

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION**  
**Local Arts Program [LAP] Grant**  
***DECLARATION OF INTENT TO APPLY***

Organizations intending to submit an application for FY2012 LAP funding that are either first-time applicants or have not received a grant from the Commission since FY2009 MUST submit this *Declaration of Intent to Apply*. All other organizations are strongly encouraged to complete and submit this form. Completed forms may be mailed or faxed to the Ocean County Cultural & Heritage Commission [OCCHC]. **Please read the Grant Guidelines Overview and Request for Proposals before completing this form.**

The *Notice of Intent to Apply* **must** be received by OCCHC or postmarked **Friday, September 16, 2011**. Send to:  
**Ocean County Cultural & Heritage Commission**  
**Mail:** 14 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191  
**Fax:** 732-288-7871

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**APPLICANT:**

Name of applicant organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Organizational Status:  Nonprofit[501-c-3]  University/College  
 Municipal/County Government

NJ Charities Registration # \_\_\_\_\_

FEIN [Federal Employer's ID#]: \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_

Date Incorporated: \_\_\_\_\_ Congressional/Legislative District \_\_\_/\_\_\_

**Annual operating budget** \_\_\_\_\_

**Type of Grant Request** [check one]:  Special Project [SPS]

General Operating Support [GOS]

Special Out-Reach Support Project [SORP]

**Anticipated Grant Request:** \$ \_\_\_\_\_

**On a separate sheet:**

1. **Brief narrative (no more than 200 words):**

Explain specifically—I. [GOS]How this grant will improve the quality of your projects and services? or [SPS/SORP]-the special project or out-reach this funding will be used for? II. Your target audience. III. How this grant will help your organization meet OCCHC's goals to make **quality** arts programming **accessible** to Ocean County residents.

2. **Your organization's mission statement, as adopted by its governing board [50 words or less].**

# OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

**LOCAL ARTS PROGRAM [LAP] GRANT  
January 1, 2012 – December 31, 2012**

## **GRANT OVERVIEW:**

### **LOCAL ARTS PROGRAM [LAP]**

This program is made possible by funds from the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts.



NEW JERSEY  
STATE COUNCIL  
ON THE ARTS



*Special Assistance/Accommodations Available Upon Request. Please request services two weeks in advance.*

## LOCAL ARTS PROGRAM [LAP] GRANTS

Funding for FY2012 Local Arts Program [LAP] is made possible by the New Jersey Council on the Arts/Department of State, a partner agency of the National Endowment for the Arts, and administered by the Ocean County Cultural & Heritage Commission [OCCHC], a Division of Ocean County Parks & Recreation.

- ▶ Re-grant funds are made available to eligible Ocean County-based organizations.
- ▶ This is a competitive grant process.
- ▶ Funds awarded must be used for programs/activities conducted between January 1, 2012 –December 31, 2012.
- ▶ **Re-grant funds support a wide variety of programs and services designed to:**
  - stimulate local arts development
  - encourage the development of county/local organizations that provide quality arts programs, projects, and services to the county/local community;
  - stimulate expanded public and private support for county/local arts activity;
  - increase public accessibility to the arts;
  - foster the quality and quantity of local arts programming for local communities.

### STEP ONE: DO YOU QUALIFY FOR FUNDING?

You must answer “**Yes**” to all 3 criteria in order to apply for funding:

- Is your organization based in Ocean County and in existence and active for at least two years prior to this application?
- Is your organization incorporated in the State of New Jersey as a non-profit organization or a unit of local (county or municipal) government or an institution of higher education?
- If you are a non-profit organization, do you have a letter of tax exempt status [a ‘pending’ letter is acceptable] by determination of the Internal Revenue Service in accordance with Section 501-(c)-3?

**ARE YOU?** You must answer “**Yes**” in one of the following categories in order to apply for funding:

- A non-profit arts organization based in Ocean County whose mission is devoted exclusively to the arts and can demonstrate/document prior quality arts programming for the general public;

- ❑ A non-profit organization in Ocean County [not necessarily arts, may be any type of nonprofit] which can demonstrate/document prior quality arts programming for the general public;
- ❑ A government agency or commission under a municipality [borough or township] based in Ocean County which can demonstrate proven ability to provide or present **quality arts programming for the general public**;
- ❑ An institution of higher education [university, 4-year college, 2-year college] based in Ocean County which can demonstrate/document prior quality arts programming for the general public.

▶ If you qualify in both of the above categories, a representative[s] from your organization must attend the grant workshop sponsored by the Ocean County Cultural & Heritage Commission.

Note: The OCCHC reserves the right to determine eligibility based on your incorporation and tax-exempt status. The Federal Employer's ID number [FEIN] must be entered on the application.

**STEP TWO: ARE YOU ABLE TO MEET THE MATCHING FUNDS REQUIREMENT?**

1. A **CASH MATCH** is required:
  - ▶ applicants must match one dollar [\$1] of their own revenue for every dollar [\$1] of grant money awarded by the OCCHC.
  - ▶ matching **cash** funds may include revenue from other grants, donations, individual giving campaigns, membership fees, fundraising events, anticipated program/project income.
  - ▶ evidence of matching funds must be submitted with the grantee organization's Final Report at the end of the grant year in order to receive the final grant payment. Evidence includes copies of invoices, cancelled checks, documentation of in-kind contributions.
2. A **PARTIAL MATCH** may be made with **verifiable** in-kind services only with pre-approval from OCCHC staff and specifically noted in the revised/approved budget included in written grant agreement contract.

NOTE: In-kind services include products donated by local businesses and/or volunteer services (using the in-kind formula designated in the grant application). **Documentation will be required for Final Report.**

NOTE: Organizations may **not** receive grants from both the Ocean County Cultural & Heritage Commission and the NJ State Council on the Arts in the same funding cycle. OCCHC will **not accept** applications from groups applying to Another County Cultural & Heritage Commission or County Arts Council.

NOTE: Organizations may apply for and receive grants from the OCCHC's Arts and History grant programs within the same grant cycle. **But**, arts and history grant money **cannot be used for the same program**.

### STEP THREE: WHAT TYPE OF GRANT FUNDING DO YOU QUALIFY FOR?

#### 1. GENERAL OPERATING SUPPORT [GOS] Applicants:

- ▶ this category is for the experienced, professionally-managed organization incorporated exclusively for the purpose of the arts
- ▶ Higher Education institutions **may not apply in this area**
- ▶ grant funds may be used for administrative items as well as artistic expenses to produce or sponsor **quality** arts programs for the community-at-large
- ▶ the proposal **must demonstrate** how this GOS funding will **measurably** improve the artistic quality of your projects, programs, services
- ▶ this category requires a dollar-for-dollar match with the organization's income
- ▶ 50% of the match may be in-kind contributions.

**If you are applying for GOS funding**, are you able to provide one of the following:

- a copy of your organization's 2010 IRS Form 990? **OR**
- a professional audit from a certified accountant?

#### 2. SPECIAL PROJECT SUPPORT [SPS] Applicants:

- ▶ may be non-profit organizations whose mission is exclusively the arts **OR**
- ▶ non-profit community groups who provide quality arts programming but whose mission is not exclusively the arts (examples include libraries, ethnic and cultural organizations, incorporated festivals, municipalities, departments of local government); **Note: No in-kind match allowable in this category.**
- ▶ this funding must focus on a specific, well-planned project that:
  - has definitive start and completion dates
  - if more than one event is marketed as a 'series', the events **must be clearly related by theme**
  - brings **quality** arts programming to the community
  - demonstrates artistic excellence, creativity, and quality

-hires NJ artists and/or NJ teaching artists.

- ▶ In this category up to 50% of the grant match may be 'in-kind' contributions for non-profit organizations whose mission is exclusively the arts

3. **SPECIAL OUT-REACH PROJECT SUPPORT [SORP]** Applicants:

- ▶ This category is available to both arts and non-arts organizations.
- ▶ The purpose of this grant category is to remove barriers to participation in the arts to underserved special constituencies that normally cannot benefit from the organization's programs or services.
- ▶ In Ocean County, transportation has been identified as one of the major barriers to arts/cultural participation; this grant category may be used for people who cannot normally benefit from local arts programs and service due to a lack of transportation or general mobility issues.
- ▶ In this category up to 75% of the grant match may be 'in-kind' contributions.

