

2017 Atlantic County Local History Grant



Dennis
Levinson,
County
Executive

Atlantic
County
Board of
Freeholders

PAGE A-1: The Atlantic County Office of Cultural and Heritage Affairs receives funding from the New Jersey Historical Commission, a division of the Department of State which is re-granted to local history agencies. Re-grants are awarded through a competitive grant proposal process. The following pages give directions for producing a grant proposal for this program.

DEADLINE TO APPLY: Wed., September 7, 2016, 6 pm.

Please submit one original typed application signed in blue ink via mail or hand-delivered.

Electronic submissions will not be accepted at this time. Requests for funds range: \$400 - \$3200.

Requests must be matched dollar to dollar. The grant period 1/1/17 to 12/30/17.

- A. Free grant writing workshop sessions are provided:** Tuesday July 12 (focused on the narrative) & Tuesday July 19 (focused on the budget) at 7 pm, Anthony Canale Training Center, 5033 English Creek Road, Egg Harbor Township NJ. Registration is required (To help us plan how many handouts are needed, etc.) and it is easily done online at <http://www.aclink.org/culturalaffairs/homepage.asp>. Or you may register via email cmasonpurdie@aclsys.org. NOTE: Workshops are mandatory for organizations new to the grant program. Consider sending multiple members of the organization.
- B. Re-grant Application and Guidelines are available online:** www.aclink.org/culturalaffairs. Large print copies are available; please contact 609-646-8699 x6314.
- C. Goal of the 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 NJ history. Grants are awarded to projects 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 * see the bottom of page A-3 for more information
 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.
- D. Eligibility:** An Atlantic County History Re-grant applicant must be based in Atlantic County and must,
1. Be incorporated in the State of New Jersey as a non-profit organization by the Internal Revenue Service, Section 501 (c)(3) or 501(c)(4), be pending the same, or be a project of a local or municipal government entity. A copy of your IRS determination letter of tax-exempt status, preliminary ruling, or application for tax-exempt status must be included with your application.
 2. Have been in existence for at least two years;
 3. Comply with Labor Standards under Section 5 (1) of the National Foundation of Arts and Humanities Act of 1965, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and may not discriminate on the basis of race, color, religion, national origin, sex, or disability;
 4. Use the grant for a local or NJ history project that demonstrates historic merit, culminates in an event, activity or product that is available to the public, and takes place in Atlantic County between 11/30/16 and 6/30/17.
 5. Match every dollar requested with a dollar of your own.
 6. Comply with the Americans with Disabilities Act of 1990, which is the law. The grant evaluation panel will be looking for indicators of the applicant's "good faith" efforts to provide both physical and programmatic accessibility. Applicants will be required to complete and sign a provided ADA check sheet which states that they will comply with the Americans with Disabilities Act.
 7. Your organization may apply for and receive both arts and history re-grants from the Atlantic County Cultural & Heritage Office however you may not apply for funding for the same project. (Atlantic County also has an ARTS re-grant program)

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PAGE A-2: Please read the guidelines, numbered 1-10 below, before filling out the grant application.

