OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

Commissioner Virginia E. Haines, Chairwoman of Ocean County Cultural & Heritage

LOCAL ARTS PROGRAM

January 1, 2022 – December 31, 2022

"Purple Dusk" by Clara Sue Beym
Image Courtesy of Toms River Artist Community

GRANT GUIDELINES

This program is made possible in part by a grant administered by the Ocean County Cultural & Heritage Commission from funds granted by the New Jersey State Council on the Arts.

Special Assistance/Accommodations Available Upon Request.

Please request services two weeks in advance.

LOCAL ARTS PROGRAM GRANTS

Re-grant funds are made available to eligible Ocean County based organizations in a competitive grant process with funds awards for programs conducted January 1 to December 31. Applicants are strongly encouraged to attend the workshop for valuable updates, but the workshop is not mandatory. Applicants may request a one-on-one meeting with staff on the understanding that neither the peer review nor the Commission is bound by the advice of the staff.

- Re-grant funds support a wide variety of programs and services to:
  - ☒ stimulate New Jersey / Ocean County development
  - ☒ encourage the development organizations that provide quality arts programs, projects, and services to the local community;
  - ☒ stimulate expanded public & private support for art;
  - ☒ increase public accessibility to art;
  - ☒ foster the quality and quantity of New Jersey / Ocean County programming for local communities.

- Any private, non-profit organization applying for funds must be current with all requirements including, but not limited to:
  - ☒ All Federal filings (e.g. 990s & Payroll Taxes)
  - ☒ All NJ Filings (e.g. Annual Report, Sales Tax, & Payroll Taxes)
  - ☒ New Jersey Charities Bureau Registration is required for 501(c)3s with annual solicited contributions over $10,000. Organizations below $10,000 may put N/A on the line of the application asking for this information. For more information: www.njconsumeraffairs.gov/charity/charfrm.htm

STEP ONE: DO YOU QUALIFY FOR FUNDING?

You must answer "Yes" to all four following criteria in order to apply:

☐ Is your organization based in Ocean County and in existence and providing public programming for at least two years prior to application?

☐ Is your organization incorporated in the State of New Jersey as a non-profit organization or a unit of local government or an institution of higher education?

☐ If you are a non-profit organization, are you current with your 990 filing and do you have an IRS Letter of Tax Exempt status for Section 501(c) 3

☐ Is your organization actively seeking to serve a wide, general public audience?

Notes on Eligibility

1. The Commission reserves the right to determine eligibility based on your incorporation and tax-exempt status. The Federal Employer's ID number [FEIN] must be entered on the application.

2. The Commission will not accept applications from groups receiving or applying to another County Arts Agency (County Cultural & Heritage Commission or County Historical Commissions).

3. Organizations may only receive GOS grants from the Ocean County Cultural & Heritage Commission or the New Jersey State Council on the Arts for one funding cycle. Check NJSCA rules for clarification.

4. Organizations may apply for and receive grants from the history and art grant programs within the same grant. An organization can apply for both LAP and CHHP GOS funds if the group is wholly organized for only art and history purposes.

5. Schools may apply for Special Project Support for non-curricular, public programs, if the school provides a performance venue that provides for public, non-educational performances.

6. Grant monies will not be awarded for projects more appropriately funded by non-cultural organizations.

STEP TWO: DOES YOUR ORGANIZATION MEET THE COMPLIANCE REGULATIONS REQUIRED WITH THIS GRANT FUNDING?

1. Title VI of the Civil Rights Act of 1964
2. Fair Labor Standards of the Arts & Humanities Act of 1965
3. Health & Safety Standards
4. Section 504 of the Rehabilitation Act of 1973
5. Americans with Disabilities Act of 1990, including 2010 Revised Regulations of Titles II and III
6. Title IX of the Education Amendments of 1972
7. Drug-Free Workplace Act of 1988
8. Age Discrimination Act of 1975
9. State Law against Discrimination (NJS 10:5-1 et seq) barring discrimination on the basis of race, color, national origin, gender or disability.

STEP THREE: A match will not be required for the 2022 grant.

