



NEW JERSEY HISTORICAL COMMISSION
COUNTY HISTORY PARTNERSHIP PROGRAM
FISCAL YEAR 2019
(1/1/19 to 12/31/19)

Atlantic County Grant Guidelines

Dennis Levinson
County Executive

Atlantic County
Board of
Freeholders

The Atlantic County Office of Cultural & Heritage Affairs (ACOCHA) is a unit of County government founded in 1975 to foster the growth and development of the preservation of history within the county. Through funds from the NJ Historical Commission (NJHC), the ACOCHA is able to provide Atlantic County non-profit organizations the opportunity to apply for grant funding for projects that promote history, provide public benefit, and are accessible to the public at large.

DEADLINE EXTENDED TO FRIDAY, NOVEMBER 9, 2018

TWO FREE GRANTWRITING WORKSHOP SESSIONS:

Thursday, July 26 (focused on narrative) & **Tuesday, July 31** (focused on budget) at **7:00 pm**
Atlantic County Library – Mays Landing Branch, 40 Farragut Avenue, Mays Landing, NJ 08330.

Registration is REQUIRED!

Please register online via the following links:

Thursday, July 26: <http://atlanticlibrary.evanced.info/signup/EventDetails?eventid=35035>

Tuesday, July 31: <http://atlanticlibrary.evanced.info/signup/EventDetails?eventid=35036>

PLEASE NOTE:

***WORKSHOPS ARE MANDATORY FOR ORGANIZATIONS
NEW TO THE GRANT PROGRAM***

HOW MANY COPIES TO SUBMIT? One (1) typed original, *signed in blue ink*.

WHERE DO THEY GET SUBMITTED? Mail or hand-deliver to:

Atlantic County Office of Cultural & Heritage Affairs, (Atlantic County Veterans Museum),
189 Route 50 South, Mays Landing, NJ 08330. *No electronic submittals will be accepted.*

**Funding has been made possible in part by the New Jersey Historical Commission,
a division of Cultural Affairs within the Department of State.**

The NJ Historical Commission is committed to providing public funding support so that historical organizations in New Jersey can develop and improve their services. The Commission's funds are limited but through the grant process they make every effort to support a wide and varied list of history agencies that provide New Jersey residents with excellent services.

STAFF

KIMBERLY BROWN,

ADMINISTRATOR, CULTURAL AND HERITAGE AFFAIRS

**THIS APPLICATION IS AVAILABLE IN LARGE PRINT BY EMAILING A REQUEST
TO KBROWN@ACLSYS.ORG OR CALLING 609-909-7309.**

Atlantic County Office of Cultural and Heritage Affairs

New Jersey Historical Commission Re-Grant Program

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INTRODUCTION:

Thank you for your interest in the Atlantic County Office of Cultural and Heritage Affairs’ (ACOCHA) re-granting program. The ACOCHA is the organization charged by the County to recommend and administer programs to increase the visibility and impact of local and county history, cultural values, goals and traditions of the community.

The ACOCHA administers County History Partnership Program (CHPP) funding provided by the New Jersey Historical Commission (NJHC). NJHC reviews the applications for CHPP funding and based on the perceived quality of the proposed programming and the anticipated value to the community, they allocate funds from their annual budgets to the County. Using the same criteria, the ACOCHA then re-grants some or all of the funding to

individual group applicants for implementation of their programs. Should you have any questions as you are working on this application, contact Kimberly Brown at 609-909-7309 or kbrown@aclsys.org.

The New Jersey Historical Commission is the State agency charged with promoting interest in history programs throughout the state. All applicants must comply with guidelines established by all funding entities. It is therefore imperative that all information requested be supplied. Failure to do so will result in disqualification.

Please note that all applicants must complete the ADA checklist and GOS applicants are required to provide a board approved ADA Plan.

These documents are essential parts of your application.

GOAL OF THE GRANT PROGRAM: The goal of the grant program is to engage diverse audiences and practitioners in the active exploration, enjoyment, interpretation, understanding, and preservation of NJ history. Grants are awarded to projects that achieve that objective. Successful proposals may do so through one or more of the following:

1. Broadening, deepening, and diversifying the audience for New Jersey history **see page 8*
2. Strengthening existing New Jersey history organizations or programs;
3. Initiating new programming on New Jersey history;
4. Increasing accessibility of historical resources to diverse communities;
5. Increasing the body and quality of information on New Jersey history available to the public;
6. Preserving materials for the study of New Jersey history.

