

**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION**

A Division of the Ocean County Department of Parks and Recreation

**LOCAL HISTORY PROGRAM**



**GRANT GUIDELINES**

**JULY 1, 2010 – JUNE 30, 2011**

**Application Deadline: September 7, 2010**

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Large print editions of the Guidelines and Application are available. If you need any special accommodation in completing the application, call: **732-929-4779 (voice)** **732-506-5062 (V/TTY)**

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**GENERAL INFORMATION**

**THE GRANT PROGRAM:**

The Local History Grant Program is specifically designed to stimulate local history development by providing matching grants to local non-profit organizations and local government agencies for general operating support, special project support, and special out-reach project support. This program is made possible through a grant from the New Jersey Historical Commission. It is administered by the Ocean County Cultural & Heritage Commission.

**THE NEW JERSEY HISTORICAL COMMISSION (NJHC):**

The New Jersey Historical Commission (NJHC) is an agency of state government that encourages and gives financial support to individuals and organizations “for the advancement of public knowledge and preservation of the New Jersey history.” Its mission is “to enrich the lives of the public by preserving the historical record and advancing interest in the awareness of New Jersey’s past.”

**THE COMMISSION (OCCHC):**

The Ocean County Cultural & Heritage Commission (OCCHC) is an agency of Ocean County government. It aims to attain a high quality of professional commitment to local history through program development and activities in Ocean County. The Commission advocates the possibilities for cultural expression and historic preservation through grant support from state and federal agencies as well as the private sector.

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## **GOALS AND OBJECTIVES:**

Through the local history program, the NJHC and the OCCHC support a wide variety of programs and services designed to:

1. Encourage the development of local organizations that provide quality history programs, projects, and services to the local community;
2. Stimulate expanded public and private support for local history activity;
3. Increase public accessibility to historic sites and historical collections; and
4. Foster the quality and quantity of local historical information and materials available for the study and or/preservation of history.

The Local History Grant Program provides county historical agencies, such as the OCCHC, funds that can be regranted to support the development of local history organizations, projects, and services.

## **GRANT PERIOD:**

Funds awarded through this application are for the period of July 1, 2010 throughout June 30, 2011.

## **APPLICANT OBLIGATIONS:**

1. Read the Guidelines and application thoroughly before beginning to complete the application.
2. Attend one of the scheduled regrant workshops (August 12, 2010).  
Each organization is encouraged to attend, but attendance is only mandatory for new applicants.
3. Contact the OCCHC office with any concerns or questions about eligibility, the application, or the evaluation process.

## **FUNDING SUPPORT:**

Funding is provided to local, Ocean County-based, historical organizations for their general operations and/or for special projects. GENERAL OPERATING SUPPORT (GOS) regrants provide financial assistance for the basic costs of operation which include staff salaries, fees for consultants and other contracted services, honorariums, mortgage, space rental, publicity, travel, telephone, utilities, postage, facility maintenance, equipment rental/purchase, HVAC, insurance, supplies, planning, and other miscellaneous expenses. SPECIAL PROJECT (SP) regrants provide funding for research, publication, media, public programs, exhibitions, conservation, and educational initiatives. SPECIAL OUT-REACH PROJECT (SORP) regrants provide funding for the same kinds of projects as SP regrants; however, the projects must be specifically carried out for an underserved constituency that normally cannot benefit from the organizations programs or services.

## **APPLICANT ELIGIBILITY:**

To be eligible to receive a grant under this program, an applicant must be:

1. Based in and provide programs/services in Ocean County;
2. In existence and active for at least 2 years at the time of application;

3. Registered in the State of New Jersey as a non-profit corporation or be a unit of local (county or municipal) government. [Supply documentation of not-for-profit status: copy of **letter of tax-exempt status by determination of the Internal Revenue Service in accordance with Section 501 (c) 3** **must be attached to the completed Declaration of Intent to Apply form.**

*Note: Federal Employer's Identification number (F.E.I.) must be entered on the application.*

4. Comply with the following federal and state regulations:
  - Civil Rights Act of 1964 (42 USC 2000D et seq);
  - Americans with Disabilities Act of 1990 (42 USC 12101 et seq); and
  - State Law against Discrimination (NJS 10:5-1 et seq) barring discrimination on the basis of race, color, national origin, gender of disability.

#### **ELIGIBLE USES OF GRANT FUNDS:**

Depending on the grant category, funds may be used for an organization's general operations expense (including HVAC) or for any expenses relating to the project with the exception of those listed below under "Ineligible Use of Grant Funds."

