



Dennis Levinson  
County Executive

Atlantic County  
Board of Freeholders

# ATLANTIC COUNTY OFFICE OF CULTURAL & HERITAGE AFFAIRS

The Atlantic County Office of Cultural & Heritage Affairs (ACCOCHA) is a unit of County government founded in 1975 to foster the growth and development of the local arts and historical community. Through funds from the NJ State Council on the Arts and the NJ Historical Commission, the ACCOCHA is able to provide Atlantic County non-profit organizations the opportunity to apply for grant funding for projects that promote artistic/historic excellence, provide public benefit, and are accessible to the public at large.

## **N.J. HISTORICAL COMMISSION RE-GRANTING PROGRAM**

### **GUIDELINES AND APPLICATION**

FOR

**CALENDAR YEAR JANUARY 1, 2021 – DECEMBER 31, 2021**

**A second round of grant applications will be accepted for the County History Partnership Program Grant administered by the Atlantic County Office of Cultural and Heritage Affairs.**

**DEADLINE TO APPLY:**  
**Friday, March 5, 2021 at 4:00 pm**

**ATLANTIC COUNTY OFFICE OF CULTURAL & HERITAGE AFFAIRS**

**ATTN: KIMBERLY BROWN, ADMINISTRATOR**

**189 ROUTE 50 SOUTH**

**MAYS LANDING, NJ 08330**

**PHONE: 609-909-7309 FAX: 609-625-2381**

**[kbrown@aclsys.org](mailto:kbrown@aclsys.org)**

**<https://www.atlantic-county.org/cultural-affairs/>**

**THIS APPLICATION IS AVAILABLE IN PDF FORMAT VIA THE OFFICE'S WEBSITE  
AND AVAILABLE IN MICROSOFT WORD/EXCEL BY REQUEST.**

***NOTE: Applications must be delivered to Kimberly Brown, Administrator,  
Atlantic County Office of Cultural & Heritage Affairs on or before March 5, 2021.  
Only one original with all support material is required.***

**ATLANTIC COUNTY OFFICE OF CULTURAL & HERITAGE AFFAIRS**

**COUNTY EXECUTIVE**

**DENNIS LEVINSON**

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**STAFF**  
**KIMBERLY BROWN, *Administrator***

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## INTRODUCTION

Thank you for having an 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 arts, cultural values, goals and traditions of the community.

A significant part of the ACOCHA's work each year is the development and administration of the Block Grants provided by the New Jersey State Council on the Arts (NJSCA) and the New Jersey Historical Commission (NJHC). A Block Grant is a single proposal submitted to a single source to fund the projects and/or expenses of several organizations. The NJSCA and NJHC review the proposals, 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 regrants some or all of the funding requested to the individual groups for implementation of their programs.

As you are working on this application, should you have any questions, contact Kimberly Brown at 609-909-7309 or [kbrown@aclsys.org](mailto:kbrown@aclsys.org).

The NJHC's mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past.

## ELIGIBILITY

**History:** Any nonprofit, government or educational agency with an historic focus within Atlantic County may apply for funding for itself or as the umbrella agency for an historical project that is largely the work of an individual. Work for which support is sought must be in some way related to Atlantic County history.

**Eligible History "Special Projects"** include any work of an historical nature that is based in documentation or research, primary or secondary, whether or not it is intended for publication. For all the sub-categories 1-4 listed here, **applications must present the significance of the history and include evidence that the work will be (or has previously been) performed or reviewed and approved by persons professionally qualified to do so.**

"Professionally qualified" is defined as meeting or exceeding the National Park Service's 36CFR 61, Appendix A, minimum professional requirements as listed in an amended version below:

The minimum professional requirements in history are a graduate degree in history or closely related field or a bachelor's degree in history or closely related field plus one of the following:

- 1) The equivalent of at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- 2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**(1) Written history based on primary sources:** National register nominations of County sites; Oral history projects; Biographies of significant persons or group biographies, or histories of cultural groups

or entities. Inventories or curatorial assessments of historical, archeological or antiquarian collections are eligible provided the work will produce a documentary record.