**STEP FOUR: HOW MAY THIS FUNDING BE USED?**

▶▶ **ALLOWABLE USES OF GRANT FUNDING** include:

1. **GOS funds may be used for the basic documented costs of operation to:**

- improve artistic quality
- continue successful ongoing programs
- expand arts programming
- institute new arts projects
- strengthen administrative capabilities
- a combination of the above.

2. **Special Project [SP] funds may be used for:**

■ **Projects/presentations** in one of the arts disciplines:

- visual arts
- fine crafts
- literary arts
- dance arts
- media arts
- theater arts
- vocal or instrumental music
- multi-disciplinary and multi-media arts programs.

■ **Planning and completion** of a specific arts project including:

- exhibitions
- concerts
- workshops
- incorporated festivals
- artists' lectures
- arts-related presentations
- artists' fees
- arts/artist-related consultant fees

- portions of administrative salaries associated only with the specific project
- rental of arts-related materials and equipment
- purchase of project-related: sheet music, printing, typesetting, photo-copying

- **Other arts-related expenses** directly pertaining to the special project such as postage, technical crew, other professional arts-related expenses as designated in the Contractual Obligations.

3. **Special Out-Reach Project [SORP] may be used for:**
  - the same types of projects as SP grants but the projects must be specifically carried out for an underserved constituency that normally cannot benefit from the organization's programs or services.

▲▲▲ **NON-ALLOWABLE USES OF GRANT FUNDING:**

1. Capital improvement projects including:
  - building/grounds
  - any maintenance/construction/renovation costs
2. Feasibility studies of any type
3. Retroactive funding for project/program work completed before submission of this application
4. Acquisitions/purchase including art work, artifacts and collections
5. Hospitality costs e.g. social activities, entertainment costs, receptions, refreshments, food supplies, paper products
6. Purchase of equipment
7. Out of State/Foreign Travel expenses
8. Payment of/or replacement of funds used for previous organizational deficits or debt service
9. Endowments, fellowships or scholarships
10. Organizations/projects that do not actively seek a **wide** general public audience including in educational and/or religious institutions; all organizations and their programs must be open to the public
11. Activities which are normally curricular or extra-curricular activities of public and private K-12 schools
12. Awards/Prize money
13. Construction/renovation costs
14. Fundraising events
15. General operations of organizations whose primary mission is not constituted exclusively for the arts
16. Projects that are more appropriately funded by non-cultural organizations
17. Projects primarily recreational, rehabilitative, or therapeutic in nature

18. Projects that do not take place in Ocean County, New Jersey.

**STEP FIVE: DOES YOUR ORGANIZATION MEET THE COMPLIANCE REGULATIONS REQUIRED WITH THIS GRANT FUNDING?**

- ▶ 1. Title VI of the Civil Rights Act of 1964 (42 US 2000D et seq)
- 2. Fair Labor Standards
- 3. Health & Safety Standards
- 4. Section 504 of the Rehabilitation Act of 1973
- 5. Americans with Disabilities Act of 1990 (42 USC 12101 et seq)
- 6. Title IX of the Education Amendments of 1972
- 7. Drug-Free Workplace Act of 1988
- 8. Age Discrimination Act of 1975
- 9. State Law against Discrimination (NJS 10:5-1 seq) barring discrimination on the basis of race, color, national origin, gender or disability
- ▶ Any private, non-profit organization applying for funds must be current with all state and federal requirements including, but not limited to:
  - New Jersey Division of Commercial Revenue [Business Services Office]
  - New Jersey Charities Registration Bureau
  - All other state and federal tax forms.

**STEP SIX: CAN YOUR ORGANIZATION MEET THE PROPOSAL EVALUATION CRITERIA?**

- ▶ Grant applications are evaluated objectively by an independent review panel composed of representatives from the local/regional arts community and the community-at-large using all the criteria listed below. The narrative portion of your organization's proposal must clearly address each of these standards:
  - **ARTISTIC EXCELLENCE**—Clear and measurable evidence of:
    - a commitment/relevance to **high artistic quality** of programs and services
    - the organization's ability to achieve and sustain this high quality of artistic programming
  - **PLANNING & DEVELOPMENT OF THE PROJECT INCLUDING THE PROJECT BUDGET**—Evidence of:
    - a well thought-out, thorough, and specific plan to implement and complete the project
    - a realistic and achievable budget based on solid revenue to complete the project
    - reflection of a true need for this project both in the grant narrative and the budget forms.

- **ACCOUNTABILITY**—Evidence of:
  - compliance with OCCHC Local Arts Program grant guidelines
  - proof of sound fiscal management
  - completeness of application
  - past compliance with OCCHC reporting requirements and deadlines [for previous grant recipients]

- **COMMITMENT TO ORGANIZATIONAL GROWTH & FINANCIAL SOUNDNESS**—Evidence of:
  - solid planning with measurable outcomes
  - stable finances and effective financial management
  - a reasonable and realistic operating budget that demonstrates:
    - active and meaningful fund-raising
    - broad-based support/diverse revenue streams.

NOTE: organizations applying for GOS funding must submit an up-to-date organizational long-range plan as support material even if your organization has applied previously for GOS funding under this re-grant program.

- **PUBLIC BENEFIT/IMPACT**—Evidence of:
  - broad outreach to formally assess public needs and interests
  - programs based on identified community needs and interests
  - programs to attract new, multi-generational audiences
  - programs to attract new, multi-generational volunteers
- **INCLUSIVENESS**—Evidence of:
  - sensitivity to cultural diversity, the needs of the underserved, people with disabilities
  - working relationships with diverse communities, ages, populations such as:
    - racially and culturally diverse communities,
    - geographically diverse communities,
    - economically disadvantaged individuals
    - older adults
    - individuals with disabilities
    - institutionalized populations.
- **ACCESSIBILITY**—Evidence of:
  - programs made as accessible as possible to the widest number of people
  - organizational commitment to remove barriers that block accessibility, especially to people with disabilities, including:
    - structural barriers
    - programmatic barriers
    - attitudinal barriers
  - programming offered in facilities that are accessible and in compliance with specifications set forth in the Americans

- with Disabilities Act of 1990, and the organization has a plan for compliance
- the organization offers programming accommodations, if requested.

NOTE: ♦ A completed ADA questionnaire [enclosed in this packet] will be required from all grant applicants.

■ **PROGRAMS RESPONSIVE TO THE OCEAN COUNTY CULTURAL PLAN 2011-2016:**

- How will this funding help to build your organization's capacity to survive and thrive?
- How will this funding help your organization strengthen and build revenue opportunities?
- How will this funding help your organization market its identity?
- How will this funding help your organizational capacity to build community partnerships/collaborations?
- How will this funding help your organization attract a new generation of audience members and volunteers?

NOTE: Grant monies will not be awarded for projects more appropriately funded by non-cultural organizations.

# OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

## LOCAL ARTS PROGRAM GRANT January 1– December 31, 2012

### GRANT APPLICATION:

### LOCAL ARTS PROGRAM [LAP]

**A COMPLETE APPLICATION MUST INCLUDE** [in this order]:

1. **Signed** Application Checklist and Cover Page [pgs 11-12]
2. Application Narrative [maximum 7 pages]
3. Copy of organization's 2010 IRS 990 Form
4. Budget Forms [2 pages each]:
  - a. SPS/SORP Budget + Matching Funds [pgs 22-23]
  - b. GOS Budget + Matching Funds [pgs 20-21]
5. Authorization Form [pg 24]
6. Facility & Program Accessibility Survey [all applicants]
7. Board-approved ADA Compliance Plan w/Grievance Policy & Procedures [**mandatory** for all repeat applicants; optional, if available, for first-time applicants]
8. Board-approved long-range organizational plan for GOS applicants
9. Board Chart [all applicants]
10. Resumes/Job Descriptions of consultants/special staff who will be hired using this funding
11. Support Materials [maximum 5 items]

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION  
LOCAL ARTS PROGRAM [LAP]  
2012 GRANT CYCLE**

**APPLICATION CHECKLIST**

This checklist [completed, signed, and dated] must accompany the **original plus five copies** of the application [total of 6]. **Do not send applications in binders, notebooks, or plastic sleeves.** Proposals may be spring-clipped or placed in pocket folders.