1. **All proposal packages must:**
 - a. Contain one (1) original application and materials and be signed in blue ink.
 - b. Be mailed or hand-delivered to: Atlantic County Cultural & Heritage Office, 40 Farragut Ave., Mays Landing, NJ 08330. (*The Office is located in the Atlantic County Library/Mays Landing. The library is open until 8pm Mon. thru Thurs. and 5pm Fri. & Sat.*) Electronic submittal not accepted.
 - c. Not be put in binders. Please insert into a manila folder or a folder with pockets.
2. **A complete application includes:**
 - A narrative that answers all the questions found on page five (5)
 - Information on key staff, volunteers and consultants (*showing educational background, employment history, or anything that would indicate experience or knowledge relevant to the proposed project for which funds are being sought*)
 - Examples of the organization's research on cost estimates relevant to the proposed project
 - Copies of brochures, news clippings, posters and other materials that help to inform the panel about the organization and its history of programming and services (these may be scanned and submitted on CD or flash drive if preferred)
 - IRS letter of determination of tax exempt status
 - ADA checklist, filled out and signed
 - Publicity agreement sheet, signed in blue ink
3. **Matching requirements:** 1:1 match is required, which must consist of cash. Funding may be requested up to \$3200.
4. **Awards are paid out in two payments:** Following receipt of signed vouchers, an initial payment of 75% of the award will be made. 25% is paid out after the receipt of an acceptable final report.
5. **Reporting:** An Interim Report is due July 5, 2017, covering the period from January 1, 2017 through June 30, 2017. The report must contain a financial accounting and narrative for this period. Should the organization plan any change in the project or expenditure for the remainder of the grant period, the report must address those changes. If the project has been completed, the Final Report may be submitted instead. A Final Report is due December 28, 2017, and must include a financial accounting and a narrative of activities for the entire grant period of January 1, 2017 through December 31, 2017. Documentation of all grant and match expenses must be in the form of paid receipts and canceled checks submitted with the Interim and Final Reports at the end of the grant cycle.
6. **Appeals process:** An appeal to the History Grant Program will be entertained only if an applicant can specifically demonstrate that an application was misinterpreted or misunderstood during the evaluation process. The amount of an award will not be grounds for an appeal, and the appeal must be made only on the basis of the information contained in the initial application. Office staff will clarify the appeals procedure for any applicant requiring further information.
7. **Review Process:** Staff will review and check for completeness of applications received by the mandatory deadline. A professional panel, convened for this purpose, will evaluate all proposals against the stated criteria included with these guidelines and make recommendations for funding. Applicants will be notified of their award standing by letter.
8. **Requirement involving Best Practices and Standards:** All applicants should be committed to applying the highest professional standards for preserving and interpreting NJ history and are encouraged to regularly consult: American Association for State and Local History Standards in Excellence Program (<http://tools.aaslh.org/steps/>); The American Alliance for Museums National Standards & Best Practices for US Museums (<http://www.aam-us.org/resources/ethics-standards-and-bestpractices/standards>); Society of American Archivists (<http://www2.archivists.org/standards>). Atlantic County history organizations that are grant recipients will be required to attend a minimum of one best practices workshop annually and provide documentation of attendance in the final report. The NJ Historical Commission offers a series of statewide best practices workshops on a variety of topics of interest and relevance to non-profits each year. Visit the NJHC's history.nj.gov homepage for dates and locations for future workshops.

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9. Expenses that are **INELIGIBLE** for funding through this grant include:
 - Capital improvements and maintenance, including buildings, interiors, exteriors and grounds
 - Acquisitions (including artifacts and collections)
 - Hospitality (food for receptions, luncheons, etc.)
 - Deficits, debt service and retroactive funding
 - Endowments, Awards or Fundraising

10. **Allowable grant-supported expenses include:**
 - Contracted services (excluding hospitality) i.e. research, design, transcribing, etc.
 - Costs associated with exhibitions: i.e. copying, enlarging, materials, etc.
 - Costs associated with brochures: i.e. printing, typesetting, design, etc.
 - Costs associated with maintenance of collections: i.e. photocopying, digitizing, microfilming,
 - Acid free storage containers, professional conservator, etc.
 - Costs associated with programming: i.e. speaker's honorariums, workshop leader's fees, etc.
 - Costs associated with marketing and publicity
 - Costs associated with staff education and training
 - Postage, Telephone and Utilities
 - Equipment purchase/lease (including installation)
 - Long-term planning and/or planning for compliance with the Americans with Disabilities Act
 - Consultant services for guidance on expanding reach and/or relevance to diverse audiences

11. **Publicity Agreement:** During the grant period, re-grantee organizations must credit the NJ Historic Commission and Atlantic County Cultural & Heritage Office in all printed materials and releases using the following statement: *"Funding has been made possible in part by the New Jersey Historical Commission, a division of Cultural Affairs within the Department of State, through funds administered by the Atlantic County Office of Cultural & Heritage Affairs"*

12. **Compliance with Laws:** Grantees under this program must comply with the Civil Rights Act of 1964, Fair Labor Standards under Section 5 (1) of the National Foundation of Arts and Humanities Act of 1965, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act of 1990, and may not discriminate on the basis of race, color, religion, national origin, gender, or disability. Also, please review the Smithsonian's Guidelines – which can be found online – with regard to ADA access to exhibits.