It is important to understand that grants are competitive, and the final awards are based on historical merit, documentation of past programming, financial and administrative capability, the quality of the project, and prior funding histories, if available. The completeness and correctness of the application submitted will also be a factor in award considerations.

Given the limited grant resources available, applicants must use good judgment when completing the budget information and should submit budgets that accurately reflect their needs. Inflated budgets will be flagged, and may adversely affect funding decisions at all levels of review. Although the ACOCHA often has more requests than funds, every effort is made to award appropriate funding. It is not our intent to restrict your vision, but rather to encourage fiscal responsibility.

FUNDING LEVELS: There are two categories of funding under the ACOCHA's CHPP re-grant program. Applicants may apply in only one category annually, and may not be funded by ACOCHA and NJ Historical Commission at the same time.

- **General Operating Support (GOS):** General assistance to non-profit organizations whose primary mission is New Jersey history with collections or programming relating to the history of New Jersey. The organization will have a fully developed Long Range Plans, an ADA Plan and a demonstrated history of organizational and programmatic strength, as well as a history with the grant program. **Maximum award is \$6,000.**
- **Project Support (PS):** Funding for expenses of specific projects relating to New Jersey history. Eligible categories include conservation of historical materials (manuscripts, books, costumes, historical visuals); editorial and publication projects; educational initiatives; exhibitions; media (films, radio, videotape, digital media); public programs; capacity building, and research (including archaeological projects, fellowships, oral history, and National and New Jersey registers of historic places nominations). Any non-profit agency, organization or institution can apply as long as the project is specific to New Jersey history. **Maximum award is \$4,000.**

It is important to understand that grants are competitive, and the final awards are based on historical merit, documentation of past historic programming, financial and administrative capability, the quality of the project, and prior funding histories, if available. The completeness and correctness of the application submitted will also be a factor in award considerations.

Given the limited grant resources available, applicants must use good judgment when completing the budget information and should submit budgets that accurately reflect their needs. Inflated budgets will be flagged, and may adversely affect funding decisions at all levels of review. Although the ACOCHA often has more requests than funds, every effort is made to award appropriate funding. It is not our intent to restrict your vision, but rather to encourage fiscal responsibility.

ELIGIBILITY:

- Based in Atlantic County, NJ and the project for which you seek funding must take place in Atlantic County
- Be incorporated in the State of New Jersey as a non-profit organization by the Internal Revenue Service, Section 501 (c)(3) or 501(c)(4), be pending the same, or be a project of a local or municipal government entity. A copy of your IRS determination letter of tax-exempt status, preliminary ruling, or application for tax-exempt status must be included with your application.
- Up-to-date with NJ Charities registration (www.njconsumeraffairs.gov/charity/charfrm.htm)
- Have been in existence for at least two years;
- Use the grant for a local or NJ history project that demonstrates historic merit, culminates in an event, activity or product that is available to the public, and takes place in Atlantic County no sooner than January 1, 2019 and must be completed on or before December 31, 2019 for compliance with the NJHC grant cycle.
- Match every dollar requested with a dollar of your own.
- Comply with the Americans with Disabilities Act of 1990, which is the law. The grant evaluation panel will be looking for indicators of the applicant's "good faith" efforts to provide both physical and programmatic accessibility. Applicants will be required to complete and sign a provided ADA check sheet which states that they will comply with the Americans with Disabilities Act.
- Your organization may apply for and receive both arts and history re-grants from the Atlantic County Cultural & Heritage Office however you may not apply for funding for the same project. (Atlantic County also has an ARTS re-grant program)

COMPLIANCE WITH LAWS: *Applicant organizations must comply with all pertinent state and federal regulations including, but not limited to:*

- Fair Labor Standards (regarding the payment of fair wages and the maintenance of safe and sanitary working conditions); the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (all barring discrimination on among other things, the basis of race, color, national origin, disability, age or sex); and The Drug Free Workplace Act of 1988; and Section 1913 of 18 U.S.C.

