, or event; ads placed in local media
- Supplies directly related to the project
- Supplies for conservation (historic artifacts or documents)²
- Postage, telephone, online marketing when directly related to the project (may not be used to fund internet service – project only)
- 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 (commemorative activities, special programming, etc.)
- Digitization of material not already accessible to the public online through another institution
- Acid-free archival storage materials (see footnote 2)
- Hiring a conservator to help preserve an item (see footnote 2)

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/commemorative plaques or statues; preservation of gravestones
- 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 or site 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.

² If the request is for collections care, the HCC&HC 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.

HISTORY GENERAL OPERATING SUPPORT (GOS) GRANTS

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.

Priority will be given for GOS Grants that:

- Result in efforts to broaden, deepen, and diversify the audience
- Increase the hours of operation or virtual accessibility of the historic site
- Increase accessibility of historical resources about and 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:

- **NEW:** Staff salaries or work within the normal scope of staff/volunteer responsibilities (for GOS only)
- 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
- Software/licenses for virtual programs/presentations
- Security alarm monthly maintenance fees
- Professional development workshops & mileage (@\$.35/mile) to attend them
- Postage for newsletters/event announcements

Grant Funding Disallowable Uses:

- Water/sewer expenses
- 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 or site maintenance, restoration or renovations
- Deficits or losses from previous years or outstanding loans

- 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 that 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 HCC&HC staff for completeness and then forwarded to an 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 HCC&HC 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 point scoring system is summarized here:

Scale: 5 = Excellent, 4=Good, 3=Satisfactory, 2=Needs Improvement, 1=Poor

CHPP Grant Evaluation Criteria	Points possible	Your score
a) Overall merit of organization and/or project: Complies with funding guidelines; quality of credentials and programming; clear organizational/project goals; relevance to NJHC goals	5	
b) Significant Public Benefit & Broad Accessibility: Ability to communicate and engage with public; audience tracking/statistics; self-evaluates programs and meets needs of public; efforts to increase quality info on NJ history; accessibility of historical resources about and to diverse communities; increase access to historic site/virtual programs	5	
c) Adequate & Appropriate Strategic Planning: Demonstrates organization is well-managed; presence of quality leadership; ability to successfully execute programming according to its stated mission	5	
d) Organizational Budget: History of fiscal soundness; demonstration of funding needs; realistic projection of budget for organization or project	5	
e) Diversity, Equity, Inclusion & ADA Compliance: Commitment to raising public awareness; efforts to reach culturally diverse groups (i.e. African-American, Hispanic/Latino, Native American/Alaskan Native, Asian/Pacific Islander), special constituencies (persons with disabilities, veterans, older adults, gifted and talented, people in hospitals, nursing homes, mental institutions & prisons), and/or young (18 or under) audiences.	5	
Total points	25	
Average Score (divide Total in above line by 5)		

- C. The Panel recommends full or partial funding for each applicant based upon their score and criteria for funding as stated within these guidelines.
- D. The Panel's recommendations are reviewed, and award amounts are determined by the HCC&HC Commissioners based upon the amount available for regrants. Upon its approval, recommendations are submitted to the Board of County Commissioners 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.
- E. Applicants are notified of funding decisions as soon as possible. Successful applicants will enter into a grant contract (Agreement for Performance) with the HCC&HC when the grant recipients are notified. The Agreement for Performance includes a revised budget and detailed Publicity Agreement, which grant recipients must promptly execute and return to the HCC&HC.

Appeal Procedure

Applicants may appeal the decision of the HCC&HC 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 HCC&HC.*

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 80% payment, and a final payment of 20%.
 - 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 percent (20%) 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 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 (HCC&HC) and the New Jersey Historical Commission must be credited. The HCC&HC logo must be included with the credit statement, in publications, promotional literature (posters, flyers, programs, etc.), media releases, and online applications (websites, Facebook, etc.). Please do not use the NJHC logo if you are a county CHPP recipient (it implies direct funding). The following language must be used, in crediting the agencies for history grant funding for ALL grants:



"The (organization name) received a grant from the Hunterdon County Cultural & Heritage Commission, with funds from the New Jersey Historical Commission, a division of the Department of State."

Application Budget Directions: Please use the PDF version of the Budget Form

Grant Funds

- Income section: include the full award requested in the *Grant Award* fields.
- Expense section: Show how the entire amount requested will be expended in the “Grant Funds” column.

Budget columns should “foot” or agree: income and expenditures should be equal. If you have reserve cash or are carrying a deficit, please show this on the “Organization Cash” or “Other” line of your income form. Indicate any deficit by enclosing the figure in parentheses (00).

Any areas you feel would benefit from further explanation, please include in a separate page titled “Revised Budget Narrative” attached to your revised budget.