**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 were developed by the Wallace Foundation in its research on building audiences:*
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 ticket buyers 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 organization's 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. For more information about audience development: www.wallacefoundation.org/knowledge-center*

Organizations are best served if many members maintain skills for developing funding proposals which can be used for other sources of monies such as foundations or corporations. So we encourage multiple members to attend the grant workshops. In addition, the Internet provides access to many free online courses such as "Grant Space" a service of the Foundation Center (www.grantspace.org/course-offerings). Note: access to a computer and/or the internet, can easily be obtained in any Atlantic County Library branch as well as in most municipal libraries.)

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PAGE ONE: The Application Form

Name of Organization: _____

Organization's website: _____

Mailing Address: _____ Federal ID # [FEIN] _____

City: _____ Zip: _____ NJ Charities Registration # _____

Contact Person/Title: _____

(The contact person is the person responsible for questions involving this application, coordination of project and final reporting.)

Contact Phone: _____ Fax: _____

Contact's E-mail: _____

Organization's Annual Income: \$ _____ and Annual Expenses \$ _____

Amount requested in this Grant Proposal: \$ _____ **

On separate sheets of paper (with organization's name at the top) provide answers to the following questions – this will form the NARRATIVE of your proposal – it would be helpful to the reviewers if you use the letters and numbers and also parts of the questions as headings to your answers:

A. The ORGANIZATION: Provide a capsule description profile of the organization and its history.

1. Provide the mission statement from the organization's by-laws.
2. Synopsis of the: who, how, why and when of the development of the organization.
3. Who does it serve? How many members/volunteers? How many visitors/participants and from where do they come? Ages? Demographics? How do you know who they are?
4. How does the organization proposed to raise the funds that will match this funding proposal? Please explain how the organization accumulates its available cash match (i.e. memberships, donations, earned income etc.)

B. The PROJECT:

1. Describe the project for which you are seeking funds. Include research on associated costs e.g. estimates for printing, costs of archival materials, fee for a specific speaker or transcriber.
2. What is the timeline of the project? How it will be managed? What skills or experience do the managers have?
3. See goals of this grant program listed on Page A-1 – explain how your project will address or fulfill any of these goals.
4. How will the public be made aware of the project?
5. Describe how you will measure the success or show that the project did provide public benefit or fulfill the stated goals.

C. The BUDGET: On the following page is a budget breakdown for the **PROJECT**.

- a. Take time to explain or give more detail about costs that are indicated on the budget page using an extra sheet of paper.

Don't forget to include items in your proposal that will help the review panel best understand your organization and project – these might include: resumes pertinent to the proposal – e.g. a speaker, a researcher, a transcriber etc.; brochures, newsletter, flyers etc. to help the reviewers familiarize themselves with the work of the organization; cost quotes from printers or other services for specific jobs or for specific equipment or materials for which you are requesting funding.

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PAGE TWO: THE BUDGET: Please give breakdown below of budget costs for the **project**. "Match" is the funds your organization is required to have on hand to match what is being requested. The "Total" column on the right is the match and the request added together.

	Match	+	Request	=	Total Cost of Project
Contracted services	_____		_____		_____
Printing / copying	_____		_____		_____
Postage/ phone / utilities	_____		_____		_____
Marketing / publicity	_____		_____		_____
Equip. purchase, lease, install	_____		_____		_____
Travel / transportation	_____		_____		_____
Supplies	_____		_____		_____
Education / training	_____		_____		_____
Other (itemize below)	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
TOTALS (add each column)	_____		_____	**	_____

***This should match what you have said on the front page as your total request.*

Authorization

I certify that to the best of my knowledge, that this proposal is an accurate statement of the project that this organization proposes to accomplish through these funds. It is also an accurate statement of proposed expenditures, matching funds and obligations of this organization. I understand and agree to comply with all requirements involving the matching funds, reporting and crediting for the successful completion of the grant funded project should this organization be awarded.

Signed by Executive Officer of Organization's Board:

Signature: _____

Name and Title: _____

Date: _____

Signed by Project Coordinator (lead person responsible for overseeing the project)

Signature: _____

Name and Title: _____

Date: _____

Do you have questions? We are here to help. If you have any questions, please contact the Atlantic County Office of Cultural and Heritage Affairs. The best method of contact is by email: cmasonpurdie@aclsys.org. Telephone: 609-646-8699 ext. 6314.