ELIGIBLE EXPENSES:

- Salaries and wages
- Contracted services/outside fees and services
- Printing, publicity, marketing
- Postage and telephone
- Fundraising and development
- Staff training
- Lease expenses
- Mortgage interest
- Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
- Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
- Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense.)
- Basic grounds maintenance
- Travel and transportation (automobile travel @\$0.31/mile, train, or air coach travel)
- Insurance
- Licensing and registration fees (e.g., New Jersey charities registration)

- Planning for compliance with the Americans with Disabilities Act
- Long-term and strategic planning

INELIGIBLE EXPENSES:

- Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects.
- Exterior maintenance.
- Purchase of real estate, motor vehicles, or leasehold improvements.
- Acquisitions (including artifacts and collections)
- Hospitality. Food, beverage and related expenses for entertaining; these expenses, however, *can be shown as part of the applicant's matching funds.*
- Deficits, debt service and retroactive funding
- Expenses incurred prior to the grant period.
- Endowment
- Mortgage or loan principal.

MATCHING REQUIREMENTS: Each organization must match the funding requested from the ACOCHA's CHPP Grant program at least on a 1:1 basis. That is, for each dollar you request, you must be able to provide a dollar from other funding sources. The match may consist of cash or a mix of cash and in-kind contributions. At least 50% of the match must be cash. Cash sources may include other government agencies (excluding the ACOCHA, NJHC or other county cultural and heritage agencies), private contributions, membership fees, admission to programs, other grants, organization cash resources, etc. These contributions must be cash, not in-kind services. Salaries and benefits for organizational employees may be considered as cash match for the part of their job that is related to the project in question.

IN-KIND: The value of materials or services specifically identified with the project/organization which have been provided to the organization by volunteers or outside parties at no cash cost to the organization. The current rate that can be applied to a volunteer's time is \$24.69/hour.

REQUIRED ATTACHMENTS: Listed on the application checklist.

GRANT PERIOD: January 1, 2019 – December 30, 2019

DEADLINE: Applications consisting of **one non-stapled original** and all support materials must be delivered to Kimberly Brown at the Atlantic County Office of Cultural and Heritage Affairs office on or before Friday, September 7, 2018 at 4 p.m.

APPLICATION AND REVIEW PROCESS:

1. Atlantic County Office of Cultural & Heritage Affairs (ACOCHA) applies for funding to NJ State Council on the Arts.
2. At the beginning of each grant cycle, Grant Writing Workshops are scheduled to provide applicant organizations guidance with both the narrative and budget portions of the proposal, as well as offering the opportunity to meet with staff, review the requirements, and ask questions. All organizations planning to submit a proposal are encouraged to send a representative to the meeting, preferably the person responsible for organizing the proposal and writing the narrative. Please note, attendance is required for all first-time applicants!
3. Local organizations submit funding proposals to ACOCHA. Staff reviews for completeness and prepares review packets for the Grant Review Peer Panel. All proposals are carefully evaluated based on stated criteria. (No one involved with ACOCHA, the advisory board or Atlantic County government is involved)

with the review and evaluation.) Reviewers are consultants, not employees, of the ACOCHA and are selected after a review of their backgrounds that includes education and experience.

4. Panelists meet to review and rank the proposals according to how well they meet the stated criteria and priorities, come to a consensus and recommend full funding, partial funding or no funding. Recommendations are submitted to the Advisory Board's Grants Committee. At this time ACOCHA staff is asked to submit information about current filing and reporting status of applicants. The grant committee prepares the final decisions of dollar amounts. If the amount awarded to ACOCHA is less than the amount recommended for funding, an across the board formula established by staff and approved by the Advisory Board is implemented.
5. Recommendations for funding are approved as a whole by the Advisory Board and forwarded to the County Executive. Award letters are prepared by ACOCHA, signed by the County Executive and mailed out. A copy of the panel comment, an agreement sheet and vouchers are sent under separate cover from ACOCHA staff. (Or a general meeting of the grant recipients is held at which time all materials are disbursed.)
6. Unsuccessful applicants receive a letter from the ACOCHA. They may appeal the decision in writing, but only on the grounds that the original proposal was misinterpreted or misunderstood, no new information will be accepted for consideration. An applicant will have ten days from the date of the notification letter in which to submit an appeal. Decisions on appeals are final.
7. Funding is disbursed in two payments (75% and 25%).
 - a. The first payment (75%) is released by County Finance after the agreement sheet and vouchers have been received by ACOCHA and forwarded to County Finance.
 - b. Final payment (25%) is based on the following criteria:
 - i. Programs must be completed and funds utilized in strict compliance with the original proposal;
 - ii. Any changes in the program must be discussed with ACOCHA staff prior to implementation and must be reported in the Final Report;
 - iii. A short interim report is required to update the ACOCHA on program progress
 - iv. A Final Report, including financial documentation, attendance figures, a description of what was accomplished, images and samples of completed evaluation forms must be on file at the ACOCHA office;
 - v. The ACOCHA and the New Jersey Historical Commission must have been properly credited in all advertising and print and on-line materials;
 - vi. The organization must have provided and documented the required matching funds (cash or a mix of cash and in-kind contributions).
8. Interim reports must be submitted no later than July 7, 2019.
9. Final reports must be submitted no later than January 11, 2020. ***Reports for Special Projects are expected be submitted as soon as the funded project(s) is(are) completed.***