Matching Funds (refer back to page 5)

Project Grants: Match (25%) for awards over \$5,000, NO MATCH for awards \$5,000 and under. (In a normal year, 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.

General Operating Support Grants: Match (25%) for awards over \$5,000, NO MATCH for awards \$5,000 and under. (In a normal year, 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.

- **Income and Expense Budgets should “foot”**
- Income and Expense budgets should “foot”, or match: your annual income should equal your annual expenditure.
- If your budget shows a deficit or a profit, you should describe why there is a difference between income and expenditure in a Budget Narrative, and how it will be resolved.
- Several organizations have investments and/or reserve cash; these are typically used to resolve deficits (and may exist for that purpose).
- If you need assistance with your application budget, please contact C&H staff at (908) 237.2010.

CHPP History Mini-Grant Application

MINI-GRANT NARRATIVE

The Mini-Grant application was created to assist emerging organizations to apply for funding, while they are learning about grants and the grant process. Follow the guidelines for CHPP Project Applications to determine eligibility of your project and its expenses.

Please assemble your Mini-Grant in the following order:

1. Signature Page
2. ADA Checklist
3. Mini-Grant Narrative
4. Mini-Grant Budget (no cash match required).

Answer the following questions if you are requesting a Mini-Grant (\$1,000). 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 two (2) 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, what noteworthy things it has accomplished.** Describe how your organization's work is unique or noteworthy. Municipal organizations should address how history topics 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. **Relevance - Why is this project important?** Demonstrate how the project meets a need in the community and describe how the community will benefit.
4. **Audience - Describe the audience for your project: How many people do you expect to serve? What is the anticipated demographic composition of your audience? How does it meet the needs of diverse audiences? Is it accessible on a virtual platform?**
5. **What is the timeline for your project?** Include a schedule of project activities, describing all stages. Explain where and when the project will take place.
6. **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 letter from them confirming their agreement to participate.*
7. **Evaluation - How will you publicize your project?** Be specific about how and where you will credit the Hunterdon County Cultural & Heritage Commission and the New Jersey Historical Commission.

CHPP MINI-GRANT 2023 APPLICATION BUDGET

NAME OF APPLICANT:

Please complete all fields with a number or a "0".

PROJECT INCOME	1/1/2023-12/31/2023 MINI-GRANT funds	1/1/2023-12/31/2023 Matching funds	1/1/2023-12/31/2023 Total Projected Budget
A. CONTRIBUTED INCOME			
Corporation Support & Business Support			-
Foundation Support			-
Government (other than MINI GRANT Award)			-
Memberships, Individual Donations & Other Private Sources			-
MINI GRANT AWARD (<i>include entire award amount</i>)			-
B. EARNED INCOME			
Admissions/Subscriptions			-
Other (include sales and all investment income to be spent) (Note: itemize on page 12, Section 5A if over 10% of Total Cash Income)			-
Contracted Services			-
C. TOTAL CASH INCOME	-	-	-
PROJECT EXPENSES			
D. PERSONNEL			
Staff Salaries			
Professional/Speaker Fees			-
Technical/Production Personnel Fees			-
E. OTHER OPERATING EXPENSES			
Space Rental & Mortgage Payments			-
Administrative Expenses (phone, postage, supplies, insurance, marketing, facility maintenance, etc.)			-
Technical/Production (non-personnel)			-
F. TOTAL CASH EXPENSES	-	-	-
Total Annual (Deficit)/Surplus = (C minus F)	-	-	-
Accumulated Cash in Reserve/(Deficit)			



**County History Partnership Program (CHPP)
History Grant Application
APPLICATION CHECKLIST – Project and GOS**

Applicant Organization	
-------------------------------	--

- This checklist must accompany the electronic application.
- Please PDF package the application in order according to the checklist.
- Check the column pertaining to the type of grant you are submitting: Project (P) or General Operating Support (GOS)

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; please include an email or phone number for each.
		Budget Forms (income and expenses; budget narrative)
		Organizational Budget (municipal organizations - your division budget only), for the most recently completed fiscal year
		Resumes - 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, lists/maps (register applications), 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>	Project (P)	<input type="checkbox"/>	General Operating (GOS)	<input type="checkbox"/>

PROJECT/ACTIVITY SUMMARY (100 words, <i>required</i>) Used to describe your request to elected officials & NJHC

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>)

Governance & Employment

Please circle your answer:

- | | | |
|-----|----|--|
| Yes | No | Does your organization have a Board adopted ADA Plan? |
| Yes | No | Does your organization have an ADA Advisory Committee? |
| Yes | No | 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 for services? |
| Yes | No | Does your organization have a procedure for addressing grievances or complaints regarding accessibility for people with disabilities? |
| Yes | No | Does your organization budget for ADA Compliance, if so, how much? _____
<i>(Note: You may use NJSCA funds for access accommodations costs, except those related to facility renovation/construction or purchase of equipment.)</i> |

What has your organization done in the past year to educate the organization's officers, board, and staff about access?

