

# LOCAL ARTS PROGRAM GRANT 2011 GUIDELINES




**Ocean County Cultural & Heritage Commission**  
*a division of the Ocean County Department of Parks & Recreation*  
14 Hooper Avenue, PO Box 2191, Toms River, NJ 08754-2191  
Tel: 732-929-4779, Fax: 732-288-7871  
TTY: 732-506-5062 email: [culturalheritage@co.ocean.nj.us](mailto:culturalheritage@co.ocean.nj.us)

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

**Application forms are available:**  
**In print:** at the Commission office, or by mail. Please contact the Commission office at (732) 929-4779 to request forms.

**Online:** Go to [www.co.ocean.nj.us/cultural/index.htm](http://www.co.ocean.nj.us/cultural/index.htm), click Funding, and scroll down to the bottom of the page.

Read the Guidelines Booklet thoroughly before filling out the application.

**Important Dates** 

**Workshops and Declaration of Intent Deadline: *August 19***  
**Grant Application Deadline: *September 16***

**Large Print applications are available. Please contact the Commission to request copies.**

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## **GENERAL OVERVIEW**

The *Local Arts Program Grant* is administered by the Ocean County Cultural and Heritage Commission (OCCHC) each year in order to promote, supplement and stimulate new and existing arts programs and projects within Ocean County. Local non-profit organizations and government agencies have the opportunity to apply for these funds on a yearly basis, with awards varying based upon the number of applicants and program or project need. The grant is matching, with a dollar for dollar ratio. This program is made possible through a grant 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***

The *New Jersey State Council on the Arts (NJSCA)*, an agency of state government, encourages and gives financial support to artists, arts organizations, and quality arts programs throughout New Jersey.

### ***OCEAN COUNTY CULTURAL AND HERITAGE COMMISSION***

The *Ocean County Cultural and Heritage Commission (OCCHC)* is an agency of Ocean County government. Its mission is to encourage creative and cultural expressions through inclusiveness and education, and promote public interest in the arts and the preservation of culture and heritage. The Commission advocates the possibilities for cultural expression through grant support from state and federal agencies as well as the private sector.

### ***GOALS AND OBJECTIVES***

Through the *Local Arts Program*, the NJSCA and OCCHC support a wide variety of programs and services designed to:

1. Encourage the development of local organizations that provide quality art programs, projects, and services to the local community;
2. Encourage expanded public and private support for local arts activity;
3. Increase public accessibility to the arts; and
4. Foster quality arts programming for local communities.

The Local Arts Grant Program provides county arts agencies, such as the OCCHC, funds that can be re-granted to support the development of the local arts organizations, projects, and services.

### ***GRANT PERIOD***

Funds awarded through this application are for the period of: **January 1, 2011 – December 31, 2011.**

### ***EXPLANATION OF GUIDELINES TERMS***

A Glossary of Terms used in these guidelines and on the Application form is provided on pages 12-16.

## **FUNDING CATEGORIES**

**General Operating Support (GOS)** - funding to non-profit organizations whose mission is constituted exclusively for the purpose of the arts\*. Funds are available for administrative and artistic expenses to produce or sponsor quality arts programs for the community-at-large. The Grant must be matched dollar for dollar with the organization's income. However, up to 50% of the match may be "in-kind" contributions. **Higher education institutions may not apply in this area due to overhead in-kind funding received from the institution.**

**Special Project Support (SP)** – funding awarded to both non-profit organizations whose mission is exclusively the arts, and to non-profit community groups who provide quality arts programming\*\*. This funding is for a specific, well planned project which brings arts programming to the community. The grant must be matched dollar for dollar with the organization's income. However, if you are an arts organization, up to 50% of the match may be "in-kind" contributions.

**Special Out – Reach Project Support (SORP)** – Funding available to both arts and non-arts organizations. The purpose of this grant category is to remove barriers of participation in the arts to underserved special constituencies, such as older adults, self-identified ethnic groups, people with special needs, veterans, youth at risk, and people who are in hospitals, nursing homes, institutions and prisons. As an incentive, up to 75% of the grant match in this category may be "in-kind" contributions. In Ocean County, transportation has been identified as one of the major barriers to arts participation. This grant category can be used for those who cannot normally benefit from organizational programs and services due to a lack of transportation or general mobility issues.

Arts organization applicants may apply in more than one category if all requirements are met. Separate applications must be submitted for each category in which funding is requested. However, organizations may not use the same expenses in these applications.