#### **INELIGIBLE USE OF GRANT FUNDS:**

Grant funds may *not* be used for:

- Capital improvements (including buildings and the maintenance of grounds and exteriors, such as roofing, gutter replacement, siding, windows, doors, and the removal or addition of interior walls), feasibility studies, construction, restoration, and preservation. However, funds may be used for a new or updated HVAC system;
- Prior organization deficits or debt service;
- General operations of organizations whose primary mission is not historical;
- Endowments and fellowships or scholarships (i.e., support of individuals);
- Organizations that do not actively seek a wide general public audience (i.e., all organizations and their programs must be open to the public);
- Retroactive funding (project work completed before the submission of an application);
- Acquisitions (including artifacts and collections);
- Activities which are normally the curricular or extra-curricular activities of public or private school;
- Hospitality costs (i.e., social activities/entertainment costs, receptions, etc.); and
- Projects that do not relate to New Jersey history.

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## **EVALUATION CRITERIA:**

Applications are evaluated objectively by an independent review panel that is composed of representatives from the local historical community and community-at-large, according to all the criteria listed below.

### **Be sure your application narrative section addresses each of these criteria:**

1. **Excellence.** Evidence of commitment to, as well as relevance to, New Jersey and local history, quality of programs and services, and the ability of the organization to achieve and sustain them.
2. **Public benefit.** Broad responsiveness to local community needs and to promoting education in awareness and appreciation of New Jersey and local history.
3. **Accessibility.** Sensitivity to cultural diversity and/or the needs of the underserved. The organization's facility (if it has one), is accessible and in compliance with the 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.
4. **Accountability.** Compliance with these Local History Grant Program guidelines, reporting requirements, and deadlines; completeness of application; and sound fiscal management.
5. **Commitment to growth as an organization.** Solid planning, stable finances and evidence of a reasonable operating budget that demonstrates active fundraising and broad-based support. [*GOS applicants must submit a long-range plan with the application even if your organization has applied previously for GOS funding under this regrant program.*]

## **MATCHING FUNDS:**

Regrant funds are awarded dollar for dollar, meaning that the grantee organization must contribute one-half (50%) of the cost. Matching funds may include other grants, donations, anticipated program/project income, and may include "in-kind" support (up to 50% of the match for GOS and SP grants and up to 75% for SORP grants). *Evidence of matching funds (copies of invoices, canceled checks documentation of in-kind contributions, etc.) must be submitted with the grantee organization's Final Report at the end of the grant period.*

## **REGRANTEE OBLIGATIONS:**

Through the submission of an application, all organizations awarded a regrant agree to the following requirements:

**Final Report** – All regrant organizations must submit a Final Report (format and forms will be provided by the OCCHC) by July 11, 2011. *Regrantee organizations that do not comply with this required deadline will be denied future funding.* The final reports must include:

1. A description of how the funds were expended (if GOS) or of the completed project (if SP or SORP),
2. An itemized account of finances,

3. Publicity sampler showing compliance with publicity requirements (see below), and
4. Documentation that all regrant requirements have been satisfied (evidence of matching funds). *Failure to provide this documentation will automatically disqualify the regrantee from receiving the balance (final payment) of the grant.*

**Publicity** – Upon approval of a grant award to an organization, the OCCHC and the NJHC become joint 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:

1. Recognition of the OCCHC and the NJHC by the regrantee organization in all its publicity releases; and
2. Inclusion of the following statement in all publicity materials and program brochures:

**The (name of regrantee organization) received funding this year from the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State, through a local history program grant administered by the Ocean County Cultural & Heritage Commission.**

3. Display the OCCHC and NJHC logos with the statement above (logo mechanicals will be provided upon request by the OCCHC).

### **APPLICATION PROCESS:**

Follow the instructions on the attached application exactly. Incomplete or improperly completed applications will be returned to the applicant for additional or corrected information. The application deadline will *not* be extended if an application is returned for revision.

**Assistance** – Applicants needing assistance may contact the OCCHC office:  
732-929-4779 (voice)  
732-505-5062 (V/TTY)  
732-288-7871 (fax)  
culturalheritage@co.ocean.nj.us (e-mail)

**Deadline** – **The original and three (3) copies of the completed grant application (total of 4)** must be received in the OCCHC office by **September 7, 2010, 4:00 p.m.** Electronic transmissions (facsimile 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 in extreme extenuating circumstances.

**Review and Evaluation** – The independent grant review panel will evaluate each regrant application based on the criteria listed (page 4). Following this review and panel recommendation for funding, the Commission will approve an individual award to each applicant.

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**Notification** – Approved regrant applicants should be notified of the exact amount of their regrant by October 31, 2010. Because the grant period is from July 1, 2010 throughout June 30, 2011, applicant budgets should reflect income (revenue) and costs (expenses) incurred during this 12-month period. Thus, all **funding awards are retroactive to July 1, 2010**. Notification will be accompanied by the grant agreement/contract, which must be signed and returned to the OCCHC before the grant payment process can commence.