**Name of organization [no abbreviations]:**

\_\_\_\_\_

**A complete application consists of the following materials in the order given below.**

**A COMPLETE APPLICATION MUST INCLUDE** [in this order]:

1. **Signed** Application Checklist and Cover Page [pgs 11-12]
2. Application Narrative [maximum 7 pages]
3. Copy of organization's 2010 IRS 990 Form
4. Budget Forms [2 pages each]:
  - a. SPS/SORP Budget + Matching Funds [pgs 21-22]
  - b. GOS Budget + Matching Funds [pgs 19-20]
5. Authorization Form [pg 23]
6. Facility & Program Accessibility Survey [all applicants]
7. Board-approved ADA Compliance Plan w/Grievance Policy & Procedures [**mandatory** for all repeat applicants; optional, if available, for first-time applicants]
8. Board-approved long-range organizational plan for GOS applicants
9. Board Chart [all applicants]
10. Resumes/Job Descriptions of consultants/special staff who will be hired using this funding
11. Support Materials [maximum 5 items]

**Signature of Authorizing Official** \_\_\_\_\_

**Title of Authorizing Official** \_\_\_\_\_

**Date:** \_\_\_\_\_

[Note: Government units must submit an Authorizing Resolution within 30 days of this application]

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION  
LOCAL ARTS PROGRAM [LAP] 2012 GRANT COVER PAGE**

1. Name of organization: \_\_\_\_\_  
Year established \_\_\_\_\_ Fiscal Year: From [month]\_\_\_\_\_ to [month] \_\_\_\_\_
2. Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Legislative District: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ City, zip: \_\_\_\_\_  
Daytime telephone: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_
3. Type of organization: \_\_\_\_\_ Non-profit arts-exclusively organization  
\_\_\_\_\_ Non-profit organization \_\_\_\_\_ Municipal agency or commission  
\_\_\_\_\_ Institution of higher education based in Ocean County
4. Federal ID # [FEIN] \_\_\_\_\_ NJ Charities Registration # \_\_\_\_\_

**Private, Non-profit organizations must complete this section: Our organization is:**

- Current with its annual filings to the NJ Division of Commercial Revenue, Business Services Office: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Current with its filings to the NJ Charities Registration Bureau: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Current with its State of New Jersey and federal payroll tax payments: \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Grant Category: \_\_\_\_\_ GOS \_\_\_\_\_ Special Project \_\_\_\_\_ Special Outreach Support

6. Funding request \$ \_\_\_\_\_ Match \$ \_\_\_\_\_  
[Note: a \$ for \$ match is required!]

7. **Number of:**
- Full-time paid arts staff: \_\_\_\_\_  Part-time paid arts staff: \_\_\_\_\_
  - Volunteers: \_\_\_\_\_  Board members: \_\_\_\_\_
  - 2010 arts program attendees: \_\_\_\_\_
  - Children served [K-12]: \_\_\_\_\_  Website visitors: \_\_\_\_\_
  - Members: \_\_\_\_\_  Annual membership fee: \_\_\_\_\_
  - Hours open annually: \_\_\_\_\_

8. Put an **X** next to the left of the discipline code that best describes the art program/project for which you are applying for grant funding. **Check only one box.**

<input checked="" type="checkbox"/>	CODE # DISCIPLINE	<input checked="" type="checkbox"/>	CODE# DISCIPLINE	<input checked="" type="checkbox"/>	CODE# DISCIPLINE
<input type="checkbox"/>	Dance [01]	<input type="checkbox"/>	Music [02]	<input type="checkbox"/>	Opera/Music Theatre [03]
<input type="checkbox"/>	Theatre [04]	<input type="checkbox"/>	Visual Arts [05]	<input type="checkbox"/>	Design Arts [06]
<input type="checkbox"/>	Crafts [07]	<input type="checkbox"/>	Photography [08]	<input type="checkbox"/>	Media Arts [09]
<input type="checkbox"/>	Literature [10]	<input type="checkbox"/>	Interdisciplinary [11]	<input type="checkbox"/>	Folk Arts [12]
<input type="checkbox"/>	Multi-Disciplinary [14]	<input type="checkbox"/>	Presenter [17]	<input type="checkbox"/>	

## APPLICATION PROCESS:

- ☒ Please carefully follow the instructions on the attached application.
  
- ☒ **ASSISTANCE:** Applicants needing assistance may contact the OCCHC office at:
  - ◆ 732-929-4779 [Voice]
  - ◆ 732-505-5062 [V/TTY]
  - ◆ 732-288-7871 [FAX]
  - ◆ [culturalheritage@co.ocean.nj.us](mailto:culturalheritage@co.ocean.nj.us) [E-Mail]
  
- ☒ **DEADLINE:**
  - The original and five [5] copies of the completed grant application [total of 6] must be received in the OCCHC office by **Monday, October 3, 2011, 5 p.m.**
  - Electronic transmissions [facsimile/FAX and e-mail] are **not acceptable.**
  - This is an **“in-hand”** deadline. **There are absolutely no exceptions.**
  - The OCCHC retains the right to grant extensions only in extreme extenuating circumstances.
  
- ☒ **REVIEW AND EVALUATION:**
  - Applications will be evaluated only on submitted documents. The Commission reserves the right to request clarification or additional documentation.
  - A panel of independent peer reviewers will carefully evaluate all applications based on the stated criteria.
  - The Peer Review Panel will evaluate the proposals.
  - Based on these evaluations, the Grant Review Committee of the Commission will make funding recommendations to the full Commission.
  - The Commission will then make recommendations to the Ocean County Board of Chosen Freeholders for final action.
  
- ☒ **MAILING AND DELIVERY INFORMATION:**

Mail or hand-deliver the **ORIGINAL plus 5 copies** [total of 6] of the application package to:

**Ocean County Cultural & Heritage Commission  
14 Hooper Avenue  
P.O. Box 2191  
Toms River, New Jersey 08754-2191**

**APPLICATION INSTRUCTIONS**  
**Local Arts Program [LAP] Grant**  
**FY 2012**

**Step One: Complete the enclosed Grant Application Form.**

**Step Two: Develop your APPLICATION NARRATIVE by responding to the appropriate categories [GOS, SP, or SORP]. Using the outline, write a narrative essay addressing each of the questions listed under each heading. The total narrative should be no more than 7 pages in 12-point font. Keep in mind that the peer panelists reading this application may not be familiar with your organization/site.**

▶▶ **GENERAL OPERATING SUPPORT [GOS]:** (format responses under appropriate heading)

- A. **Mission:** State the mission, goals, and objectives of the organization. Explain how the organization's programs and activities fulfill its mission.
  
- B. **Organization Profile:** Briefly describe the organization—its location, background history, date of incorporation, days/hours of service to the public.
  
- C. **Programs and Services:** Tell us about the organization's programs, services, recent special events, current special projects, major accomplishments in the past 2 years. What makes your organization unique? How has the community benefited from your programs?
  
- D. **Artistic Excellence:** What standards of excellence has your organization established for artistic excellence? How does the organization measure and evaluate Artistic Excellence in its programs?
  
- E. **Personnel:** Describe the human resources of the organization: **board** responsibilities/selection process/terms/board committees; **paid staff** titles/responsibilities/length of service; **volunteer staff**/number of current volunteers/volunteer job titles/total # of volunteer hours in 2010. Include in attachments: Current board roster [**use attached form**]; paid staff [administrative, instructors, artists, etc] resumes; volunteer job descriptions.
  
- F. **Accessibility:** Describe the structure/site from which the organization operates. Is it accessible? Does it comply under the specifications of the Americans with Disabilities

**GOS narrative: *Accessibility cont'd***

Act of 1990? If not, what is currently being done to become compliant? How does the organization address program accessibility? Attach a copy of the organization's board-approved ADA Compliance Plan with Grievance Policy and Procedures as support materials and complete the *Facility and Program Accessibility Survey* enclosed in this application packet.