*\* Arts Organization: an organization whose mission is constituted exclusively for the purpose of the arts.*

*\*\*Non-Arts Organization: a non-profit community group who provides quality arts programming, but is not specifically exclusively dedicated to the arts.*

## **APPLICANT ELIGIBILITY**

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

1. Be based in Ocean County, in existence and active for at least 1 year prior to this application (active for 2 years if an arts organization applying for a GOS grant);
2. Be incorporated in the State of New Jersey as a non-profit corporation, unit of local government, or institution of higher education;
3. Be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501 (c) 3 or (c) 4. **Please note: Proof of tax-exempt status by determination of the Internal Revenue Service in accordance with section 501 (c) 3 or 4 must be attached to the completed Declaration of Intent to Apply form.** The Federal Employer's Identification number (F.E.I.) must also be entered on the application.

**4. Comply with the following federal and state regulations:**

Title VI of the Civil Rights Act of 1964; Fair Labor Standards; Health & Safety Standards; Section 504 of the Rehabilitation Act of 1973 & Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; Drug-Free Workplace Act of 1988; Age Discrimination Act of 1975;

5. If a private, nonprofit organization, 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, and all other state and federal tax forms.

**ELIGIBLE USES OF GRANT FUNDS**

***ALLOWABLE USES***

Projects must be for the general public and take place in Ocean County at a site which conforms with the Americans with Disabilities Act of 1990.

**Special Project and SORP Support** – Funds are to be used for the planning and completion of a specific arts project – for example: exhibitions, concerts, workshops, festivals, artists’ lectures, presentations in one of the arts disciplines: visual arts and crafts, vocal or instrumental music, literary arts, dance, media arts, theater, or multi-disciplinary and multi-media programs. Included are such items as artists or artist related consultant fees, portions of administrative salaries associated only with the specific project, rental of arts related materials and equipment, purchase of sheet music, arts related printing, typesetting and photocopying as they pertain to the project, travel, postage, technical crew, and other professional arts related expenses.

**General Operating Support** – Funds are to be used to strengthen administrative capabilities; continue on-going programs, expand programming, institute new projects, improve artistic quality, or a combination of all of the above. **Higher education institutions may not apply in this area due to the overhead in-kind funding that is already received from the institution.**

**INELIGIBLE USES OF GRANT FUNDS**

***GRANT FUNDS MAY NOT BE USED FOR:***

Scholarship Funds	Capital Improvement	Fundraising Events	Deficits or Replacement of Funds normally Budgeted for The activity.
Awards	Construction Costs	Feasibility Studies	
Fellowships	Renovation Costs	Purchase of art work	
Prize Money	Foreign Travel	Purchase of equipment	
Acquisitions	Hospitality Costs	(and see below)	

**AND ALSO NOT FOR...** Arts activities (Publications , plays, concerts, assembly programs, or other) which are normally the curricular or extra-curricular activities of a public or private K-12 school; General operations of organizations whose primary mission is not constituted exclusively for the arts; projects that do not actively seek a wide general public audience; projects by religious organizations that do not actively seek a wide general audience, and projects that are primarily recreational, rehabilitative, or therapeutic in nature. Monies shall not be used for projects more appropriately funded by non-cultural agencies.

**NOTE:** It is not permissible to receive grants from both the Ocean County Cultural & Heritage Commission, and the New Jersey State Council on the Arts in the same funding cycle. It is also not permissible for the Ocean County Cultural & Heritage Commission to accept applications from organizations applying to another county cultural & heritage commission or county arts council.

## **EVALUATION CRITERIA / SELECTION PROCESS**

Applications are evaluated objectively by an independent review panel, composed of representatives from the local arts community and community-at-large, according to all the criteria listed below. **Be sure your application addresses each of these criteria** in the narrative portion:

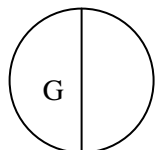
- **Artistic excellence.** Panelists will look for evidence of commitment to high artistic quality and the ability of the organization to achieve and sustain it. Monies shall not be used for projects more appropriately funded by non-cultural agencies.
- **Planning & development of the project, including the project budget.** Panelists will look for evidence of a well-thought out and thorough plan to execute the project, and how the organization has planned to budget the activity, and whether a true need is reflected in the application and budget.
- **Accountability.** Panelists will look for compliance with OCCHC grant program guidelines, completeness of application, and for repeat applicants, past compliance with OCCHC reporting requirements and deadlines.
- **Commitment to growth as an organization and financial soundness.** Panelists will look for solid planning, sound finances and financial management, and evidence of a reasonable operating budget that shows active fundraising and broad-based support. *[Organizations applying for GOS funding must submit the organization's long-range plan as support material.]*
- **Public benefit.** Panelists will look for a broad responsiveness to local community needs and interests.
- **Inclusiveness.** Panelists will look for sensitivity to cultural diversity and/or the needs of the underserved (i.e., evidence of working relationships with racially and culturally diverse communities, geographically diverse communities, economically disadvantaged individuals, older adults, individuals with disabilities, and institutionalized populations). **A completed enclosed questionnaire (for all applicants), and an ADA plan of compliance (for repeat applicants), must be submitted with the application.** It is expected that applicants make their programs as accessible as possible to the widest number of people and work to remove barriers that may block accessibility. This includes structural, programmatic, and attitudinal barriers that keep people with disabilities from fully participating in arts programs.