### **REGRANT PAYMENT SCHEDULE:**

Regrantees receive funds in two stages:

**Partial Payment** – This represents **80% of the total regrant award**. However, it may take several months after approval before the funds are actually forwarded by the NJHC to the OCCHC for disbursement to grantees.

**Final Payment** – This represents **20% of the total regrant award**. It is released by the OCCHC after the grantee has filed an acceptable Final Report with the OCCHC.

### **Unexpended regrant funds must be returned to the OCCHC**

At times, organizations find themselves in the position that they cannot expend the grant money awarded or that they may have difficulty making the required financial match for the grant funds. In the event that either circumstance becomes a possibility, you need to contact the OCCHC office as soon as possible to avoid the loss of funding from the NJ Department of State or your being disqualified from future grant opportunities.

If your organization is having any sort of problem with grant funds or match, the sooner you contact us within the time of the grant period, the more chances there will be for the problem to be rectified. Our staff will work with you, and in many cases the situation can be remedied in a much easier manner for both you and us.

If your organization waits until after the grant period ends, they may be required to return their grant money. Since the grant period has closed, the OCCHC can no longer re-assign that money to another organization for the year, and the money will have to 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.

### **AVAILABILITY OF FUNDS**

Due to uncertain economic times, please be aware of the possibility that grant payments may be delayed or cancelled because of delay or cancellation of anticipated funding to Ocean County. Funds for the Ocean County Cultural and Heritage Commission history and arts regrants are dependent on normally reliable sources, especially the Department of State of New Jersey. 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.

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## **MAILING AND DELIVERY INFORMATION**

Mail or deliver the **original and 3 copies** (total of 4) 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:**

**Note:** If submitting more than one Grant Application, complete a separate form for each grant category. Be sure to make copies of the blank Grant Application form before proceeding.

1. **Complete the enclosed Grant Application form.**
2. **Answer all of the items listed below.**

Type at least one paragraph per item. **Limit the narrative to 6 pages only.** Applicants should be careful to number all pages of the application and to conform exactly to the sequence of answers. Applicants must type the heading for each question in the narrative followed by the appropriate response. Number and type the name of the applicant organization at the top of each page. The standard paper format to be used is 8 ½" x 11". Use 12 point, Times Roman font and 1" margins on sides, top and bottom. Staple all pages together. **Do not organize narrative in a binder of any kind.** A pocket folder may be used.

*Attach the narrative section after the last page of the Grant Application form.*

### **General Operating Support (GOS) Application Narrative**

1. **Mission.** State the mission, goals and objectives of the organization. How does the organization try to fulfill its mission?
2. **Organization Profile.** Briefly describe the organization in terms of its location, size, age, board, membership, staff, volunteers, general programs, and services.
3. **Programs & Services.** Detail the programs, projects, events, and services of the organization. Address how this grant will be used and benefit the organization and its programs. Attach, as support, any promotional materials reflective of these activities.
4. **Personnel.** Describe the human resources of the organization. Specify: How does the board function and how is it selected? Who are the paid staff (if any) and what are their responsibilities? How many volunteers are there and how many volunteer hours are given annually to the organization (use last year's statistics). Include resumes of paid staff.
5. **Accessibility.** Describe the structure from which the organization operates. Is it accessible and does it comply under the specifications of the Americans with Disabilities Act of 1990? If not, what is being done to become compliant? How does the organization address program

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accessibility? Provide a copy of the organization's board-approved ADA Compliance Plan as support material if available **or** complete the *Facility & Program Accessibility Survey* enclosed with the application packet.

6. **Audience.** Who is your audience? Does your organization benefit the larger community or a special constituency? How do you market your programs to your audience?
7. **Finances.** Discuss the sources of funds for the ongoing operations of the organization. Specifically, how is money raised? How much of the budget is funded by "in-kind" contributions? What is the long term fundraising goal for the organization?
8. **Long-range planning.** What are the future plans (goals/objectives) for the organization? How does the organization envision reaching these goals/objectives (i.e., what strategies will be developed)? Be specific with regard to programming, audience development, education, capital improvements, cultural diversification, and fundraising. Include a copy of the organization's long-range plan. Only first-time GOS regrant applicants are exempt from this requisite.

### **Special Project (SP) or Special Out-reach Project (SORP) Support Application Narrative**

1. **Organization Profile.** Briefly describe the organization and its mission. How will this project/service support the organization's mission?
2. **Project.** Describe the project/service in detail. Specifically, discuss reasons for the project/service, planning for it, and how it will be implemented.
3. **Audience.** Who will be the audience for this project/service? Will this project/service benefit the larger community or a special constituency? How will you market this project/service to the identified audience?
4. **Accessibility.** *For SP support:* Describe the structure from which the organization operates. Is it accessible and does it comply under the specifications of the Americans with Disabilities Act of 1990? If not, what is being done to become compliant? How does the organization address program accessibility? Please provide a copy of the organization's board-approved ADA Compliance Plan as support material if available **or** complete the *Facility & Program Accessibility Survey* enclosed with the 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) to this special (underserved) constituency. If the program/service is being offered off-site from the structure from which the organization normally operates, describe the location and explain if a site visit has been made to determine physical accessibility. If not off-site, complete the *Facility & Program Accessibility Survey* enclosed with the application packet

5. **Personnel.** Identify the individuals involved in this project and describe their qualifications.
6. **Finances.** Discuss the sources of funds for this project. Specifically, how is 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?