1. A CASH MATCH not required:	**2. PARTIAL CASH MATCH Option:**
☐ Applicants must match one dollar [$1] of their own revenue for every dollar [$1] of grant money awarded. ☐ Matching cash funds may include revenue from other grants, donations, individual giving campaigns, membership fees, fundraising events, anticipated program/project income. ☐ Evidence of matching funds, including copies of invoices and canceled checks, must be submitted with the grantee organization's Final Report at the end of the grant year in order to receive the final grant payment.	A partial cash match may be made with verifiable in-kind services only for exclusively arts-based nonprofit organizations with pre-approval from the Commission staff and specifically noted in the revised/approved budget included in written grant agreement contract. In-kind matches include volunteer services (using the in-kind formula in the budget of the grant application), use of facilities, or donated products. Evidence will be required for Final Report.

STEP THREE: WHAT TYPE OF GRANT FUNDING TO APPLY FOR?

1. GENERAL OPERATING SUPPORT [GOS]	2. SPECIAL PROJECT SUPPORT [SPS]	3. Summer Concert Support [SCS]
☐ This category is to support the overall operation of organizations incorporated **exclusively** for artistic purposes and covers the entire fiscal year. ☐ This category does not require adollar-for-dollar match for FY22. However, applicants should not apply for more funds than the organization can reasonably expend. ☐ Local Government and HigherEducation institutions may not apply in this area. ☐ The Commission reserves the right to limit funding to a maximum of $7,500 for organizations with limited capacity.	☐ This category is for a specific, well-planned project that brings quality art programming to the community and has defined startand completion dates. ☐ This category does not require a dollar-for-dollar match for FY22. However, applicants should not apply for more funds than the organization can reasonably expend. ☐ Non-profit organization incorporated exclusively for historical purposes may substitute up to 50% of the match with in- kind contributions. ☐ SPS grant funding cannot exceed $7,500.	☐ This category is to support well-planned local Summer Concerts of high artistic quality that provide public benefit through cultural enrichment. ☐ This category does not require a dollar-for-dollar match for FY22. However, applicants should not apply for more funds than the organization can reasonably expend. ☐ SCS grant funding cannot exceed $2,500 in FY22.

Organizations applying for Summer Concert Support funding are limited to grants of $2,500 or less. These applicants are required to provide a completed Long Range Plan Survey and a Facility & Program Accessibility Survey. Budget information will only be for the concert series. Applicants will not be required to file plans for disaster preparedness, long range or ADA. Special concerns involve the selection and artistic quality of performers.

STEP FIVE: HOW MAY THIS FUNDING BE USED?

ALLOWABLE USES OF GRANT FUNDING:	NON-ALLOWABLE USES OF GRANT FUNDING:
1. **General Operating Support [GOS] funds may be used:** to support the mission and activities (where not prohibited) of an art exclusive organization. 2. **Special Project [SPS] funds may be used to:** support the cost of an art-related special project open to the general public (e.g. Lectures, Performances, Workshops, Exhibitions, & Festivals). SPS Expenses Examples: - project related travel and Transportation (automobile travel @$.31/mile, train, or air coach travel) - consultant fees for artists - performance venue fees - art-related presentations - royalties and usage rights - rental of art-related materials and equipment - advertising & marketing costs - portions of administrative salaries associated only with the specific project - purchase of project-related materials and services: printing, typesetting, photo-copying, exhibit construction materials, etc. 3. **Summer Concert Support [SCS] funds may be used for:** support the cost of a public concert series. (e.g. facility rental, publicity, performer/artist fees)	1. Capital expenses lasting more than three years (e.g. lighting & a/v equipment, Instruments, real estate, construction, and exterior repairs to a structure). 2. Retroactive funding for work completed before submission of this application 3. Acquisitions/purchase including art work, artifacts and collections 4. Hospitality costs (e.g. food, refreshments, entertainment costs, and alcoholic beverages). 5. Out of State events 6. Foreign Travel 7. Payment of organizational deficits or debt service 8. Endowments, fellowships, scholarships, or prize money. 9. Organizations/projects that <u>do not actively seek a wide general public audience.</u> 10. Activities which are normally curricular or extra-curricular activities of public and private schools 11. Fundraising events that do not provide strong educational components 12. General operations of organizations whose primary mission is not constituted exclusively for Art purposes 13. Projects primarily recreational, rehabilitative, or therapeutic in nature 14. Projects that do not take place in Ocean County, New Jersey.

STEP SIX: DO YOU HAVE THE REQUIRED SUPPORT MATERIALS?

1. Proposed Budget and Matching Funds Form: This two page form encompasses both expenses and income for the proposed project (SPS) or organization (GOS). Expenses and Income numbers are projected and successful applicants will be expected to fill out a revised budget based on their grant award at the time of the contract.