## **MATCHING FUNDS**

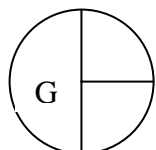
**All (SP, SORP, and GOS) grant funds are awarded dollar for dollar, meaning that the grantee organization must contribute at least one-half (50%) of the costs of the project or general operating support funding. In other words, the amount requested for a project must be matched equally by the applicant.** Plan your budget so as to ask for half of the money you will need in order to successfully complete the project. The other half will come from your organization. (For example: an applicant submitting a request for \$2,000 must be able to "match" the grant with an additional minimum of \$2,000 in project costs. Thus, the entire cost of the project is at least \$4,000).

Example: Grant Award : \$2,000  
 Match: \$2,000  
 Total Project Cost: \$4,000

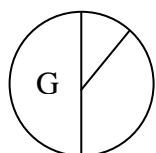
The “match” can be met differently depending on the type of organization and grant received.



Non-Arts Organizations\* –You must always use cash as the match for your grant, with one exception: If you are applying for SORP funding only (see below).



Arts Organizations\* – *GOS and SP funding*: You must match the grant amount with 50% of eligible cash expenses, but the remaining 50% can be matched with in-kind funds. In-kind funds are explained below.



SORP Funding – (Applies to BOTH non-arts and arts organizations). If you are applying for SORP funding, up to 75% of the match can come from in-kind sources. However, the remaining 25% must be met with eligible cash expenses.

G=Grant Award The remainder of each pie chart represents the match requirement.

For SP and SORP grants: the cash match must come from the organization’s own funds directed specifically towards the applied for project, not the portion of the organization’s general budget that is not specifically for the project.

**Matching funds (CASH) include:** expenses exceeding the grant award that are paid by the organization (see *Eligible Uses of Grant Funds* section, pg. 3) towards the Special Project, or GOS. Cash matches also include other grants, donations, and anticipated program/project income.

\* See definition of arts/non arts organization on page 4 for further clarification.

**Matching funds (IN-KIND) include:** the value of documented donations of goods and/or services, or of waived fees. **For example:** if 5 members of your organization volunteer 25 hours each, a reasonable value may be set to that amount of time (\$20 per hour, for example). The current value of volunteer work per hour can be found at the following website:  
[http://www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html)

The total value as in-kind matching would be used as follows: 25 hours X 5 people X \$20 = \$2,500.

**Another example:** The owner of a conference hall waives her usual rent of \$375 for your conference. You may count that \$375 towards your match, but you must document the exact waived fee in the form of a written invoice.

***IN ALL CATEGORIES, evidence of eligible matching funds (copies of invoices, cancelled checks, etc.) must be submitted with the grantee organization’s Final Report at the end of the grant period. All in-kind services or donated materials and supplies must also be documented and submitted with the organization’s Final Report at the end of the grant period. In-kind time donations may be documented by timesheets used to record volunteer hours, and statements of the value of donated goods and services.***

## REQUIREMENTS

**FAILURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS MAY RESULT IN PENALTIES THAT MAY INCLUDE BUT NOT BE LIMITED TO REDUCTION OR INELIGIBILITY FOR FUTURE GRANTS.**

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

### ***PUBLICITY***

Upon approval of a grant award to an organization, the OCCHC and the NJSCA become joint major supporters of the organization's program/project; as a result, the grantee organization is required to agree to adhere precisely to NJSCA mandates regarding publicity as specified in the Credit Agreement, sent as part of the contract prior to the first funding payment. This requirement includes;

- Recognition of the OCCHC, NJSCA, and NEA by the 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/ **XXXX** Department of State, a Partner Agency of the National **XXXX** Endowment for the Arts through funds administered **XXXX** by the Ocean County Cultural and 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 regrantee activities, documenting how the regrantee's activities are benefiting New Jersey, its residents, and/or artists that are funded by the Local Arts Program grant.