- G. **Audience:** Who is your 'audience' e.g. people who attend your programs/events? Does your organization benefit the general public/at-large community or a special constituency? Explain. How many people participated in your programs/services in 2011? How does your organization market its programs to its constituents and general public? How do you plan to broaden and diversify your audiences in 2012?
  
- H. **Finances:** Explain the sources of funds for the current ongoing operations of the organization. How is money raised? How much of the budget is funded 'in-kind'? What is the long-term fundraising goal for the organization? What is the organization doing to **survive and thrive** during this economic downturn?
  
- I. **Long-range Planning:** Explain the organization's planned goals for the time span 2012-2017. What are the strategies that will be implemented to achieve these planned goals? Be specific in describing strategies for future programming, audience development, educational programs, capital improvements, cultural diversification, and fundraising. Include a copy of your organization's board-adopted long-range plan. *Only first-time GOS re-grant applicants are exempt from this requirement.*
  
- J. **Programs Responsive to the Ocean County Cultural Plan 2011-2016:** Respond to the criteria listed on page 9 of the Grant Guidelines. Describe your organization's efforts to address each of these issues.

**►► SPECIAL PROJECT SUPPORT [SPS] or SPECIAL OUT-REACH SUPPORT [SORP]: [format responses under appropriate heading]**

- A. **Organization Profile:** Briefly describe the organization and its mission. How will this project/service support the organization's mission? Be specific.
  
- B. **Special Project:** Describe the project/service for which you are requesting funding in detail. Note: be sure the project meets the criteria on pages 4-7 of the Grant Guidelines and addresses

the evaluation criteria on pages 7-9. Also explain why your organization selected this project, how it responds to your mission statement, what the anticipated outcomes are and how they relate to your future goals.

- C. **Audience:** Who will be the target audience for this project/service? Will this project/service benefit the public at-large or a special constituency? Explain. How will you market this project/service to the identified audience? How many people do you anticipate participating in this special project? What communities do your visitors and participants come from?

- D. **Accessibility:**

**For SP Support:** Describe the structure from which the organization operates. Is it accessible and does it comply under specifications of the Americans with Disabilities Act of 1990? If not, what is currently being done to become compliant? How does the organization address program accessibility? **Attach a copy of the organization's board-approved ADA Compliance Plan with Grievance Policy and Procedures as support materials, if available, and complete the *Facility and Program Accessibility Survey* enclosed in this application packet.**

**For SORP Support:** Identify the constituency that will be better served by this project. Describe how this program/service will provide out-reach and respond to the needs of this special underserved constituency. If the program/service is being offered off-site from the structure from which the organization usually operates, describe the location and explain if a site visit has been made to determine physical accessibility. If not off-site, complete the *Facility and Program Accessibility Survey* enclosed in this application packet.

- E. **Personnel:**

Identify the individuals involved in this project and describe their qualifications. How are consultants/contractual staff selected for this project?

- F. **Finances:**

Discuss the sources of funds for this project. Explain:

-how is the money raised?

-how much of this project will be funded by in-kind contributions?

-what is the long-term funding goal for sustaining the program/service provided, if this project achieves its objective?

- G. **Programs Responsive to the Ocean County Cultural Plan 2011-2016:** Respond to the criteria listed on page 9 of the Grant Guidelines. Describe your organization's efforts to address these issues.

### **Step Three: FINANCIAL/BUDGETARY INFORMATION**

Complete the financial/budget and matching funds charts included in this application. Round all dollar figures to the nearest ten dollars.

### **Step Four: ADA COMPLIANCE PLAN:**

It is **mandatory** to enclose the completed *Facility and Program Accessibility Survey* that has been provided with the application. If you are a repeat applicant, also enclose your organization's formal Americans with Disabilities Act of 1990 Plan including the formal Grievance Policy and Procedures with the date approved by the organization's board of directors.

Go to [http://www.njartscouncil.org/accessibility\\_tfa.cfm](http://www.njartscouncil.org/accessibility_tfa.cfm) for information and the tools you need to complete an ADA plan or contact OCCHC for technical assistance.

**Step Five: ORGANIZATIONAL LONG-RANGE PLAN:** All **GOS** applicants [except first-time applicants] **must** enclose a copy of the organization's long-range plan with the date it was adopted by the board of directors. **SP** and **SORP** applicants are not required to enclose a copy of their organization's long-range plan.

### **Step Six: REQUIRED ATTACHMENTS:**

- board-adopted ADA Compliance Plan with formal Grievance Policy/Procedures [repeat applicants] and Facility/Program Accessibility Survey [all applicants]
- Copy of organization's 2010 IRS 990 Form
- Copy of organization's Long-Range Plan (GOS only)
- Budget and Matching funds form       Application Checklist

**Step Seven: SUPPORT MATERIALS:** Support materials are a significant part of the evaluation process. You may **submit up to 5 items of recent [from the past 12 months] support material** in addition to the ADA Compliance Plan and the Long-Range Plan.

- ▶ If you are hiring consultants, special program presenters, or staff with this funding, you must include a job description and, if possible, a resume.
- ▶ Other support materials may include:
  - staff resumes                                       press clippings
  - programs     advertisements                       press releases
  - letters of support from community members, program participants, audience members
- ▶ Material should be carefully selected for quality as well as to supplement information/support statements presented in application narrative.
- ▶ Be sure to provide enough relevant materials so that panelists who may be unfamiliar with your organization can attain a clear understanding of the organization and the project.

- ▶ Collate and attach support material to each copy of the application [**original + 5=6 packets**] so that each copy is a complete package.
- ▶ All support materials must fit the standard 8 ½ x 11 format of this application. Please make copies to conform with this format size by enlarging or reducing.
- ▶ **Do not organize the grant narrative and support material in a binder of any kind. A pocket folder may be used.**

#### **NARRATIVE PACKET SUGGESTIONS:**

- ⇒ Be sure to formulate answers so that panelists unfamiliar with your organization will get a complete picture.
- ⇒ Type at least one paragraph per item.
- ⇒ Carefully number all pages of the application and conform to the sequence of answers listed in the instructions.
- ⇒ Type the heading of each narrative question above the response.
- ⇒ Include the name of your organization and page number at the top of each page.
- ⇒ Required:
  - standard 8 ½ x 11 white paper
  - 12 point font
  - 1" margins on all 4 sides
  - clip narrative pages together
  - clip support materials together
- ⇒ **PROOFREAD THE ENTIRE PACKET SEVERAL TIMES FOR COMPLETENESS! HAVE AT LEAST ONE OTHER SET OF "EYES" READ THE PACKET AND CHECK FOR CLARITY AND COMPLETENESS!**

APPLICANT NAME: \_\_\_\_\_

**Tell us about your organization's board of directors:**

NAME	RESIDENT of	OCCUPATION	TERM OF OFFICE	BOARD TITLE *

\* **Board Title** = "board member" or specific titles for those members who serve as officers

\* **Term of Office**=year each members' current elected term is up

1. Does your organization have **board term limits**? \_\_\_Yes \_\_\_No

If 'yes' what are the **board term limits**?

2. In this time of government budget cuts, what specific plans does your board have to ensure the **sustainability of this program**?

**Complete this form if applying for GOS funding:**

**LAP GENERAL OPERATING SUPPORT ORGANIZATIONAL BUDGET:**

- A. Total organizational budget for FY 2012: \_\_\_\_\_  
 B. Amount of GOS funding requested from OCCHC: \_\_\_\_\_  
 C. Amount of proposed income: \_\_\_\_\_

[Note: 'A' must equal at least B + C]. [can exceed that amt.]

**A cash match is required for this grant.**

**General Operating Support applicants** are required to match the dollar amount they have requested—dollar for dollar.

PROJECT BUDGET	Total Amount Budgeted	Amount Requested From OCCHC	Cash amount from other funding sources	Cash Value of in-kind match
<b>PERSONNEL</b>				
Administrative staff				
Technical/production				
Professional fees				
Other				
<b>OPERATING EXPENSES</b>				
Printing				
Postage				
Phone/fax				
Supplies/materials				
Utilities				
Maintenance				
Space Rental				
Equipment rental				
Insurance				
Travel/transportation				
Advertising/marketing				
Other [list on reverse side]				
OTHER EXPENSES [list]				
<b>TOTAL EXPENSES</b>				

Note: The Ocean County Cultural & Heritage Commission **strongly recommends** that proposed grant funds be applied to line item expenses directly related to local arts programming and audience development.