**(2) Non-written historical work intended as public history** (that is, to develop and communicate or publicize primary historical information related to County or local history): Videos, group or self-guided tours, podcast tours, websites, seminars, conferences, workshops, expert lectures or lecture series, Historic American Building Survey work, documentary photography, etc.

**(3) Publication Re-grants:** The re-grant program will provide limited funding assistance to offset the cost of printing brochures or tour guides or creating video documentaries from research (whether or not previously funded by this program) or for posting information on a community or other internet site, or both. The program will also offer limited assistance for republication of important historical materials (maps, pamphlets, brief local histories) of demonstrated public value and interest.

**(4) “Artful History”:** Artistic history-based happenings, historically based murals, musical arrangements or performances, historical re-enactments or performances on historical subjects inside or outside a theater can be considered history projects if at least 25% of the cost to be covered by the re-grant is for consultation with qualified historian(s) of the subject matter, or if they are the outcome or byproduct of a previously-awarded history re-grant that has been acknowledged to be genuinely history-based. If a proposed application cannot meet these requirements, the application might be better submitted under the ARTS category.

Proof of nonprofit status must be provided. Recipients of grant funding must comply with the Fair Labor Practices Law in the payment of supporting personnel at least the minimum compensation level prevailing for persons employed in similar activities. They must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and with the Americans With Disabilities Act. The organization must clearly explain its mission relating to history.

### **CATEGORIES OF FUNDING:**

There are three categories of funding under the ACOCHA’s regrant program.

**Special Project (SP):** Funding is for any nonprofit group, regardless of the intent of its charter to sponsor a history related project.

**General Programming Support (GPS):** Funding is for any nonprofit group, regardless of the intent of its charter, to offset the expense of presenting major, on-going history programs. These programs should have its own mission and goals and contain multiple events or activities. These activities could include a series of history lectures or other multiple events throughout the year and is distinguished from Special Projects by having multiple events rather than a single activity within a calendar year.

**General Operating Support (GOS):** This funding is for groups whose charter is primarily history related. It is designed to provide general operating support for groups that increase exposure to history in the community. This would include, but is not limited to: not-for-profit museums or galleries, historical societies and groups who exist primarily to create and/or present history projects/programming. General Operating Support funding is more stringent in its requirements and more detail is required in substantiating fiscal responsibility.

## FUNDING LEVELS

The maximum request for funding is \$6,500. It is important to understand that grants are competitive, and the final awards are based on historic merit, documentation of past programming, financial and administrative capability, and the quality of the project. The completeness and correctness of the application submitted to the ACOCHA will also be a factor in award considerations.

We ask that applicants use good judgment when completing the budget information. Inflated budgets will be flagged, and may adversely affect funding decisions at all levels of review. Applicants are encouraged to submit budgets that accurately reflect their needs. Although the ACOCHA always has more requests than funds, every effort will be made to award appropriate funding. Please do not hesitate to request more funding if your project truly requires it, and you can justify the expenses. It is not our intent to restrict your vision, but rather to encourage fiscal responsibility.

## ELIGIBLE/INELIGIBLE EXPENSES

- There are limits on what is acceptable for funding by the NJHC. Capital expenses or equipment needs are **NOT** permitted. Any material with a three year or longer life expectancy (i.e. photocopier, fax machine, a/v equipment, equipment leases, musical instruments, real estate, etc.) are considered capital expenses for the purposes of this grant.
- Some reusable materials are permitted, such as items purchased for collection storage, etc..
- Funds may **NOT** be used for deficit reduction or for the replacement of funds normally budgeted for the organization's activities.
- Funds may **NOT** be used for entertaining, such as costs for food or beverages; however, those expenses, if part of the project, may be shown as a match.
- Funds may **NOT** be used for scholarships.
- Projects must commence no sooner than January 1, 2021 and must be completed on or before December 31, 2021.
- **Proposals must be for projects/programming that take place within Atlantic County.**

## MATCHING REQUIREMENTS

Each organization must match the funding requested from the ACOCHA's Block Grant program at least on a 1:1 basis (colleges and universities must match on a 2:1 ratio). That is, for each dollar you request, you must be able to provide a dollar from other funding sources. These sources may include other government agencies (excluding the ACOCHA and NJHC), private contributions, membership fees, admission to programs, and other grants, etc. 75% of the contributions must be cash. In-Kind services can be allotted for the remaining match. Salaries and benefits for employees of the organization may be considered part of the cash match for that part of their job that is related to the project in question. Take note, volunteer hours at a rate of \$25.43 per hour can be utilized for in-kind.