2. Completed ADA Facility/Program Accessibility Survey: Offers a "snap shot" of the applicants ADA awareness and compliance efforts. These forms are used by the Cultural Access Advisory Committee and the Peer Reviewers during the evaluation process.

3. ADA Plan with Grievance Policy/Procedures: Offers peer reviewers and the Cultural Access Advisory Committee a detailed look at the organization's awareness and compliance efforts. All applicants are expected to produce ADA plans before their third application to the Commission. ADA plans must include date of adoption by the Board of Directors, grievance procedures, and non-discrimination language. Note: For assistance on completing an ADA plan contact C&H.

4. Board & Governance Chart: Provides the peer reviewers a look into the overall composition of the organization's board of directors and what skills or resources they bring to the organization.

5. Copy of your organization's most current IRS 990 Form: All 501(c)3 organizations are required to submit this form to the IRS annually or they risk losing their tax exempt status. An IRS 501(C) 3 Tax Determination Letter can be substituted by applicants in existence for less than 2 years.

6. Long Range Plans[not required for organizations that are not primarily art based]: Provide Peer reviewers a deeper understanding on the strategic goals of the organization and how the programs and projects detailed in the narrative further these long term goals.

NOTE: A completed ADA Facility & Program Accessibility Survey [enclosed in this packet] will be required from all applicants. Applicants with more than two years applying to the Commission must submit an ADA Compliance Plan including grievance procedures, nondiscrimination language, and a date of adoption by the Board of Directors. The submitted ADA plans must address the issues covered in the ADA Facility & Program Accessibility Survey.

STEP SEVEN: CAN YOUR ORGANIZATION MEET THE PROPOSAL EVALUATION CRITERIA?

An independent peer review panel composed of arts professionals will objectively evaluate the application using the criteria listed below. *The Cultural Access Advisory Committee will evaluate* the applicants *in the area of Accessibility.* The Commission staff provides the score for past grant compliant. The narrative portion of your application should clearly address the following standards:

- **EXCELLENCE & PROFESSIONAL STANDARDS (35 pts)** *The ability to produce and sustain quality programming: Questions 1 – 3 & Board Chart*
  - Document the excellence of the project/programs?
  - Demonstrate the qualifications of those individuals involved (leadership/board/volunteers/presenters) and their adherence to professional standards?
  - How do the programs serve to inform or educate the Public about Ocean County / New Jersey art?
- ***PUBLIC BENEFIT (25 pts)*** *Responsive to community needs and interests: Questions 2 & 4 & 5*
  - Understanding and responding to community needs & interests with targeted programs and projects?
  - Appropriate number of people who will be served?
  - Effective target marketing to attract and retain new audiences including social media?
  - Providing programs/special project that are appropriate and responsive to diverse audiences (individuals with disabilities, racially & culturally different backgrounds, senior citizens, economically disadvantaged)?
  - Promoting public awareness, appreciation, and understanding of Ocean County / New Jersey art?
- ***BUDGET (10 pts)*** *Clarity and appropriateness in planning & budget: Questions 2 & Budgets*
  - Have a clear, well-developed, and accurate budget?
  - Demonstrate realistic & appropriate expenses?
  - Demonstrate realistic & sustainable income projections
- **SUSTAINABILITY (15 pts)** *Overall health of the organization: Questions 1, 2, 5, 6 & Budgets*
  - Provide evidence of sound fiscal management and the capacity to undertake the project/programs?
  - Effective governance/board expertise/diversity?
  - Active fundraising and sound board-based support?
  - Provide realistic and achievable timeline & tasks?
  - How the program helps to build organizational capacity, increase revenue opportunities, market its identity, build community partnerships, attract new members?
- **LONG RANGE PLANNING (15 pts)** Activities further the strategic goals of the organization: All Questions & LRP
  - Demonstrate thorough and meaningful planning?
  - How this program/project further the organization's mission and long-range plan?

NOTE: organizations applying for GOS funding must submit an up-to-date organizational long-range plan as support material even if your organization has applied previously for GOS funding under this re-grant program.