TAX EXEMPT STATUS: All organizations should be incorporated in the State of New Jersey as non-profit corporations. All organizations must have 501(c) 3 tax exempt status from the Internal Revenue Service. New applicants must submit a copy of the IRS letter of tax exempt determination with application. Any organization with gross contributions greater than \$10,000 in a given year must be registered with the NJ Charities Registration: www.state.nj.us/oag/ca/charity/charfrm.htm

ADA COMPLIANCE: Ensuring that history programming is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes not only the physical performance/exhibition space (whether you own it, rent it or are given its use for free) but also programming, audience marketing, personnel training, audience development and printed materials. All grant applications must include the ADA Accessibility Checklist included with the application. Organizations are encouraged to have in place an ADA Plan or evidence that they have begun the process to develop one. Please review the Smithsonian's Guidelines – which can be found online – with regard to ADA access to exhibits.

APPEAL PROCEDURE: Applicants may appeal the decision of the ACOCHA upon receipt of the award determination letter. **Please note: Appeals can be made only on the grounds that the application was misinterpreted or misunderstood. No appeal will be heard based solely on disagreements with the recommended funding level.** No new information will be accepted for consideration and additional segments cannot be added to increase the funding. **Applicants will have two weeks from receipt of the determination letter to file an appeal with the ACOCHA.**

ACKNOWLEDGEMENT/CREDIT LINE: The Atlantic County Office of Cultural and Heritage Affairs and the New Jersey Historical Commission must be credited in print and online promotions (posters, flyers, programs, etc.), and in press releases using the following language.

"Funding has been made possible in part by the New Jersey Historical Commission, a division of Cultural Affairs within the Department of State, through funds administered by the Atlantic County Office of Cultural & Heritage Affairs"

AUDIENCE SURVEYS TO ASSIST EVALUATION AND COLLECT DATA: Every organization involved in the grant program should develop and use an evaluative survey to help better understand the levels of participation, interest and success of their programs and projects. The survey should help to collect both quantitative data as well as qualitative data.

There is a generic survey online on the ACOCHA webpage. It available in PDF format: <http://www.atlantic-county.org/documents/cultural-affairs/generic-audience-survey.pdf>

FINANCIAL OVERVIEW: All organizations applying for GOS funding are required to complete the Cash Expense and Cash Income Overview pages that are part of the GOS application section.

MAKING CHANGES TO THE PROJECT: If for any reason, as the project or program proceeds, you find you must make changes to the original request, you must contact the staff of the Atlantic County Office of Cultural & Heritage Affairs as soon as possible through email or a certified letter. A new agreement sheet and financial page will have to be drawn up. (No changes will be accepted after October 30, 2019.)

PREPARING FOR THE FINAL REPORT: (due no later than January 11, 2020)

The final payment is made upon evaluation and approval of the final report, but may be withheld or reduced if grant funds are not expended based on the agreement; if the ACOCHA and NJHC are not credited in accordance with credit/publicity guidelines; the appropriate cash match is not made or if the final report is not complete. The final report includes a financial statement, attendance figures, narrative, and audience survey information.

1. Narrative describing the programs and services performed. Information provided should be consistent with that which was provided in the grant application. If more than one activity is involved, describe each. ***Provide statistical data.***
2. Describe audience impact. Include outreach efforts to underserved populations and regions. ***Provide actual or estimated figures of total attendance, including culturally diverse audience attendance.***
3. **Complete the financial page, providing detailed accounting of revenues and expenditures. Include a balance sheet of assets and liabilities.** Use the most recent accounting information.
4. Describe the impact of publicity/marketing efforts. ***Enclose all related material ensuring the correct Acknowledgement/Credit Line has been used (press clippings, advertisements, press releases, etc.)***

Some suggestions for preparing a proposal that best represents your organization and the work it does.

