



County of Ocean
Cultural & Heritage Commission
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MEMORANDUM

TO: Prospective Local History Program Grant Application

FROM: **Timothy G. Hart, Division Director**

RE: Local History Program Grant Guidelines and Application for FY 2011

DATE: July 12, 2010

The Ocean County Cultural & Heritage Commission is pleased to send you the enclosed **2011 Local History Program Grant Guidelines and Application**. This program has been made available to the Ocean County Cultural & Heritage Commission through the New Jersey Historical Commission, an agency of the New Jersey Department of State, Cultural Affairs. This packet of information is sent to those organizations that currently receive funding support and to those organizations that may want to consider applying for funding support through this regrant program.

The Ocean County Cultural & Heritage Commission anticipates that it will be awarded a Local History Program block grant that can be regranted locally to historical organizations for fiscal year 2011 (July 1, 2010 - June 30, 2011).

The Ocean County Cultural & Heritage Commission has designed a program to re-grant funds to eligible historical organizations based in Ocean County. Through a competitive grant process, the New Jersey Historical Commission awards funds to county cultural and heritage commissions for the purpose of reallocating to organizations in their respective counties. The Local History Program is specifically created to stimulate local history by providing matching grants to local organizations offering quality education and preservation programs and services to the local community. Organizations may also apply directly to the New Jersey Historical Commission, but may not receive grants in the same category from both the New Jersey Historical Commission and the Ocean County Cultural Commission in the same fiscal year.



Special Assistance/Accommodations Available on Two Week Notice and Request

LARGE PRINT AVAILABLE

An eligible applicant must be a unit of local government or a non-profit organization, based in Ocean County for at least *two* years, incorporated in the State of New Jersey, and have federal tax-exempt status. Funds awarded through this program must be expended during the grant period which extends from July 1, 2010 – June 30, 2011.

Every applicant ***must***:

- ***File the Declaration of Intent*** (form provided), postmarked by Thursday, **August 12, 2010** that conveys basic information about the organization and the grant. This will be used to determine general eligibility and the overall need for grant funding in Ocean County;
- ***Attend*** (returning applicants may be excused) the scheduled grant **workshops on Thursday, August 12;**
- ***Submit*** a copy of the organization's **long-range plan** with the application; and
- ***Provide*** a copy of the organization's **ADA Plan** or complete the **Facility & Program Accessibility Survey** (form provided) with the application.

Grant funds must be matched by organization funds. However, some in-kind support may be used to satisfy a portion of the matching requirement. This is particularly beneficial to groups that rely on volunteers and/or receive materials at no cash cost.

We hope that organizations – historical societies, museums, libraries, archives, sites (not state or federal owned), or friends groups – will consider the regrant program's merits, and, if eligible, apply now. We are available to assist you in completing the application process and answering any of your questions. A Glossary has been included in the *Guidelines* to help you understand the application.

The Cultural and Heritage Commission is facilitating a **grant application workshop**, including a review of the process, application, funding timeline, match requirements, record retention, final reports, and documentation. Given changes in our staff and the upcoming cultural plan for the coming year, I would appreciate if each organization would send a representative even if you are not sure that you will be applying this year. **Every new applicant organization is required to send at least one representative to attend one of the two workshops: Thursday, August 12 at either 3:00pm or 7:00pm at Jakes Branch Ocean County Park, 1100 Double Trouble Road, Berkeley Township.** We have made this move to make access and parking more convenient.

You must confirm your attendance at the workshop on the intent to apply form (included in this packet), and it must be postmarked by Thursday, August 12, 2010.

The ***deadline for submitting applications*** is **Tuesday, September 7, 2010, 4:00 p.m.**

Please do not hesitate to contact me at: **732-929-4779 [voice], 732-506-5062 [TTY], 732-288-7871 [fax], or culturalheritage@co.ocean.nj.us [e-mail]** with any concerns.

I look forward to working with you.

Encl: Local History Program Regrant Application Packet