- **COMPLIANCE & ACCOUNTABILITY (5 pts):** Does the Applicant Show past compliance with Commission reporting requirements and deadlines from previous grants?
    - 0 new applicant or no record in last three years
    - 1 past record of problems – e.g. barely complies with guidelines, incomplete reporting or applicant materials, poor financial recordkeeping
    - 2 past record of problems – Minor problems with reporting, applicant materials, or finances - all resolved by the time of reapplication
    - 3 average compliance – adheres to grant guidelines, deadlines, & reporting requirements
    - 4 fully comply – exhibits a solid of adhering to grant guidelines, deadlines, and reporting requirements for multiple years
    - 5 fully comply – The top scoring applicants in the previous grant cycle receive a Citation of Excellence and the top rating.

- **ACCESSIBILITY (10 Pts):** Does the applicant fulfill all of the programmatic and facility concerns outlined in the Commission survey?
    - Programs are as accessible as possible to the widest number of people.
    - The Applicant is working to remove programmatic, physical, and attitudinal, barriers that might keep people with disabilities from fully participating in programs.
    - The Applicant is working to make programs accessible to audiences.
    - Programming offered in facilities that are accessible and in compliance with specifications set forth in the Americans with Disabilities Act of 1990, and the organization has a plan for compliance (and ADA 2010 amendments)
    - The organization offers programming accommodations, if requested.

STEP EIGHT: REGRANTEE OBLIGATIONS

All successful applicants agree to the following requirements which will be further described in the Grant Agreement between the Regrantee and the Ocean County Cultural & Heritage Commission.

1. A Revised Budget based on the actual grant award will be required. Organizations may request a Regrantee Obligation meeting to go over details of their grant. The revised budget is due December 22, 2021 by 4:30 PM.

2. A Final Report will be due January 11, 2023 after the end of the grant period. Required Forms will be provided by the Commission. Regrantees that do not comply with the deadline may be denied future funding. Final Reports will include, but not necessarily be limited to:

- ▶ a description of how the funds were expended as well as demographic and statistical data on the population served.
- ▶ samples of publicity illustrating compliance with credit statement & logo requirements.
- ▶ documentation that all re-grant contractual requirements have been satisfied including evidence of required matching funds (copies of invoices, canceled checks, documentation of in-kind contributions, etc) must be submitted with the regrantee's Final Report.

NOTE: Failure to provide this complete documentation disqualifies the re-grantee from receiving the balance [Final Payment] of the grant.

3. Publicity: the regrantee is required to agree to the acknowledgement mandates regarding publicity as specified in the Grant Agreement which must be signed prior to payment. These requirements include:

- ▶ Recognition of the Commission and NJHC by the re-grantee organization in all its publicity releases; and
- ▶ Display of the Commission and NJHC Logos (available on the Commission website) along with the following statement in all publicity materials/brochures:

The [Regrantee Name] received funding this year from a grant administered by the Ocean County Cultural & Heritage Commission from funds granted by the New Jersey State Council on the Arts, a division of the Department of State.

Regrantees are strongly encouraged to list their events at www.oceancountytourism.com. This shared event listing service will be utilized by both the Department of Business Development & Tourism and the Cultural & Heritage Commission for publications, including *Out & About: Ocean County*.

4. Two Stage Re-grant Payment Schedule:

- #1 Partial Payment**:** This represents **75% of the total re-grant award** and will only be issued after the Board of Chosen Freeholders have approved the grants by Resolution. This process is continent on all regrantees returning their signed grant agreements. Checks can only be issued after the regrantee has signed and returned the purchase orders and payment vouchers to the Commission. This paperwork is turned over, processed, and paid according to the County's procedures. This may take several months after the awards are assigned.

- #2 Final Payment: This represents **25% of the total re-grant award.** It is released by the Commission after the re-grantee has filed an acceptable Final Report.

5. Unexpended Funds Must be Returned to the Commission: At times organizations find themselves in the position that they are unable to expend the grant money awarded or that they cannot make the required financial match. **If it appears that might be the situation with your organization, you must contact the Commission office as soon as possible!** The Commission staff will work with you to find a positive, productive solution.

NOTE: Failure to notify the Commission of non-use of funds in a timely manner may disqualify the re-grantee from receiving future grants. The Commission may be unable to reassign the funds to another organization and may have to return the funds to the State.

6. Availability of Funds: Please be aware of the possibility that grant payments may be delayed or cancelled due to the delay or cancellation of anticipated funding to Ocean County from the State.

7. On a rotating basis, the Commission may request complimentary tickets for at least one of your organization's grant-funded programs for grant monitoring purposes and to evaluate its excellence.