1. Have someone outside the organization read through the application with specific eye to the narrative. Write about the organization and its work as if describing it to complete strangers. Panelists are most often from outside Atlantic County and probably ARE strangers to the programs of local organizations. This funding is for organizations not individuals; therefore the proposal narrative should never refer to "I", or "MY" it should only refer to "the organization."

2. Resumes of persons involved in the coordination of the project are required. There are many online samples of what a basic resume looks like. In it a person can list not only any type of paid position but also volunteer committees where they organized programs or took leadership roles which can speak to their abilities in coordinating the project being discussed in the proposal.
3. It should go without saying... applications containing typos and grammatical problems don't paint a picture of professionalism. Incomplete and sloppy applications make it very difficult for the panel to evaluate the proposal. It is to the advantage to make the application as clear, concise, organized and as easy to read as possible. The panelists are reading between 20-30 grant proposals.
4. Refer to the checklist for what should be included in a complete application. Submit one original typed application (with original signatures in blue ink).
5. Include no more than two (2) support items such as press clippings, programs, advertisements, press releases etc. If funded in the past, highlight the funding statement and logos in those materials. Be sure to refer to YouTube videos or other online presence for programs by the organization, it can be critical to evaluating the artistic quality of the project or program. If there are multiple online sites, prepare a sheet listing the web links to reviews or articles that pertain to the programs.
6. No more than two photographic images can be printed onto pages of the application – please make the image at least 4” by 6” and provide a caption to explain the content.
7. Organizations are best served if members maintain strong prep and writing skills for this type of funding proposal, as well as proposals to other funding sources such as foundations or corporations. The Internet provides access to many free online courses such as “Grant Space” a service of the Foundation Center (www.grantSPACE.org/course-offerings). (If you do not have access to a computer and/or the internet, you can easily arrange for access to both in any Atlantic County Library branch as well as municipal libraries.)

**BROADENING, DEEPENING & DIVERSIFYING
HELPING TO BUILD AUDIENCES & PARTICIPATION:**

- Diversify participation - attracting different kinds of people than the regular audience to programs.
- Broaden participation - attracting more people or a larger number of people than the usual participation rate.
- Deepen participation - increasing the current participants' levels of involvement in the program and/or the organization.

Applicants need to show that they're not only cognizant of, but actively addressing the fact that today's audiences are vastly different than they were just a decade ago, and that embracing this reality is essential to their long-term viability and success. The following definitions were developed by the Wallace Foundation in its research on building audiences: Broadening: Attract more of the same type of people, i.e., increase the number of participants, etc.; Deepening: Increase the current participant's level of involvement, i.e., single ticket buyers become subscription buyers, funders give more money, volunteers give more time, etc.; Diversifying: Attract different kinds of people who have never attended/participated in the organization's programs. This could entail placing greater emphasis on expanding the ethnic makeup of its audience, targeting previously underserved age groups and communities, and increasing programming for visitors with disabilities, among others. For more information about audience development: www.wallacefoundation.org/knowledge-center

Organizations are best served if many members maintain skills for developing funding proposals which can be used for other sources of monies such as foundations or corporations. So we encourage multiple members to attend the grant workshops. In addition, the Internet provides access to many free online courses such as “Grant Space” a service of the Foundation Center (www.grantSPACE.org/course-offerings). Note: access to a computer and/or the internet, can easily be obtained in any Atlantic County Library branch as well as in most municipal libraries.)

Atlantic County Office of Cultural and Heritage Affairs
County Historical Partnership Program Grant Application
APPLICATION CHECKLIST

Required with all applications

APPLICANT ORGANIZATION	
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- *This checklist must accompany the application.*
- *The checklist items represent the order in which the application should be packaged.*
- *Check the column pertaining to the type of grant you are submitting: General Operating Support (GOS) or Project Support (PS)*
- *Check the shaded areas only if they pertain to your specific project.*