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### **FINANCIAL/BUDGETARY INFORMATION:**

Complete financial and budgetary information requested on pages 4 – 6 on the application.  
*Round all dollar figures to the nearest ten dollars.*

### **ADA COMPLIANCE PLAN:**

You must enclose the completed *Facility & Program Accessibility Survey* that has been provided with the application. Please also enclose your organization's formal Americans With Disabilities Act of 1990 Plan if you are a repeat applicant. 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 the ADA plan, or contact the Cultural & Heritage Commission office for technical assistance.

### **LONG-RANGE PLAN:**

All **GOS** applicants (except first-time applicants) **must** enclose a copy of the organization's long-range plan. **SP** and **SORP** applicants are **not required** to enclose a copy of their organization's long-range plan.

### **SUPPORT MATERIALS:**

Support materials are a significant part of the evaluation process. You may ***submit up to a 5 pages/pieces*** of recent (from past 12 months) support material in addition to the ADA Compliance Plan and the Long-Range Plan. This may include resumes of staff, press clippings, programs, advertisements, press releases, and letters of support from community members and/or audiences. Material should be carefully selected for quality and to supplement information and confirm claims presented in the application narrative. Be sure to provide enough relevant materials for a panelist who is unfamiliar with your organization to attain a clear understanding. Please collate and attach support material to each copy (original + 3) of the application so that each copy is a complete package. All support materials must fit the standard 8 ½" x 11" format of the application. [Make copies to conform to this format size by enlarging or reducing.] **Do not organize support material in a binder of any kind. A pocket folder may be used.**

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## 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 prorated 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.

***Authorizing Official*** – Name of person with authority to legally obligate Applicant.

***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).

***Cash Donations*** – All support (except Grants) derived from cash donations given to this organization or a proportionate share of general donations allocated to this organization. Include corporate and other private (individual) sources.

***Contact Person*** – The person to contact for additional information about the application. The person with immediate responsibility for the organization.

***Disability*** – With respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or a record of such impairment; or being regarded as having such an impairment.

***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 \$5.15 per hour is the current minimum requirement. Time and a half is given for work exceeding forty hours a week.

***General Operating Support (GOS)*** – Discretionary, non-project-oriented funding awarded to support overall administrative, as well as program operations, of non-profit history-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 by private foundations or other public sources (other than this grant request).

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**Grant Period** – The term in which the general operating 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.

**HVAC** – Refers to heating, ventilating, and air conditioning systems.

**In-Kind Support** – The value of materials or services specifically identified with the 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, and natural disaster.

**Marketing Costs** – All costs for marketing/publicity/promotional specifically identified with the organization.

**Membership Dues** – Revenue derived from dues paid by members of the organization.

**Other (Expenses)** – All expenses not entered in other categories and specifically identified with the organization. Include archival and preservation supplies, lumber, nails, electricity, interest charges, and fundraising expenses.

**Other (Income)** – Any income from Applicant's present and/or anticipated resources that Applicant plans to provide to this organization.

**Personnel – Administrative/Clerical** – Payment for salaries, wages, and benefits specifically identified with the organization for executive, supervisory, clerical, and support staff, such as program directors, managing directors, business managers, fund raisers, secretaries, typists, bookkeepers, maintenance staff, security staff, docents, and guides.

**Personnel – Lecturers', Authors', 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.

**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, furniture, etc.

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***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 for office, library, storage, gallery, museum, 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 Out-Reach Project (SORP)*** – A single event/activity, occurring either one time or periodically for a short duration, such as an exhibition, public program, conservation of historical materials, educational initiative, research, publication, film, videotape, radio, digital media, that seeks to serve a audience that is underserved (i.e., persons with disabilities, older adults, veterans, gifted and talented persons, and people in hospitals, nursing homes, mental institutions, and prisons). Because facility accessibility or security may be an issue, the program/service may be taken off-site to the special audience rather than the audience coming to the organization's usual site for programming.

***Special Project (SP)*** – A single event/activity, occurring either one time or periodically for a short duration, such as an exhibition, public program, conservation of historical materials, educational initiative, research, publication, film, videotape, radio, digital media.

***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 operation by 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 Acts 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 the benefits of, or be subjected to discrimination under any education 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.