APPLICANT NAME: \_\_\_\_\_

**XIV. MATCHING FUNDS for proposed LAP General Operating Support funding:**

Source of Match	Amount of Match
<b>Business Contributions [list sources and amounts]</b>	
<b>Foundations [list sources and amounts]</b>	
<b>Government Other than OCCHC [list sources and amounts]</b>	
<b>Private Contributions: Individual Supporters, Fundraising Events, Membership Fees</b>	
<b>Earned Income [e.g. itemize program fees, ticket sales, tuition, concessions]</b>	
<b>Subtotal:</b>	
<b>Amount requested from OCCHC in this GOS grant:</b>	
<b>Total Income for FY 2012:</b>	

Note: Subtotal for Matching Funds + the Amount Requested from OCCHC must equal the Total Budget for the proposed General Operating Support funds.

**XV. Value of In-Kind Services and Donations:**

- A. Number of volunteers \_\_\_\_ x \_\_\_\_ # hours x \$21.36\* = \$ \_\_\_\_\_
- B. Value of donated goods: \$ \_\_\_\_\_ [List below]

\*2011 value of volunteer time per [www.independentsector.org](http://www.independentsector.org)

APPLICANT NAME: \_\_\_\_\_

**Complete this form if applying for SPS or SORP funding:**

Provide a realistic and accurate budget for the Ocean County Special Arts Project for which your organization is seeking funds.

**XIV. SPECIAL ARTS PROJECT BUDGET [SPS or SORP]:**

- A. Total budget for the proposed SPS or SORP Project: \_\_\_\_\_
- B. Amount of funding requested from OCCHc: \_\_\_\_\_
- C. Amount of proposed income: \_\_\_\_\_

[Note: **A cash match is required for this grant.** Local Arts Program applicants are required to match the dollar amount they have requested—dollar for dollar.

SPECIAL PROJECT BUDGET [All expenses must be related to this Special Arts Project]	Total Amount Budgeted	Amount Requested From OCCHC	Cash amount from other funding sources	In-Kind Match
<b>PERSONNEL</b>				
Administrative staff		XXXXXXXXXX		
Technical/production		XXXXXXXXXX		
Outside professional services				
Other		XXXXXXXXXX		
<b>OPERATING EXPENSES</b>				
Printing				
Postage				
Phone/fax		XXXXXXXXXX		
Supplies/materials [itemize on separate page]				
Utilities		XXXXXXXXXX		
Maintenance		XXXXXXXXXX		
Space Rental		XXXXXXXXXX		
Equipment rental		XXXXXXXXXX		
Insurance		XXXXXXXXXX		
Travel/transportation				
Advertising/marketing				
Other [attach side]		XXXXXXXXXX		
OTHER EXPENSES [list]		XXXXXXXXXX		
<b>TOTAL EXPENSES</b>				

Note: The Ocean County Cultural & Heritage Commission **strongly recommends** that proposed grant funds be applied to line item expenses directly related to program outreach & audience development. All projects **MUST** have a balanced budget—Column 1 **must equal** Column 2 **plus** Column 3.

APPLICANT NAME: \_\_\_\_\_

**XV. MATCHING FUNDS for proposed Special Arts Project:**

***Complete this form if applying for SPS or SORP funding:***

Source of Match	\$ Amount of Match	
<b>Business \$\$ Contributions [list sources and amounts]</b>		
<b>Foundations \$\$ [list sources and amounts]</b>		
<b>Government Other than OCCHC \$\$ [list sources and amounts]</b>		
<b>Private Contributions \$\$: Individual Supporters, Fundraising Events, Membership Fees</b>		
<b>Earned Income \$\$ [e.g. itemize memberships, program fees, ticket sales, tuition, concessions]</b>		
<b>Subtotal:</b>		
<b>Amount requested from OCCHC in this grant:</b>		
<b>Total Income for Proposed Special Arts Project:</b>		

Note: Subtotal for Matching Funds + the Amount Requested from OCCHC must equal the Total Budget for the proposed Special Arts Project.

**XVI. Value of In-Kind Services and Donations:**

- A. Number of volunteers \_\_\_\_ x \_\_\_\_ # hours x \$21.36 = \$ \_\_\_\_\_
- B. Value of Donated Goods: \$ \_\_\_\_\_ [list on opposite side]

\*2011 value of volunteer time per [www.independentsector.org](http://www.independentsector.org)

APPLICANT NAME: \_\_\_\_\_

**PART THREE**

**AUTHORIZATION:** Applicant understands and agrees that submission of this application signifies intention to comply with the Title VII of the Civil Rights Act of 1964 (PL88-352) and with Labor Standards under Section 5 (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL8 9-20-9). Applicant further testifies that all fiscal information submitted is a true and honest representation of the organization's financial condition.

The Applicant also assures compliance with the Americans with Disabilities Act of 1990 barring discrimination on the basis of disability.

- ◆ Programs are as accessible as possible to the widest number of people.
- ◆ The Applicant is working to remove barriers that may block accessibility.
- ◆ The Applicant is working to remove programmatic, problematic, and attitudinal barriers that might keep people with disabilities from fully participating in history programs.
- ◆ The Applicant is working to make history accessible to audiences in rural, urban, and economically disadvantaged and underserved communities.

The Applicant also assures compliance with the Drug-Free Workplace Act of 1988.

**INSURANCE:** Grantees are required to carry liability insurance. Documentation of insured status must be submitted with the signed contract.

**The Applicant further understands and agrees that the following credit line must appear prominently on ALL publicity materials for the organization's programs/events during FY 2012.**

**This program has been made possible in part through a grant by the New Jersey State Council on the Arts/ Department of State, a Partner Agency of the National Endowment for the Arts, through funds administered by the Ocean County Cultural & Heritage Commission.**

**Funding can be withheld for failure to comply with any of the contractual obligations.**

\_\_\_\_\_  
Executive Director's Signature [if applicable] and phone number Date

\_\_\_\_\_  
Chief Financial Officer's Signature and phone number Date

\_\_\_\_\_  
President of the Board's Signature and phone number Date

**NOTE: A PERSON MAY NOT SIGN FOR MORE THAN ONE POSITION. SIGNATURES MUST BE DIFFERENT FOR EACH POSITION. SIGNATURES MUST BE IN BLUE INK.**

# OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

## LOCAL ARTS PROGRAM GRANTS: RE-GRANTEE OBLIGATIONS

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All organizations awarded re-grant funding agree to the following requirements which will be further described in the formal Contract between the Awardee and Ocean County Board of Chosen Freeholders/Ocean County Cultural & Heritage Commission:

1. A **Revised Budget** based on the actual grant award will be required.
2. An **Interim Report** form will be sent to re-grantees midway through the grant year to assess any necessary budget revisions and/or any identified problem areas. Technical assistance will be provided, if necessary.
3. A **Final Report** will be due at the end of the Grant Period. Format and forms will be provided by OCCHC. All re-grantee organizations that do not comply with the designated deadline may be denied future funding. A Final Report Checklist will be mailed to all re-grantees in the final quarter of the grant period. Final reports will include, but not necessarily be limited to:
  - ▶ a description of:
    - how the funds were expended, if it was a GOS grant
    - the completed project with statistics, if it was a SP/SORP grant
  - ▶ an itemized account of all finances with appropriate receipts attached
  - ▶ documentation that all re-grant contractual requirements have been satisfied including evidence of required matching funds (copies of invoices, canceled checks, documentation of in-kind contributions, etc) must be submitted with the grantee organization's Final Report.
  - ▶ samples of publicity illustrating compliance with publicity requirements
  - ▶ documentation that all re-grant requirements have been satisfied  
*NOTE: Failure to provide this complete documentation will automatically disqualify the re-grantee from receiving the balance [Final Payment] of the grant.*
4. **PUBLICITY:**  
Upon approval of the grant award to an organization, OCCHC and the NJSCA become joint major funding supporters of the organization. As a result, the grantee organization is required to agree to adhere

precisely to acknowledgement mandates regarding publicity as specified in the Grant Agreement/Contract which must be signed prior to the first funding payment. This requirement includes:

- ▶ Recognition of the OCCHC, NJSCA, and NEA by the re-grantee organization in all its publicity releases; and
- ▶ Inclusion of the following statement in all publicity materials and program brochures:

**This program has been made possible in part through a grant by the New Jersey State Council on the Arts/Department of **XXX** State, a Partner Agency of the National Endowment for the **XXX** Arts through funds administered by the Ocean County **XXX** Cultural & Heritage Commission.**

- ▶ Display the OCCHC and NJSCA logos pictured above on either side of the statement where the **XXXs** are located. **Note: The *Discover Jersey Arts* logo, which is from the NJSCA, is also required beside the statement.** Logo mechanicals will be provided upon request by the OCCHC.