GOS	PS	DESCRIPTION
		Application checklist
		Signature page (SIGNED IN BLUE INK)
		ADA Checklist
		Board Approved ADA plan (GOS)
		Narrative (3-5 pages, no smaller than 12 point font)
		Budget (Expense and Income Charts)
		Organizational Financial Overview (GOS)
		Brief Bios or Resumes of Key Staff (include information about artists, consultants and/or staff to be hired as appropriate; if an individual has not been selected for the position provide a job description and requirements)
		List of Board Members with terms and lengths of service
		IRS letter of determination of 501c3 tax exempt status (IRS Form 990).
		Copy of Board-approved Long Range Plan (GOS)
		<i>For collaborative projects:</i> a letter of commitment from the partnering school, organization or institution
		<i>For publication projects:</i> writing sample from manuscript, representative illustrations, and production bid sheet from printer
		<i>For exhibition projects:</i> exhibition outline, photos of representative objects with captions
		<i>Support materials:</i> brochures, press clippings, programs, flyers etc., limit of two (2) samples. Organizations who have previously received funding, please include examples showing correct funding credit line.

- Please review your application before submitting to ensure it contains all the requested materials, gives complete information and the full picture of your organization and project for which you are requesting funds.
- All applications are reviewed of the Atlantic County Office of Cultural and Heritage Affairs staff before forwarding to the grant review panel. This review is only to check for all the required materials and documents.

Incomplete applications, those lacking any of the required materials as stated in the checklist above, will not be forwarded to the review panel.

Atlantic County Office of Cultural and Heritage Affairs

SIGNATURE PAGE

Applicant Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Primary Contact: _____ Title: _____

Primary Contact Phone: _____ Primary Contact Email: _____

Federal ID#: _____ Tax Exempt#: _____ *NJ Charities Reg#: _____

Organization Website: _____ Congressional District: _____ NJ Legislative District: _____

*New Jersey non-profit organizations raising more than \$10,000 a year must register with the NJ Division of Consumer Affairs, Charities Registration Bureau, 124 Halsey St., PO Box 45021, Newark, NJ 07101 (<http://www.state.nj.us/oag/ca/charity/charfrm.htm>)

GRANT TYPE: (Check one box only)

General Operating Support (GOS) Project Support (PS)

PURPOSE OF FUNDING STATEMENT (100 words or less): For publication purposes, state in 50 words or less what this funding will help support. The statement should illustrate both what will be made possible through the grant and its public benefit. GOS applicants should encompass the entire operation. Project Support applicants should describe the entire project. It will be used in press releases and other public inquiries. Begin with "This grant will help support..."

GRANT REQUEST SUMMARY:

Total Grant Request: \$ _____ Total Cash Match: \$ _____ Total In-Kind Match: \$ _____ Total Income: \$ _____

CERTIFICATION: (2 different signatures are required) (sign in blue ink after printing the page)

I certify to the best of my knowledge and belief, the information in this application is true and accurate. I further understand that submission of this application implies prior review and representations therein by my organization's board or appropriate governing body. I also understand and agree that submission to Atlantic County Office of Cultural & Heritage Affairs signifies intention of compliance with title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments 1972 and the Americans with Disabilities Act (ADA).

Name & Title - (President/Chair of Organizational Board) Date Signature

Name & Title - (Project Coordinator or Contact Person) Date Signature

History Grant Application ADA CHECKLIST

APPLICANT ORGANIZATION	
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This checklist covers basic accessibility issues and ADA (Americans with Disabilities Act) requirements. A comprehensive self-assessment is recommended for an organization to better understand its full obligations under the law. *A Self-Assessment Survey tool has been developed by the Cultural Access Network of New Jersey and is available by clicking the link below. Although designed for arts organizations, the guidelines are applicable to cultural facilities and programming in general.* <https://njtheatrealliance.org/accessibility/self-assessment>

The checklist indicates (in italics) which section to reference within the self-assessment survey tool. Very specific, helpful information about the various issues addressed, such as full facility guidelines, information on programmatic accommodations, sample non-discrimination policies, methods for training personnel, and sample grievance procedures can be found. Most issues of compliance, such as adopting a non-discrimination policy or grievance procedure, or providing sensitivity training can be quickly and easily accomplished with the resources provided in the self-assessment tool.

General Operating Support (GOS) recipients will be required to have a copy of their current board-approved ADA Plan on file with the ACOCHA. Other applicants should include All ADA Plans are reviewed by the ACOCHA’s ADA Committee for compliance.

ADA Plan

Does your organization have a board-approved ADA Plan?