- **Provide 2 photographs** of an event funded by the Local Arts Program grant during FY 11. These may be sent to the OCCHC at any time during the year, or with the FY 11 Final Report. **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 two pictures for submission with your final report.**

***ON-SITE EVALUATION***

Every effort will be made by the OCCHC to perform on-site evaluations of the grantee organizations. These evaluations may be made by an OCCHC Commissioner, a staff member, or an appointed qualified person. Applicants may request a copy of the written critique.

**To facilitate an on-site evaluation, the following are necessary:**

- A completed On-Site Evaluation Request form (included with the Application). This form must be returned with the application.
- Two (2) complimentary tickets or a publicity announcement (for a free event) to the OCCHC office one month prior to a program/project event funded by the grant.

***FINAL REPORT***

All grantee organizations must submit a Final Report that will be due by **Mid-January 2012**. Forms will be provided by the OCCHC by December 31, 2010. *Grantee organizations that do not comply with the required deadline will be denied future funding.* THE FINAL REPORTS MUST INCLUDE:

- A description of the completed project;
- Completed income AND expense budget pages (forms will be provided for you)
- Audience/Attendance and Demographic figures – Grant recipients must maintain records of the make-up of their audience. A chart will be distributed and explained at the grant workshop to assist organizations in gathering this data. This is a requirement of the NJSCA.
- Publicity sampler showing compliance with publicity requirements (see above);
- Two photographs, with consent forms, of members of the public actively enjoying and benefiting from your special project or program;
- Documentation that all grant requirements have been satisfied (evidence of matching funds) SEE PAGE 6. *Failure to provide this documentation will automatically disqualify the grantee from receiving the balance (final payment) of the grant.*

***PROFESSIONAL DEVELOPMENT***

The staff, volunteers and board of granted organizations are expected to pursue professional development. Attendance at Ocean County Cultural & Heritage Commission sponsored workshops will be positively interpreted by the evaluation panel. Other evidence of professional development will also be considered.

***OUT & ABOUT OCEAN COUNTY***

Organizations that are awarded grant funding are expected to participate in the Cultural & Heritage Commission's free quarterly Ocean County arts and heritage events guide *Out & About Ocean County*. Visit <http://www.co.ocean.nj.us/OutAboutSubmissionPage.aspx> to list your events.

## **APPLICATION PROCESS**

Follow the instructions on the enclosed application form exactly. Incomplete or improperly completed applications will be returned to the applicant for additional or corrected information.

**Assistance – Applicants needing assistance or who have questions may contact the OCCHC office and request an appointment with the Assistant Director.**

**Deadline –** The original and five (5) copies of the completed grant application (total of 6 application packets) must be received in the OCCHC office by **Thursday, September 16, 2010**. **This is an “in – hand” deadline. No electronic (email or fax) submissions will be accepted.** There are absolutely **no exceptions**.

Contact Information:

**732-929-4779 (voice)**

**732-505-5062 (V/TTY)**

**email: [ldandeo@co.ocean.nj.us](mailto:ldandeo@co.ocean.nj.us)**

**Review and Evaluation –** An independent grant review panel will evaluate each grant application based on the criteria listed on page 5.

**Approval –** Following panel review and recommendation, the Commission will approve an individual award to successful applicants. Applicants will need to submit an updated budget prior to the issue of a Grant Agreement if the award amount is less than the requested amount. Applicant organizations will be notified of funding awards by letter by December 31, 2010. **The grant period is January 1, 2011 – December 31, 2011.**

## **GRANT PAYMENT SCHEDULE**

Funding checks will not be issued to organizations 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.] Thereafter, checks will be distributed in two stages:

- First Payment – This represents 75% of the total grant award.
- Final Payment – This represents 25% of the total grant award. The check is issued after receipt of the Final Report.

***Note: If you are unable to carry out the project, The OCCHC must be notified AS SOON AS POSSIBLE IF THIS SITUATION ARISES. Any unused grant funds must be returned to the OCCHC so that we may be able to redistribute the unused funds to another deserving group.***

### **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, you may be required to return your 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. **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.**

## **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.

## **APPLICATION DEADLINE AND MAILING INFORMATION**

The completed **Application must be received in the office of the Ocean County Cultural & Heritage Commission by Thursday, September 16 at 4:00 P.M.** The OCCHC will *not* accept any application material by electronic transmission (e.g., Fax or E-mail).

Mail or deliver the **original and 5 copies** (total of 6) of the application package to:

**Ocean County Cultural & Heritage Commission  
FY 2011 Arts Regrant Application  
14 Hooper Avenue  
P.O. Box 2191  
Toms River, New Jersey 08754-2191**

## **APPLICATION INSTRUCTIONS**



The application can be downloaded from our website at:  
[www.co.ocean.nj.us/cultural/funding/index.htm](http://www.co.ocean.nj.us/cultural/funding/index.htm)



1. There are two separate grant applications. Please choose either the SPECIAL PROJECT SUPPORT / SPECIAL OUTREACH PROJECT SUPPORT (SP/SORP), or GENERAL OPERATING SUPPORT (GOS) application. If you are a non-arts organization (see glossary

for details), you were mailed only the SP/SORP application because you are not eligible for the GOS application.

