



County of Ocean
Cultural & Heritage Commission
A division of Ocean County Parks & Recreation
14 Hooper Avenue, P.O. Box 2191
Toms River, NJ 08754-2191

Timothy G. Hart
Division Director
Lindsay A. Dandeo
Assistant Director

Tel: 732-929-4779
1-800-722-0291
TTY: 732-506-5062
Fax: 732-288-7871
CulturalHeritage@co.ocean.nj.us
www.co.ocean.nj.us/cultural/index.htm

MEMORANDUM

To: Prospective Local Arts Program Grant 2012 Applicants
From: Lindsay A. Dandeo, Assistant Director, Cultural & Heritage Commission
Date: August 3, 2011
Subject: Availability of FY 2012 Local Arts Program Grant Funds

The Ocean County Cultural & Heritage Commission is pleased to announce the availability of Local Arts Program Grant Program funding for FY 2012. This program funding has been made available to the Ocean County Cultural & Heritage Commission through the New Jersey State Council of the Arts, an agency of the New Jersey Department of State, Cultural Affairs.

It should be noted that any organization applying for this funding **MUST** be based in and provide programs/services in Ocean County and **MUST** be a unit of local government, institution of higher education or a nonprofit organization incorporated in the State of New Jersey and have federal tax-exempt status.

The Ocean County Cultural & Heritage Commission has made extensive changes to the format and content of the Local Arts Program re-grant application. Any organization intending to apply for FY 2012 funds **will be required to attend a grant workshop on Thursday, September 8, 2011 at 6:00 PM at Jakes Branch County Park, 1100 Double Trouble Road, Berkeley Township.** Please **pre-register** at 732-929-4779 or culturalheritage@co.ocean.nj.us. We strongly recommend that 2-3 people from each organization attend the grant workshop which will be facilitated by Kathleen Cavanaugh, a professional nonprofit who has worked extensively with arts and history re-grant programs and foundations and has facilitated peer review panels in numerous New Jersey counties.

The workshop will provide an overview of the grant application process and a detailed review of the Application including:

- an overview of the process from "Workshop to Awards"
- the Notice of Intent [Any organization planning to apply for funding will be required to complete a Notice of Intent which will be distributed at the workshop.]
- Grant Guidelines including Applicant Eligibility
- Eligible and Ineligible uses of grant funds
- Evaluation criteria
- Matching Funds Requirement
- Regrantee Obligations
- Budget requirements [sample budgets will be distributed]

We guarantee that you will leave this highly interactive workshop with a clear understanding of the application process, ideas for innovative programming, and new techniques for making your grant application relevant, measurable, and dynamic.

 Special Assistance/Accommodations Available on Two Week Notice and Request

LARGE PRINT AVAILABLE

Important Notice

The dates for the 2012 Local Arts Program grant cycle will be:

Mandatory Workshop Date – Thursday, September 8, 2011 at 6:00 PM

Notice of Intent Due – Monday, September 12, 2011 by 5:00 PM

Completed Applications Due – Monday, October 3, 2011 by 5:00 PM

The Local Arts Program grant application schedule is being revised for this year as part of our ongoing improvement of the peer-review process. Kathleen Cavanaugh, a non-profit professional, is assisting with the revision of the application and will be conducting a **mandatory workshop on September 8, 2011** at Jakes Branch County Park, 1100 Double Trouble Road, Berkeley Township at 6:00 PM.

Applications and Guidelines will be available as soon as they are updated, but will absolutely be available at the workshop. The forms will also be available on line and will be mailed to former applicants.

The one month delay in receiving the applications is not anticipated to delay the final approval process. A mandatory follow-up workshop will be held for grant recipients to clarify the agreements and paperwork requirements.

Thank you for your understanding and cooperation.

Timothy G. Hart
Division Director

Lindsay A. Dandeo
Assistant Director