Programs & Marketing

- | | | |
|-----|----|---|
| Yes | No | Does your organization include accessibility information on its website? |
| Yes | No | Does your organization utilize accessibility symbols in its publications? |
| Yes | No | Does your organization market to individuals with disabilities? |
| Yes | No | Does your organization caption video presentations? |
| Yes | No | Does your organization offer digital exhibits or virtual programs for inaccessible areas? |
| Yes | No | If your organization presents programs at a facility that you do not own, do you have the venue fill out an accessibility survey? |

What does your organization plan to do in the coming year to involve and accommodate individuals with disabilities in your programming?

Addressing Specific Needs

Using the chart below, check all accommodations that apply to your organization:

Accommodation	Provide accommodation upon request	Have provided this service before	Not Applicable
Advanced copies of scripts, program synopsis, etc.			
Assistive Listening System			
Audio Description			
Braille Publications			
Companion			
Large Print Publications			
Open Captioning			
Publications on Audio/Digital			
Sign Interpretation			
Space for Service Animals			
Tactile Exhibits			
Other:			

Yes No Is your site barrier free (accessible to individuals with mobility concerns)? If not, how do you provide reasonable accommodations?

How do you convey program content for individuals with learning and developmental disabilities, autism, mental illness, and brain injuries?

How do you adapt program content for individuals with visual impairments or blindness?

How do you adapt programs and exhibits for individuals with hearing impairments or deafness?

Facilities: Your organization is legally responsible for the facility in which you choose to present your project, regardless of whether you own it, rent it, or use it rent-free.

- | | | |
|-----|----|---|
| Yes | No | Are the facilities used accessible to people with disabilities? |
| Yes | No | Has your organization or a qualified architect conducted a comprehensive survey of the facility(ies)? |
| Yes | No | Does your organization market to individuals with disabilities? |
| Yes | No | Does your organization caption video presentations? |
| Yes | No | If your facility is currently not accessible, do you have other reasonable accommodations and an adequate ADA plan to make the facility accessible in a reasonable timeframe? |
| Yes | No | Does your organization caption video presentations? |

Sensitivity Training:

Have/will key project personnel having contact with the public in conjunction with this project been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities?

yes no

We certify to that to the best of our knowledge the information provided on this checklist is true and accurate. We understand that in accepting any grant funds from the New Jersey State Council on the Arts our organization must be in full compliance with all pertinent federal and state laws and regulations including the Americans with Disabilities Act and, if accepting a grant including federal funds, Section 504 of the Rehabilitation Act of 1973.

Authorizing Official's Signature:

Board Representative's Signature:

x _____

x _____

Print name

Print name

Title

Date

Office

Date

CHPP History Grant Application
PROJECT GRANT NARRATIVE

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 noteworthy. Municipal organizations should address how history topics 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. Does it have an element that relates to the NJHC's 2023's DEAI initiative? Is it in preparation for the Revolution NJ initiative?
- 3. Relevance - Why is this project important?** Demonstrate how the project meets a need in the community and describe how the community will benefit.
- 4. Audience - Describe the primary audience for your project: How many people do you expect to serve? What is the anticipated demographic composition of your audience? How will the project be delivered to the audience?** Include geographic area, age, and other important characteristics such as language.
- 5. Diversity - Describe how you include and meet the needs of diverse audiences.** (Diversity includes important and interrelated dimensions of identity such as race, ethnicity, gender, gender identity and expression, socio-economic status, nationality, citizenship, religion, sexual orientation, ability, and age.) 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. Evaluation - 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 (historic house report, state/national register application, archaeology, etc.):** Describe the direct public benefit of the work. How will you engage the public and make the research findings available? Include pertinent information to the project, such as number of buildings & location, a map, and the anticipated impact the work will have on the site(s) in the future.
- 13. If your organization has received funding from the Hunterdon County Cultural & Heritage Commission or the New Jersey Historical Commission in the past five (5) years,** 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	
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PROJECT EXPENSES

Please use the **PDF version** of this form: <http://www.co.hunterdon.nj.us/depts/c&h/grants-CHPP.htm>

Category of Expenditure	CHPP Grant Funds	YOUR Matching Funds		TOTAL
		Cash	In-Kind*	
Administrative costs	<u>May be up to 25% of project</u>			0
Professional services, honoraria, fees				0
Insurance, accountant services				0
Equipment purchases				0
Equipment rental				0
Space rental				0
Publicity, marketing				0
Photography, photocopying				0
Travel, transportation				0
Phone, postage				0
Printing				0
Supplies, materials				0
Hospitality				0
Other (list)				0
TOTAL	0	0	0	0
TOTAL CASH				0