- ▶ **PHOTOGRAPHS:** The New Jersey State Council on the Arts now requires the OCCHC to provide photographs from re-grantee activities, documenting how the re-grantee's activities are benefiting New Jersey, its residents, and/or artists that are funded by the Local Arts Program grant. Re-grantees will be required to **provide two [2] photographs of an event funded by the Local Arts Program grant during FY2012.** These may be sent to the OCCHC at any time during the year or with the FY2012 Final Report.

**NOTE: Each person in the photograph must sign a release form, which will allow NJSCA to publish the image if it chooses to. Release forms will be provided with your grant agreement and award package. Keep these on hand throughout the grant cycle and remember to use them when you photograph at least 2 pictures for submission with your final report.**

#### 4. **RE-GRANT PAYMENT SCHEDULE:**

Re-grantees receive funds in two stages:

- ▶ **#1 Partial Payment:** This represents **75% of the total re-grant award.** Note: funding checks will not be issued to the re-grantee organization until the NJSCA forwards the Local Arts

Program block grant award to the OCCHC. This may take several months after the first of the year.

- **Final Payment:** This represents **25% of the total re-grant award**. It is released by the OCCHC after the re-grantee has filed an acceptable Final Report with the OCCHC.

5. **UNEXPENDED FUNDS MUST BE RETURNED TO THE OCCHC:**

At times organizations find themselves in the position that they are unable to expend the grant money awarded or that they may have difficulty making the required financial match for the grant funds. If it appears that might be the situation with your organization, **you must contact the OCCHC office as soon as possible** to avoid the loss of funding from the Department of State or possibly being disqualified from future grant opportunities.

If your organization is having any problem with grant funds or the match, you must notify the OCCHC office as soon as possible within the time of the grant period. The OCCHC staff will work with you to remedy the situation.

If your organization delays notifying the OCCHC until after the grant period ends, it may be required to return the grant money. Since the grant period has closed, the OCCHC will not be able to reassign the money to another organization for the year. Thus the money will be returned to the NJ Department of State without any benefit to Ocean County. These procedures are the result of New Jersey and Ocean County rules and regulations that the OCCHC is required to enforce.

**FAILURE TO NOTIFY THE OCEAN COUNTY CULTURAL & HERITAGE COMMISSION OF NON-USE OF FUNDS IN A TIMELY MANNER MAY RESULT IN PENALTIES, INCLUDING, BUT NOT LIMITED TO, REDUCTION OR INELIGIBILITY FOR FUTURE GRANTS.**

**If you have any problems with contractual responsibilities any time during the grant year, the OCCHC staff is there to help you find a positive, productive solution.**

6. **AVAILABILITY OF FUNDS:**

Due to uncertain economic times, please be aware of the possibility that grant payments may be delayed or cancelled due to the delay or cancellation of anticipated funding to Ocean County.

Funds for the Ocean County Cultural and Heritage Commission history and arts re-grants are dependent on normally reliable sources, especially the NJ Department of State. **However, the Ocean County Board of Chosen Freeholders shall not be financially**

responsible to make payments if the anticipated funding sources are not available, cancelled, or reduced.

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION  
LOCAL ARTS PROGRAM RE-GRANT FUNDING: GLOSSARY**

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- **ACCESSIBLE:** Usable for access; capable of being reached; capable of being used or seen; permission, liberty, or ability to enter, approach, communicate with, or pass to and from; freedom or ability to obtain or make use of.
- **ADMISSIONS INCOME-TICKET SALES:** Revenue from the sale of admissions, tickets, subscriptions for events attributable or pro-rated to the organization.
- **ADMISSIONS INCOME-SEMINAR, WORKSHOP, CLASS FEES:** Revenue from fees paid to attend organization-sponsored activities, events, or programs by the organization.
- **ADVERTISING INCOME:** Cash income derived from the sale of advertising space in programs and other printed material sponsored by the organization.
- **AGE DISCRIMINATION ACT OF 1975:** This act provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA):** This act prohibits discrimination on the basis of disability in employment [Title I]. State and local government services [Title II], and places of accommodation and commercial facilities [Title III].
- **ARTS ORGANIZATION:** An organization whose mission statement is constituted exclusively for the purpose of the arts, and therefore exists exclusively to provide arts services and arts programming only.
- **NON-ARTS ORGANIZATION:** A non-profit organization or group sponsored by an institute of higher education whose mission is not exclusively directed towards the arts. This is any group that provides any other services, including heritage, social services, municipal government, etc.
- **ASSURANCE:** A guarantee of cooperation with the stipulations as outlined.

- **AUTHORIZING OFFICIAL:** Name of person with authority to legally obligate Applicant.
- **CASH SUPPORT:** All support (except Grants) derived from cash donations given to this organization or a proportionate share of general donations allocated to this organization including corporate and other private (individual) sources.
- **CHALLENGE GRANT:** Support that may be offered to help an arts organization leverage increased contributed support from corporations, foundations, and other public and private sources, thereby strengthening funding base and arts programming capabilities. Such funds must be matched as specified and must result in an increase over the prior year's level of contributed income equal to or greater than the sum of the grant and the match. Funds may be applied to general operations only after conditions of the challenge are met.
- **CONTACT PERSON:** Person with immediate responsibility for the organization; contact for additional information about application.
- **DEVELOPING ORGANIZATION:** One that has passed through the initial organization stages of establishing identity; has begun to mature, plan and advance toward fulfillment of its mission; is generally identifiable by exhibiting most of the following criteria:
  - 1) Small number of paid, professional staff
  - 2) Board functions essentially confined to fundraising, policy-making, and short/medium-range planning; attendance at regular board and committee meetings
  - 3) Significant distance between level of actual activities and mission
  - 4) Conventional programming and modes of presentation
  - 5) Inconsistent artistry, relative to mission/goals
  - 6) Insufficient budget relative to needs of mission fulfillment, and
  - 7) Strengthened administration and fiscal accountability as key areas of need.
- **DISABILITY:** As applied to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or record of such impairment; or being regarded as having such an impairment.
- **EMERGING ORGANIZATION:** One that is in the initial stage of development and is generally identified by exhibiting most of the following criteria:
  - 1) a newly-incorporated body
  - 2) Limited, if any, paid professional staffing and heavy reliance on volunteer support
  - 3) Limited in budget relative to the fiscal operating level that would be required to fulfill its mission
  - 4) Limited in programs and services
  - 5) Low in attendance/participants served

- 6) No formal long-range plan
- 7) Unproven in fiscal and managerial soundness, and
- 8) Undeveloped in programming, artistic level, board and staff operations.
- **FAIR LABOR STANDARDS:** Established, through Federal and State laws, minimum wages and hours for employees. In New Jersey, an eight-hour day and a minimum wage of \$7.25 is the current [2011] minimum wage requirement. Time and a half is given for work exceeding forty [40] hours a week.
- **FOLK ARTS:** Those arts that are passed on informally within groups sharing ethnicity, occupation, religion or geographic region. They are important expressions of community, identity, aesthetics and values and are judged according to community standards. Folk artists learn their skills within the community and practice them as part of community life.
- **GENERAL OPERATING SUPPORT [GOS]:** Discretionary, non-project-oriented funding awarded to support overall administrative, as well as program operations, of non-profit arts-oriented organizations that are community-wide or multi-community in public impact and which uphold high standards of professionalism, management, accountability, and outreach.
- **GRANTS [Anticipated Revenue]:** Cash support derived from grants given to this organization/project by private foundations or other public sources [other than this grant request].
- **GRANT PERIOD:** The term in which the operating support, program or project, technical assistance, or challenge support will be accomplished as set forth in this application by the start date and end date.
- **HEALTH & SAFETY STANDARDS:** Federal & State laws that require employers to furnish a workplace free from hazards (environmental and mechanical) of life or health.
- **IN-KIND SUPPORT:** The value of materials or services specifically identified with the project/organization which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.
- **INSURANCE:** Premium payments for liability/fire/theft/natural disaster.
- **INTER-DISCIPLINARY:** Pertaining to art forms/art works that integrate more than one arts discipline to form a single work [e.g. collaboration between/among the performing and/or visual arts].