2. Fill out the appropriate application entirely. Please note the application requires that you respond to narrative questions. Instructions for the narrative portion can be found within the application. Be sure to formulate your answers to the narrative portion of the application so that panelists unfamiliar with your organization get a complete picture.
3. **Please note Charts A, B, and C. DO NOT substitute with your own spreadsheets. You must fill out the Charts provided.**

### ADA Compliance

You must enclose the completed Facility and Accessibility Survey that has been provided with the application. Please also enclose your organization's formal Americans With Disabilities Act 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.

### Support Materials

Support materials are a significant part of the evaluation process. Up to 5 pages/pieces of recent (from past 12 months) support material may be submitted, including marketing plans, press clippings, reviews, program brochures, advertisements, and letters of support. 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 related to artistry and excellence for a panelist who is unfamiliar with the organization to attain a clear understanding. Please collate and staple support material to each application package (original + 6). Application and support material may be organized in pocket folders. All materials must fit a standard 8 1/2" x 11" format. [Make copies (reduce or enlarge) to conform to this format size.]

**GOS applicants must also include:** (1) a list of the organization's **board of directors**, (2) **resumes of key staff** (both paid and volunteer), and (3) a copy of the **long-range plan**.

**SP and SORP applicants** may also include some items from the parent organization.

## **GLOSSARY TERMS**

**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/project.

**Admissions Income – Seminar, Workshop, Class Fees** – Revenue from fees paid to attend organization/project sponsored instructional events.

**Advertising Income** – Cash income derived from the sale of advertising space in programs, playbills, and other printed material sponsored by this organization/project.

**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.

**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 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 who 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.

**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 Support** – All support (except Grants) derived from cash donations given to this organization/project or a proportionate share of general donations allocated to this organization/project. Include 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** – The person to contact for additional information about the application. The person with immediate responsibility for the project.

**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) Broad functions essentially confined to fundraising, policy making, and short/medium range planning and regular 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 areas of need

**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.

**Emerging Organization** – One that is 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 upon 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/programs served,
- (6) No formal long-range plans,
- (7) Unproven in fiscal and managerial soundness, and
- (8) Undeveloped in programming artistic level, board and staff operations.

**Established organization** – One that is generally older, financially more stable and professionally operated; is programmatically fulfilling its mission to a high degree; is identifiable by exhibiting most of these criteria:

- (1) Clear, well articulated mission and ongoing strategy of implementation,
- (2) Relevant formal long-range plan in place,
- (3) Consistently high artistry,
- (4) Active board which exhibits commitment to fundraising and promotion of the organization,
- (5) Paid, full-time staff commensurate to size and nature of operation/administrative capability,
- (6) Compensation to professional artists at prevailing rates,
- (7) High fiscal integrity, accountability, and stability (appropriate plan for deficit reduction if one exists), and
- (8) Full and appropriate programming that evidences ability to take risks and expand audiences.

**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.

**Folk Arts** – Those arts that are passed on informally within groups that share 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 artistic operations, of non-profit arts organizations that are county wide or multi-community in public impact and which uphold high standards of artistry, 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, program/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, and 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 performance 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 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 for salaries, wages, and benefits specifically identified with the organization/project for executive, supervisory, clerical, and support staff, such as program directors, managing directors, business managers, fund raisers, secretaries, typists, bookkeepers, maintenance staff, security staff, ushers, and box office personnel.

**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, 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 preparatory 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 for 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 Project Support** – Funding awarded specifically for an arts project/event of an eligible non-profit 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.

**Special Outreach Project Support** - Funding awarded to do a project which addresses issues of an underserved population, for example - people who are limited in transportation and mobility due to age or disability. Funding can be specifically used for “bringing your program to them”, and the costs associated with doing so.

**Supplies** – Payments for expendable items, such as paper, and other office and production supplies.

**Technical Assistant** – Support that may be offered to enable arts 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.

**Technical/Production (other than personnel)** – Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of Applicant, but consultants or the employees of other organizations, whose services are specifically identified with the organization/project.

**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 be, 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/project. Include fares, lodging, food, taxes, gratuities, tolls, mileage, and car rentals.

**Underserved (or Special) constituency (or community)** – One in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age, or other demonstrable factors.