	Yes
	No

If no, describe why not and what you are doing to develop or update a plan.

Facilities (See *Self-Assessment Survey-Facilities* section): Your organization is legally responsible for the facility where you present your project and programs, regardless of whether you own it, rent it or use it rent-free. **Check the response applicable to your facility.**

	Our facility/facilities and/or the facilities we will use for our project/program(s) is accessible to people with disabilities. We can assure this because (check one):
<input type="checkbox"/>	Our organization conducted a comprehensive survey of the facility/facilities.
<input type="checkbox"/>	A qualified architect or other professional conducted a comprehensive survey of the facility/facilities.
<input type="checkbox"/>	We have received a completed physical assessment from the venue we are using, which indicates that the site is accessible.
<input type="checkbox"/>	Other – explain:
	Our facility/facilities and/or the facilities we are using for our project/program(s) is not currently accessible; however, we/the venue offer the following reasonable accommodations to provide accessibility.
	Describe the accommodations:

Programmatic Accommodations/Marketing (See *Self-Assessment Survey-Effective Communication and Programs & Services sections*): Our organization will convey in all materials promoting the event that we will provide the following programmatic accommodations. Check the column which is applicable to the programs offered.

Accommodation	Accommodation or service is provided without prior request	Accommodation is provided upon request. <i>If so, include length of advance notice required</i>	Accommodation is not applicable for this type of program or project.
Assistive listening system			
Sign interpretation			
Audio description			
Open captioning			
Tactile exhibits			
Braille publications			
Large print publications			
Publications on audio cassette			
Other:			

Has your organization budgeted to provide for programmatic and service access accommodations? Note that you may use grant funds for cost of accommodations, except those related to facility renovation/construction or purchase of equipment.
If no, please explain why budgeting is not required.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Employment (See *Self-Assessment Survey-Management Practices/Employment section*): Does your organization have a board-approved policy that states it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement of services?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Sensitivity Training (See *Self-Assessment Survey-Management Practices/Policies section*): Have/will key personnel having contact with the public been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Grievance Procedure (See *Self-Assessment Survey- Management Practices/Grievance Procedure section*): Does your organization have a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Name/Title of your organization’s designated Access Coordinator:

Name **Title**

We understand that in accepting any grant funds from Atlantic County Cultural & Heritage Affairs and the New Jersey Historical Commission our organization must be in full compliance with all pertinent federal and state laws and regulations including the Americans with Disabilities Act.

History Grant Application

NARRATIVE

Please answer the questions on a separate page, listing each answer following the outline below.

The Atlantic County Cultural & Heritage Affairs Grants Review Panel will use the information provided herein to form its opinion of the value of the project and the appropriate funding level. Please provide enough detailed information to help the panel fully understand your project and your organization's ability to carry it out. *Use Times New Roman, 12pt type and do not exceed five (5) pages.*

On separate sheets of paper (with organization's name at the top) provide answers to the following questions – this will form the NARRATIVE of your proposal – it would be helpful to the reviewers if you use the letters and numbers and also parts of the questions as headings to your answers:

A. The ORGANIZATION: Provide a capsule description profile of the organization and its history.

1. Provide the mission statement from the organization's by-laws.
2. Synopsis of the: who, how, why and when of the development of the organization.
3. Who does it serve? How many members/volunteers? How many visitors/participants and from where do they come? Ages? Demographics? How do you know who they are?
4. How does the organization proposed to raise the funds that will match this funding proposal? Please explain how the organization accumulates its available cash match (i.e. memberships, donations, earned income etc.)

B. The PROJECT:

1. Describe the project for which you are seeking funds. Include research on associated costs e.g. estimates for printing, costs of archival materials, fee for a specific speaker or transcriber.
2. What is the timeline of the project? How it will be managed? What skills or experience do the managers have?
3. Based on the outlined goals of this grant program, explain how your project will address or fulfill any of these goals.
4. How will the public be made aware of the project?
5. Describe how you will measure the success or show that the project did provide public benefit or fulfill the stated goals.