- **MARKETING COSTS:** All costs for marketing/publicity/promotional specifically identified with the organization or special project.
- **MEMBERSHIP DUES:** Revenue derived from dues paid by members of the organization.
- **MULTI-DISCIPLINARY:** Pertaining to grants [including general operating support] that include activities in more than one discipline; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that should be used instead of 'multi-disciplinary'. Do not include inter-disciplinary activities or events. *See 'Inter-Disciplinary'*.
- **NAME/TITLE OF PROGRAM/PROJECT:** A short, descriptive title of the project for which Applicant is requesting assistance. If no formal title exists, or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.
- **OTHER (Anticipated Operating EXPENSES):** All expenses not entered in other categories and specifically identified with the organization/project. Include items such as scripts, scores, lumber, nails, electricity, interest charges, and fundraising expenses.
- **OTHER (Anticipated REVENUE):** Any income from Applicant's present and/or anticipated resources that Applicant plans to provide to this organization/project.
- **PERSONNEL (ADMINISTRATIVE/CLERICAL):** Payment of salaries, wages, and benefits specifically identified with the organization for executive, supervisory, clerical, and support staff such as program directors, managing directors, business managers, fundraisers, secretaries, typists, bookkeepers, maintenance staff, security staff, ushers and box office.
- **PERSONNEL (ARTISTS', PERFORMERS', and/or INSTRUCTORS' FEES):** Payments to firms or persons for services of individuals who are not normally considered employees of Applicant, but consultants or employees of other organizations, whose services are specifically identified with the organization/project. Include artistic directors, directors, conductors, dance masters, composers, choreographers, designers, video artists, painters, authors/poets, musicians, actors, sculptors, singers, teachers, instructors, etc.
- **PERSONNEL (TECHNICAL/PRODUCTION):** Payments for salaries, wages, and benefits specifically identified with the organization/project for technical management and staff such as technical directors,

wardrobe, lighting, sound crew, stage managers, stagehands, exhibit preparation and installers.

- **PRESENTER:** An organization that selects performing artists and companies, engages them to perform, remunerates them for the performance and/or services, and brings them together with audiences and communities.
- **PROGRAM ACCESSIBILITY:** The key term in the ADA since an entity will be ensuring non-discrimination and equal opportunities if its programs and activities are accessible to and usable by persons with disabilities. Program Accessibility is a flexible principle allowing entities to comply based on individual responses to their existing conditions and the needs of their participants with disabilities. In many instances, programs and activities may be made accessible through slight modifications and adjustments in procedures, practices, and policies. In others, building renovations or construction may be required. But structural change is required only in instances where program accessibility is not readily achievable [accomplishable and able to be carried out without much difficulty].
- **RENTALS (OTHER THAN SPACE):** Payments specifically identified with the organization for rental of equipment, costumes, furniture, scenery, props, etc.
- **SECTION 504 OF THE REHABILITATION ACT OF 1973:** This act provides that no otherwise qualified disabled individual in the United States, as defined in Section 7 (6), shall solely, by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **SPACE RENTAL/MORTGAGE PAYMENTS:** Payments specifically identified with the organization/project for rental or mortgage payments of office, rehearsal, theater, hall, gallery, and other such space.
- **SPECIAL CONSTITUENCY:** An audience which includes persons with disabilities, older adults, veterans, gifted and talented persons, and people in hospitals, nursing homes, mental institutions, and prisons.
- **SPECIAL OUTREACH PROJECT SUPPORT (SORP):** Funding awarded to do a project which addresses issues of an underserved population e.g. people who are limited in transportation and mobility due to age or disability. Funding can specifically be used for 'bringing your program to them' and the costs associated with doing so.

- **SPECIAL PROJECT (SP):** Funding awarded specifically for an arts project/event of an eligible nonprofit organization, agency, or institution. Such projects must be county-wide or multi-community in public impact, must be entirely 'art-related' but may be sponsored by organizations or institutions whose primary missions are not focused exclusively on the arts.
  
- **SUPPLIES:** Payments for expendable items, such as paper, and other office and exhibit supplies.
  
- **TECHNICAL ASSISTANCE:** Support that may be offered to enable organizations to remove the obstacles that stand between them and an improved level of artistry and operation. Technical assistance grants are intended to strengthen the effectiveness of arts organizations by assisting them in obtaining needed expertise and management skills. Technical assistance usually addresses problem situations that can be resolved in a short-term period (less than one year) through one-time, intensive advice and assistance by a qualified, outside authority or by the employment of personnel to accomplish a specific set of objectives.
  
- **TELEPHONE:** Payments for rental and use of telephone and fax equipment including toll calls.
  
- **TITLE VI of the CIVIL RIGHTS ACT of 1964, as amended:** This act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
  
- **TITLE IX of the EDUCATIONAL AMENDMENTS of 1972:** This act provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.
  
- **TRAVEL/TRANSPORTATION:** All costs of travel directly related to travel of an individual or individuals specifically identified with the organization. Include fares, lodging, food, taxes, gratuities, tolls, mileage, and car rentals.
  
- **UNDERSERVED (OR SPECIAL) CONSTITUENCY (OR COMMUNITY):** One in which people lack access to cultural programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age, or other demonstrable factors.



# Ocean County Cultural & Heritage Commission

## 2011/2012 LOCAL ARTS & HISTORY PROGRAM GRANTS FACILITY & PROGRAM ACCESSIBILITY SURVEY

**THIS SURVEY MUST BE COMPLETED AND RETURNED WITH  
THE GRANT APPLICATION IN ORDER TO BE CONSIDERED FOR  
FUNDING.**

Name of organization: \_\_\_\_\_

Name of person completing survey: \_\_\_\_\_

Title of person completing this form: \_\_\_\_\_

Date survey completed: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

Does the organization have an access coordinator?       Yes       No

If yes, provide that person's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### **Grievance Procedure: (Required by law if receiving state grant funding)**

- Our organization has a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities. Briefly explain the procedure. ( If you do not currently have a grievance procedure, list the date you will have completed this process here: \_\_\_\_\_).

### **Facilities:**

Your organization is legally responsible for the facility(ies) in which you operate and present programs, regardless of whether you own it(them), rent it(them), or use it(them) rent-free.

Is (are) the facility (ies) that are used accessible to people with disabilities?

- Yes    How are you sure of this answer? [check all that apply]
- Our organization conducted a comprehensive survey of the facility(ies)
  - A qualified architect or other professional conducted a comprehensive survey of the facility(ies)
  - We have received a completed physical assessment from the venue we are renting/borrowing, which indicates the site is accessible

**HINT: READ THE ENCLOSED ADA GLOSSARY BEFORE COMPLETING THIS SURVEY**

**Facilities, Cont:**

- Other – explain:
  
- No The facility(ies) we use is(are) not currently accessible. However, we offer the following reasonable accommodations and we have an adequate ADA plan to make the facility(ies) accessible in a reasonable timeframe. Describe accommodations:

**Employment:**

Does your organization have a board approved policy that states that it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement for services?

- Yes
- No

Using the chart below, check those programmatic accommodations that your organization will provide to people with disabilities. [Note: Your organization will inform the public of these accommodations through promotional materials.]

