



County of Ocean
Cultural & Heritage Commission
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TO: Prospective Local Arts Program Grant Applicant
FROM: Lindsay Ann Dandeo, Assistant Director
RE: **2011 Local Arts Program Grant Guidelines and Application**
DATE: July 23, 2010

The Ocean County Cultural & Heritage Commission is pleased to make available the enclosed **2011 Local Arts Grant Program Grant Guidelines and Application**. The Local Arts Program is specifically designed to stimulate arts development by providing matching grants to local organizations offering quality art programs and services to the local community. Ocean County based organizations that offer visual, performing, and literary arts projects or events are encouraged to apply.

The Ocean County Cultural & Heritage Commission receives a block grant from the New Jersey State Council on the Arts, pending available funding, through a State/County Partnership Program. The block grant is re-granted by the Ocean County Cultural & Heritage Commission. The Ocean County Cultural & Heritage Commission anticipates that it will be awarded a Local Arts Program Grant for fiscal year 2011; however funding levels may be decreased due to state budget reductions.

We hope that those organizations which were previously unaware of this program will consider its merits; and we encourage you to apply. We are available to assist you in completing the application process and answering any of your questions. Please thoroughly review the *Guidelines* before filling out the application. A Glossary has been included in the *Guidelines* to help you understand the application.

Arts organizations may apply for both *General Operating Support*, and *Special Project Support/Special Outreach Project Support* (two separate applications). Non-profit organizations whose mission statement is not exclusively devoted to the arts may apply for *Special Project Support/Special Outreach Project Support* only.

EVERY APPLICANT MUST:

- File the **Declaration of Intent to Apply** form (enclosed), postmarked by **Thursday, August 19**. **Attach a copy of your organization's 501 (3) IRS determination letter.**
- Attend one of the scheduled **grant workshops**, also on **Thursday, August 19**, if a first-time applicant (see next page). Attendance is encouraged, but not mandatory, for repeat applicants.

EVERY APPLICANT MUST, CONT.:

- Submit your grant application by **Thursday, September 16, 2010.**
- Submit a copy of the enclosed Facility & Program Accessibility Survey with your application. If a repeat applicant, submit an ADA Plan as well.

Workshops

The Ocean County Cultural and Heritage Commission is facilitating two roundtable workshops on **Thursday, August 19, 2010** at **Jake's Branch County Park** to review the application and answer questions about your particular project, the grant process, funding timeline, match requirements, record retention, final reports, and documentation. Organizations applying for the first time are required to send at least one representative to attend a workshop. Attendance is encouraged, but not mandatory, for repeat applicants. Confirm your attendance on the Declaration of Intent to Apply form.

Afternoon Workshop: 3:00pm – 4:30pm

Evening Workshop 7:00pm – 8:30pm

Workshops will be held at Jake's Branch County Park, 1100 Double Trouble Road, Berkeley Township.

Directions to Jake's Branch County Park

From the North: Garden State Parkway South to Exit 77, end of exit ramp, make right on to Double Trouble Road. Park is approximately 1.5 miles on the left.

From the South: Garden State Parkway North to Exit 77, end of exit ramp, make left onto Pinewald-Keswick Road/County Road 618. Follow C.R. 618 across for about 0.5 miles. Make a right at light onto Double Trouble Road. The park is approximately 2 miles on left.

Grant Application Materials Are Available Online

Grant applications and Guidelines are available on our website at www.co.ocean.nj.us/cultural/index.htm in both PDF and MS Word formats.

Application Deadline

The deadline for submitting applications is Thursday, September 16 at 4:00 p.m. All applications must be received in the Commission office by Thursday, September 16, 2010.

Please do not hesitate to contact me at 732-929-4779 [voice] or 732-506-5062 [TTY] with any questions. I look forward to working with you.

*Special Assistance/Accommodations Available Upon Request.
Please request with two weeks advance notice.*