## CULTURAL & PROGRAM/PROJECT CODES

The following codes are required by the State, and must be specified on the signature page of your grant application. The Cultural Code that applies is the one that best represents the predominant composition of your board and/or staff. If the program itself is targeted at a special constituency to promote cultural diversity, that should be noted in the narrative.

<b>Cultural Codes:</b>	<b>A</b>	Asian	<b>B</b>	African-American
	<b>H</b>	Hispanic	<b>N</b>	Native American / Alaska Native
	<b>W</b>	White, not Hispanic	<b>P</b>	Native Hawaiian / Pacific Islander
	<b>G</b>	General (no single race represents more than 50%)		

<b>Program Codes:</b>	<b>01</b>	Historical Site Support	<b>05</b>	Oral History Project
	<b>02</b>	Public History Program	<b>08</b>	Conservation/Preservation
	<b>03</b>	Educational History Program		

## **REVIEW PROCESS**

At the beginning of each grant cycle, a Grant Writing Workshop is held to provide applicant organizations the opportunity to meet with ACOCHA staff, review the requirements for the proposal, and ask questions and explore ideas for qualifying projects. 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.

Once the final submittal is made, the Administrator checks to determine that all required information is included, then prepares review packets for the Grants Review Panel. All applications are carefully reviewed by this independent panel of arts and history professionals. The proposals are evaluated for artistic/historic merit, the manner in which the proposals address the needs of the community, compliance with local, state and federal law, the applicant’s administrative capabilities and prior program and funding history, where available.

The panel will make recommendations and provide scores based on the following criteria:

1. **Quality of Experience:** Does the project, program or institution have a system or plan to ensure the highest quality to the work being conducted? Is the organization listening to numerous interests and points of perspective? Is the work or organization engaging and thought-provoking? How innovative is the concept?
2. **Audience Engagement:** Audiences seek experiences that are active, immersive and even social. How well does the organization understand and know its audience? Is the activity participatory or have a participatory component? Is there a learning component? Is the experience more than a singular event and include ways of continuing interaction and impact?
3. **Attendance/Quantitative Impact:** How many individuals will be touched by this programming in some way? Are there plans to reach as many people as possible? Is the marketing inclusive (i.e. are there efforts to reach a diverse audience)?
4. **Governance:** Does the organization have a track record of good programming administration? Is the governance (staff and board) diverse and inclusive? Is the governance representative of the community being served? Are high standards of professional conduct in place? Does the program or institution conduct critical assessment to determine success and impact?
5. **Budget:** Does the organization seem to have a realistic grasp of the programming costs? Is the organization working to diversify funding sources across government, foundation, business and audience/member giving? Is efficiency a consideration in programming goals?

The funding decisions are not made with regard to an upper limit. The panel may recommend reduced funding because of procedural failings or because the panel feels that the amount requested cannot be justified by the scope of the project, but it will not reduce the amount requested simply to fall under an artificially constructed dollar limit. The Panel’s recommendations are then submitted to the ACOCHA, which makes award recommendations to the Advisory Board. Upon final approval, award letters will be sent from the County Executive to all grant recipients.

## APPEAL PROCEDURE

Applicants may appeal the decision of the ACOCHA upon receipt of the County Executive's Award 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.**

## AWARDS

Awards will be made by letter. Groups should not begin projects dependent on NJHC funds until they have received official notification of the award amount. Every effort will be made to determine the likelihood of funding based on the best information available at the time, but no guarantee of funding can be made until the results are officially announced.

## FUNDING

Grant funds are distributed in two payments. The first payment will be made early in 2021, after the terms and specifications of the award are met and agreements are signed. You must also allocate the funds that will be available, and advise us of any changes that will be necessary to programs if there were reductions in funding at this time. The first payment is 75% of the final award amount.