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	If not applicable, write "NA"
Assistive Listening System	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	
Audio Description	<input type="checkbox"/>	<input type="checkbox"/>	
Open Captioning	<input type="checkbox"/>	<input type="checkbox"/>	
Tactile Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	
Braille Publications	<input type="checkbox"/>	<input type="checkbox"/>	
Large Print Publications	<input type="checkbox"/>	<input type="checkbox"/>	
Publications on audio cassette	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

**Are you aware of the 2010 Revised Regulations of the Americans with Disabilities Act, Titles II and III and how this affects your organization?**

- Yes
- No

**continued on next page**

**Sensitivity Training:**

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

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?

- Yes                       No

**Programs/ Services & Marketing:**

In the next twelve months, what are the organization's specific plans for making its programs and services more accessible to people with disabilities?

Give specific examples of how the organization plans to involve or increase the involvement of persons with disabilities and older individuals in the community served.

Explain specifically how these special constituencies will be targeted as audience, as members, as volunteers, as staff, as full participants in the governance of the organization, and as full participants in planning, developing and presenting programming.

Does your organization budget to provide for programmatic and service access accommodations?

- Yes                       No      If no, explain why budgeting is not required.

**ADA Workshop/Training:**

What is the best day(s) of the week and time(s) for representatives from the organization to attend an ADA (access) training workshop

*NOTE: Because the achievement of access for people with disabilities, as directed by Federal law, usually requires long-range planning budgeting, the Ocean County Cultural & Heritage Commission encourages applicants to consider access issues in the early planning stages of programs and services. Cost of program accommodation for people with various disabilities (e.g., cassette recordings of printed material, staff training, audio description of exhibitions and talks/seminars, large print labels or programs, and/or direct mail advertising on access services) are generally eligible costs.*

## ADA (ACCESS) GLOSSARY

**Americans with Disabilities Act (ADA)** – This federal civil rights law was enacted in 1990 and requires all providers of public programs and services to make their offerings equally accessible to all people regardless of any individual’s physical or mental disability. Providers of public programs must remove any architectural barriers where it is “readily achievable” and otherwise ensure nondiscrimination in their programs, services and activities. Even if an organization does not apply for or receive Council or other public funding, it is responsible for accessibility under the ADA. Any organization that accepts funding from a governmental agency must comply with the ADA Law as a Title II entity, which has more stringent guidelines requiring self-evaluation, transition plans, grievance procedures and an ADA coordinator.

**Readily Achievable** – This term pertains to barrier removal requirements for existing facilities and means “able to be carried out without much difficulty or expense.” Examples include simple ramping of a few steps, installation of grab bars, lowering of telephones, and rearranging an exhibit to allow for wheelchair access. Organizations would not be required to retrofit their facilities to install elevators unless such installation is readily achievable. However, organizations are expected to offer “reasonable accommodations” to overcome barriers that are not readily achievable. For example, if a box office window cannot be lowered to accommodate a person using a wheelchair, an organization can establish a policy that a service manager could come out of the box office to complete a transaction using a clipboard as a convenient writing surface. If access to an upstairs gallery cannot occur without the installation of an elevator, a videotape of the exhibit can be shown on the main level. Please be aware that if challenged an organization must provide adequate proof that barrier removal cannot be accomplished structurally or within their fiscal capacity.

**Accessible facility** – The physical location in which the project/event will take place has been assessed to assure that it is accessible to persons with any type of disability. Whether an organization owns, rents or uses a space for free, it is responsible for the venue in which it chooses to hold the event. To be accessible, there may be no barriers that would preclude reasonable access from the point of getting from parking or public transportation, into the venue and to the space where the event takes place, including all ancillary services that any visitor would expect to have access to such as rest rooms, box office, concession stands, etc.

**Facility survey** – A survey tool that enables an organization to conduct a self-assessment of a facility prior to deciding to use it for an event. A comprehensive self-assessment survey tool, that covers all aspects of accessibility, has been developed by the NJ Arts Access Task Force and can be obtained from the Council’s website at [www.njartscouncil.org](http://www.njartscouncil.org) or by calling the Council at 609-292-6130.

**ADA Plan** – An organization’s plan that outlines goals and specific steps to be taken to address barriers that may exist and provide accommodations to make their facilities and programs accessible to people with disabilities under the legal standards of the Americans with Disabilities Act. The plan should lay out the organization’s ADA goals and priorities and the specific steps to be taken to accomplish them on a detailed timeline, with assignment of responsibility and consideration of costs necessary to implement each goal. It should include attention to facilities, programmatic access, marketing, employment, and sensitivity awareness, and include identification of the access committee, ADA coordinator, and outline the grievance procedure.

**Programmatic Access/Accommodations** – Services that permit program content to be accessible by a person with a disability, e.g. large print, assistive listening devices, sign interpretation, etc. (see definitions of services).

**Will provide without prior request/Will provide upon advanced request** – Stating that your organization will provide a programmatic accommodation without prior request indicates the service will be available at the event without a patron making an advance request and that this availability is noted in all materials promoting the event. Stating that your organization will provide an accommodation upon advanced request indicates that this provision is outlined in all materials promoting the event, including the amount of advance notice required and that the service or accommodation will be provided if a patron contacts you within the specified timeframe. Advance notice must be reasonable and based on the real time needed to arrange for an accommodation and should generally not exceed two weeks.

**Assistive Listening System** – An infrared, FM or induction loop system that amplifies sound and sends it to receiver headsets worn by audience members with a hearing disability. Systems can be rented or purchased at a reasonable price and many systems are portable.

**Sign Interpretation** – Spoken words translated into American Sign Language/Signed English by a qualified interpreter, used mostly for theatre, gallery talks, and lectures, that would accommodate an individual with hearing loss who uses Sign Language. A sign interpreted theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

**Audio Description** – Used mostly in theatre but with application in other disciplines, such as dance or museum tours, it enables someone with vision loss to “see” what is happening on stage through a narrator who describes the action over a headset through a system such as that used for assistive listening. This service is often preceded by a sensory seminar, whereby a patron planning to use the service would arrive before a performance and be given a sensory tour of the stage set, key props, and costumes. An audio-described theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

**Open captioning** – This service benefits patrons with hearing loss who do not fully benefit from assistive listening systems or American Sign Language, and many times benefits patrons even without hearing loss who want to keep up with the exact wording of the dialogue. There are two kinds of open captioning. In regular open captioning, a person is hired to study the script of the play, attend shows beforehand and then develop an as closely replicated version as possible of what is anticipated at the show. The captioner then works the designated “open captioned” show by releasing each line of the pre-typed dialogue, via computer to the captioning screen, as it is spoken. In real time captioning a court stenographer (CART) types the dialogue of a theatre performance or lecture as it is happening. It appears on a large digital screen, usually in sight line within the performance. This type is expensive and not necessary in theatre shows or plays that have a defined script. It is helpful in performances that are largely ad-lib or lack a defined script.

**Tactile exhibits** – Exhibits that include texturally interpreted models of artworks or other means of interpreting the visual impact of a work of art for someone who is blind.

**Braille** – Printed material distributed in conjunction with an event in the raised dot system called Braille (Grade II) used by people who are blind. There are various sources that provide Braille translation services.

**Large Print** – Offering whatever printed materials are available in conjunction with an event in a version that is in 16-18 point font or larger. This version can be simple and need only include the basic information related to the event. Many organizations are able to provide large print format by enlarging their publications on a photocopying machine.

**Audio cassette/Mp3** – Providing printed materials on an audio cassette, app or mp3 file(s) to enable persons with a vision loss to have access to the information. This is especially helpful in providing directions to a location or providing information for a gallery or museum tour.

**Sensitivity Training** – Because many people do not know someone with a disability and are often uncomfortable and errors in interaction could lead to a grievance, it is important that staff or volunteers that will have direct contact with the public receive information or training on how to appropriately and respectfully interact with people with different kinds of disabilities.

**Grievance Procedure** – A board-approved procedure that clearly identifies how a patron should file a complaint. The procedure should also clearly identify the criteria for judgment and the timeframe for negotiating differences between the organization and the complainant. For governmental agencies, this procedure has, in all likelihood, already been established for the state, county or municipal agencies, although it is recommended that agencies consider having an agency/project specific procedure.

**ADA Coordinator** – The individual within your organization (staff member, board member, volunteer) among whose responsibilities is monitoring the organization's compliance with ADA and being an organizational resource for access information.