



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 Administrator

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](http://www.co.ocean.nj.us/cultural/index.htm)

## MEMORANDUM

**To:** Local History Program FY10 Regrant Recipients  
**From:** Timothy G. Hart, Division Director, Cultural & Heritage Commission  
**Date:** June 15, 2010  
**Subject:** FY 2010 Regrant Final Report

We hope your organization has been experiencing a successful year providing history programs and services to your members, community, and constituents.

Enclosed is the FY 2010 Regrant Final Report form for the grant period July 1, 2009 – June 30, 2010. The completed and signed report is due on or before July 12, 2010 because we are on a very tight deadline to compile your results and give a final report to the State of New Jersey.

Be sure to include copies of canceled checks (or invoices if canceled checks are unavailable), receipts for cash payments, documentation of in-kind expenses (volunteer hours and donated materials/supplies) to substantiate total expenses (grant amount + match amount).

Please do not hesitate to contact the Cultural & Heritage Commission office (732-929-4779 or [culturalheritage@co.ocean.nj.us](mailto:culturalheritage@co.ocean.nj.us)) if you have questions or concerns. Make a copy of the completed and signed report for your organization's files. Send the original completed/signed report with all documentation of expenditures and example(s) of publicity material that illustrates compliance with crediting the NJHC and OCCHC for funding:

Division Director  
Ocean County Cultural & Heritage Commission  
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Application/Guidelines packets for the FY 2011 Local History Program will be mailed to prospective FY2010 applicants in July for the grant period July 1, 2010 – June 30, 2011. A grant workshop will be held in late July or early August for those organizations that wish to apply.



*Special Assistance/Accommodations Available on Two Week Notice and Request*

LARGE PRINT AVAILABLE

OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

LOCAL HISTORY PROGRAM



REGRA NTEE FINAL REPORT: NJHC GRANT YEAR 2010
(July 1, 2009 – June 30, 2010)

It is essential that the following information be provided to complete NJCH requirements for Local History Program funding. Please fill in all information requested. Incomplete forms will be returned. Any organization that does not comply with Final Report requirements will automatically be disqualified from receiving future grant funding. This report is due on or before July 12, 2010

Name of Organization: \*

Grant Category [Check one]: General Operating Support [ ] Special Project Support [ ]

Financial Information [Complete details of expenses on page 2 first]

1. Grant Amount Awarded [This is the full award even if not yet entirely received.] \$

2. Grant Amount Spent [This equals full award, unless it was not completely spent.] \$

3. Grant Amount Matched

- A. Cash Match [all cash expenses, minus grant award] \$
[At least 50% of the match must be cash]
B. Non-cash Match (or In-kind Support) \$
[The value of materials or services specifically identified with the program/project which were provided by volunteers or outside parties at no cost to the organization. Must be no more than 50% of the match.]
C. Total Match (A + B) \$
[Must be equal to or greater than Grant Amount Spent. (2. above)]
D. In-kind Support as Percentage of Total Match (B ÷ C) %
[Must be no more than 50%]

4. Total Expenditures [Grant Amount Spent (2.) + Total Match (3C.)] \$
[This should also be the same as the total column 2 and column 3 on page 2]

[Provide copies of canceled checks (invoices if checks not available), receipts for cash payments, documentation of volunteer hours, and documentation of donated materials/supplies to substantiate total expenses (grant amount + match amount). Attach this required documentation to this report.]

5. EXPENSE DETAIL

Round all dollar figures to nearest \$10

Projected	1 List Actual Expenses Budgeted in Application	2 List Cash Expenditures	3 Copy In-Kind Expenditures
Staff	_____	_____	_____
Outside Consultants' Fees	_____	_____	_____
Capital Expenditure (not funded by grant)	_____	_____	_____
Mortgage Payments	_____	_____	_____
Space Rental	_____	_____	_____
Marketing (advertising, publicity, etc.)	_____	_____	_____
Travel/Transportation	_____	_____	_____
Telephone	_____	_____	_____
Utilities	_____	_____	_____
Postage	_____	_____	_____
Facility Maintenance	_____	_____	_____
Rentals (other than space)	_____	_____	_____
HVAC	_____	_____	_____
Insurance	_____	_____	_____
Supplies	_____	_____	_____
Program Access Accommodation (itemize)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Payment of Loans (interest)	_____	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____	_____

**6. Narrative:** *This section must be completed. No response or an unacceptable response may result in jeopardizing the final grant payment and/or eligibility for a FY2009 local history grant. [Please type or legibly print the answers to the following narrative questions in the spaces provided below.]*

Describe the use of the grant funds, including a timeline, and the outcome or result. Provide a sample of any

funding. publicity materials and brochures that illustrate compliance with crediting the NJHC and OCCHC for



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█ Describe a significant accomplishment/success of the organization during this grant period that this funding enabled.

█ Evaluate the overall financial success of the organization's activities funded through this grant.

█ Estimate how many people benefited: Number of adults \_\_\_\_\_ Number of children under 18 \_\_\_\_\_  
Does the organization maintain a log of visitors/program attendees? Yes  No

**Signatures Authorized by the Organization:**

Program/Project Director \_\_\_\_\_ Phone# \_\_\_\_\_ Date: \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_ Phone# \_\_\_\_\_ Date: \_\_\_\_\_

**KEEP A COPY OF THIS REPORT FOR YOUR ORGANIZATION'S FILE**



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