CHPP History Grant Application
PROJECT GRANT BUDGET

APPLICANT ORGANIZATION	
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PROJECT INCOME

Please use the **PDF version** of this form: <http://www.co.hunterdon.nj.us/depts/c&h/grants-CHPP.htm>

Description	Cash	In-Kind*	TOTAL
Memberships			0
Admission fees, ticket sales, registrations			0
Merchandise, concession, ad sales			0
Fundraising activities, events			0
Business contributions			0
Foundations			0
Private contributions			0
Government contributions (other than HCC&HC, please specify sources)			0
Organization cash			0
Other (please specify)			0
TOTAL **	0	0	0
CHPP Grant Request	0		
Total Request + Income:	0		

* *In-kind contributions must equal in-kind expenses (in-kind refers to value of volunteer time, donated equipment/supplies or donated storage/office space).*

** *Total organization income must equal or exceed the CHPP Grant request*

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 hours @ \$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)

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? How is your organization operating/remaining relevant under COVID-19?**
 Demonstrate how your organization ties to broader historical themes. Demonstrate how the project relates to New Jersey history. Does it have an element that relates to the NJHC's 2023's DEAI initiative? Is it in preparation for the Revolution NJ initiative?
- 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:**

	2020	2021	2022	2023
Total number of all visitors to your site or sites (including children)				
Attendance at sponsored programs held off-site				
Total number of virtual visitors (including website and social media)				
Total number of social media visitors				
Children served (preschool to grade 12)				
Total number of visitors (on-site, off-site, and virtual)				

- 6. Describe your organization's primary audience. How are you reaching them under COVID-19 restrictions (i.e. virtually)?** Describe the demographic composition of your audience, including geographic area, age, and other important characteristics such as language.

- 7. 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.)?
- 8. What steps will you take to include diverse communities in your audience?** (Diversity includes important and interrelated dimensions of identity such as race, ethnicity, gender, gender identity and expression, socio-economic status, nationality, citizenship, religion, sexual orientation, ability, and age.) Include strategies you have used with success in the past.
- 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 “followers” 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 with other organizations?** 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 FY2023? 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 four (5) years,** 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

APPLICANT ORGANIZATION	
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ORGANIZATIONAL EXPENSES

Please use the **PDF version** of this form: <http://www.co.hunterdon.nj.us/depts/c&h/grants-CHPP.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				
TOTAL CASH				

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

APPLICANT ORGANIZATION	
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ORGANIZATIONAL INCOME

Please use the **PDF version** of this form: <http://www.co.hunterdon.nj.us/depts/c&h/grants-CHPP.htm>

Description	Cash	In-Kind*	TOTAL
Memberships			0
Admission fees, ticket sales, registrations			0
Merchandise, concession, ad sales			0
Fundraising activities, events			0
Business contributions			0
Foundations			0
Private contributions			0
Government contributions (other than HCC&HC, please specify sources)			0
Organization cash			0
Other (please specify)			0
TOTAL **	0	0	0
CHPP Grant Request			
Total Grant Request + income	0		

* *In-kind contributions must equal in-kind expenses (in-kind refers to value of volunteer time, donated equipment/supplies or donated storage/office space).*

** *Total organization income must equal or exceed the CHPP Grant request*

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

APPLICANT ORGANIZATION	
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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 hours @ \$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 Program, please contact the Hunterdon County Cultural & Heritage Commission by phone at 908.237.2010 or email 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 <https://nj.gov/state/historical/>

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 discuss the size and types of the organization's collections, and 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; 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 or local economic development information <https://hunterdoncountyedc.com/data-room/>. 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 I learn more about Diversity, Equity, Accessibility and Inclusion (DEAI)?

- The American Alliance of Museums (AAM) formed a task force to examine diversity, equity, accessibility and inclusion. This [report](#) summarizes key findings.
- The NJHC will use the definitions for [DEAI](#) that have been developed by the AAM.

- The Facing Change initiative is in direct response to AAM's DEAI Task Force which was formed to provide recommendations to advance inclusion. Several museums around the country were selected to work with fellows to diversify their boards.
[Facing Change: Advancing Museum Board Diversity and Inclusion](#)
- For additional articles and information see the American Association for State and Local History's [The Inclusive Historian's Handbook](#), and the [American Alliance of Museums DEAI](#) webpage.

4. 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) <https://aaslh.org/professional-development/steps/>
- The American Alliance for Museums National Standards and Best Practices for U.S. Museums: <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/>
- 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. See guidelines for details.

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, fund-raisers; 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 BIPOC populations.

TRAVEL/TRANSPORTATION – (**use the current state mileage allowance**) 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.