C. The BUDGET:

1. Explain or give more detail about how grant funds will be spent. Describe how you arrived at the amounts entered in each expense category you completed on the following budget pages. *Examples: If you are hiring a program speaker for \$200, in the narrative explain that the speaker will work for 4 hrs @ \$50/hr. If your printing total was entered as \$500, the detail might read 1,000 color brochures @ .50/each. Be sure to explain how the expenses relate to and support your project. Discuss principal income sources and how those amounts are projected.*

D. The FINANCIAL OVERVIEW:

1. Discuss your organization's financial health, especially any significant variations in income and/or expenses in your 3-year income and expense budgets. Discuss any surpluses or deficits, if applicable. If there have been deficits, how are they being addressed?

History Grant Application

APPLICANT ORGANIZATION	
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GENERAL OPERATING SUPPORT | PROJECT SUPPORT BUDGET / PROJECT EXPENSES

Category of Expenditure	ACOCHA Grant Funds	Matching Funds*		TOTAL
		Cash	In-Kind**	
Personnel				
Salaries and Wages				
Fringe Benefits				
Contracted Services/Outside Fees and Services (list on separate page if necessary)				
Equipment Purchased (list on separate page if necessary)				
Operating Expenses				
Marketing (includes advertising, public relations, etc.)				
Travel/Transportation				
Lease Expenses				
Utilities and HVAC				
Basic Grounds Maintenance				
Phone				
Postage				
Printing				
Insurance				
Rentals				
Maintenace of collection				
Fundraising and development				
Staff Training				
Supplies/Materials				
Licensing/Registration Fees				
ADA/Long-Term Planning				
Hospitality				
Other (list)				
TOTAL				

**** Each organization must match the funding requested from the ACOCHA’s CHPP Grant program at least on a 1:1 basis. Match may consist of cash or a mix of cash and in-kind contributions. 50% of the match must be cash.***

***** In-kind contributions are donated goods and services, for which the organization does not pay cash, but which have documentable cash value. You may include the value of volunteers’ time at a rate of \$24.69/hour.***

History Grant Application

APPLICANT ORGANIZATION	
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GENERAL OPERATING SUPPORT | PROJECT SUPPORT BUDGET / PROJECT INCOME

Description	Cash	In-kind*	TOTAL (Cash & In-Kind)
Earned Income			
Admission fees, ticket sales, registrations			
Merchandise, concession, ad sales			
Membership dues			
Fundraising activities, events			
Other (list)			
Corporate Contributions (please itemize, insert rows as needed)			
Foundations (please itemize, insert rows as needed)			
Government Grants (other than ACOCHA; please itemize, insert rows as needed)			
Other Income			
Private contributions			
Endowment, interest income			
Organization cash reserves			
TOTAL ORGANIZATION INCOME**			
ACOCHA CHPP Grant			
TOTAL PROJECT INCOME			

**In-kind contributions must equal in-kind expenses outlined on previous page.*

*** Total Organization Income must equal or exceed the ACOCHA Grant request*

History Grant Application

APPLICANT ORGANIZATION	
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GENERAL OPERATING SUPPORT FINANCIAL OVERVIEW / CASH EXPENSES

Category of Expenditure	2017 Actual	2018 Projected
Personnel		
Salaries and Wages		
Fringe Benefits		
Contracted Services/Outside Fees and Services (list on separate page if necessary)		
Equipment Purchased (list on separate page if necessary)		
Operating Expenses		
Marketing (includes advertising, public relations, etc.)		
Travel/Transportation		
Lease Expenses		
Utilities and HVAC		
Basic Grounds Maintenance		
Phone		
Postage		
Printing		
Insurance		
Rentals		
Maintenance of collection		
Fundraising and development		
Staff Training		
Supplies/Materials		
Licensing/Registration Fees		
ADA/Long-Term Planning		
Hospitality		
Other (list)		
TOTAL EXPENSES		

History Grant Application

APPLICANT ORGANIZATION	
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GENERAL OPERATING SUPPORT FINANCIAL OVERVIEW / CASH INCOME

Description	2017 Actual	2018 Projected
Earned Income		
Admission fees, tickets, registrations		
Merchandise, concession, ad sales		
Membership dues		
Fundraising activities, events		
Other (list)		
Corporate Contributions (list on separate page, if necessary)		
Foundations (list on separate page, if necessary)		
Government Grants (list on separate page, if necessary)		
ACCOCHA Grant		
Other Income		
Private contributions		
Interest, endowment income		
Organization cash reserves		
TOTAL INCOME		
TOTAL EXPENSE <i>(will autofill from previous page)</i>		
SURPLUS [DEFICIT]		