The second payment (25%) is made in January/February 2022, after the Final Report is submitted and approved. Receipt of the final payment is dependent on several factors:

- 1) Programs must be completed and funds utilized in strict compliance as outlined in the proposal;
- 2) Any changes in the program must be reported in the Final Report, and must have been discussed with ACOCHA staff *prior* to implementation;
- 3) A Final Report must be on file at the ACOCHA office;
- 4) The ACOCHA and the NJ Historical Commission must have been credited in all advertising and published programs;
- 5) The organization must have provided and documented the required cash matching funds.

All or part of the final payment may be withheld if the above conditions are not met, or if other requirements that may be stipulated by the ACOCHA or NJHC during the contract period are not met. The extent of the monies that are withheld will be based on the individual circumstances.

Organizations may not receive grants from both the Atlantic County Office of Cultural and Heritage Affairs and directly from the New Jersey Historical Commission in the same funding cycle.

## ACKNOWLEDGEMENTS

The Atlantic County Office of Cultural and Heritage Affairs and the New Jersey Historical Commission must be credited in promotional literature (posters, flyers, programs, etc.) and press releases. Use the following language in crediting the agencies for history funding:

***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 and Heritage Affairs.***

**Atlantic County Office of Cultural and Heritage Affairs  
Block Grant Application Checklist**

This checklist (completed, signed and dated) must accompany the **original** copy of the application (no additional copies are required). The checklist items represent the order in which the application should be packaged.

- Application Checklist
- Signature Page
- Narrative (3-5 pages, 1.5 spaced, no smaller than 12 point font): The narrative should detail the history of your organization and be updated annually to include goals and results in the preceding calendar year.
- Activities Chart (Form A)
- Finance Chart – Expenses (Form B)
- Finance Chart – Income (Form C)
- Finance Chart – Fundraising (Form D)
- Community Chart (Form E)
- Resumes of Key Staff: This item may include biographies and should include information on artists proposed to be hired with grant funds.
- List of Board Members with terms and length of service
- Copy of By Laws (**Only required for first-time applicants**)
- Copy of audit or financial review (**Note: At a minimum, for non-government non-profits this must include the organization’s most recent IRS Form 990. Preferably, the Better Business Bureau Standard 11 should be followed: When total annual gross income exceeds \$500,000, complete annual financial statements audited in accordance with generally accepted auditing standards should be submitted. For organizations whose annual gross income is less than \$500,000, a review by a certified public accountant is sufficient to meet this standard. For organizations whose annual gross income is less than \$250,000, an internally produced, complete financial statement is sufficient to meet this standard.**)
- Copy of Board approved ADA Plan
- Copy of Board approved Long Range Plan (**Only required if applying for GOS funding**).
- Copies of publicity (press clippings, programs, flyers, etc. – limit of 10)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

**Atlantic County Office of Cultural and Heritage Affairs**  
**Block Grant Application / CHPP SECOND ROUND**  
**Signature Page**

*Complete the all forms in a clear and concise manner.*

THE DEADLINE FOR ALL APPLICATIONS IS: **FRIDAY, MARCH 5, 2021**

Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

Federal ID No. \_\_\_\_\_ Tax Exemption No. \_\_\_\_\_

Congressional District: \_\_\_\_\_ State Legislative District: \_\_\_\_\_ Cultural Code: \_\_\_\_\_ Program: \_\_\_\_\_

(for Cultural and Discipline codes, see page 5)

Program Summary:

**Choose one of the following funding categories:**

Special Project Amount Requested \$ \_\_\_\_\_

General Programming Support Amount Requested \$ \_\_\_\_\_

General Operating Support Amount Requested \$ \_\_\_\_\_

**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).*

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<b>Print Name &amp; Title</b> ( <i>President/Chair of Organizational Board</i> )	<b>Signature</b>	<b>Date</b>
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<b>Print Name &amp; Title</b> ( <i>Project Coordinator/Contact Person</i> )	<b>Signature</b>	<b>Date</b>
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## Narrative

Please provide enough specific information to allow the panel to make a valid decision and prepare a sound grant proposal. (See the attached checklist for help in organizing the narrative.) Narrative should be 3-5 typed pages, 1.5 spaced with 1" margins and font no smaller than 12 point.

**Special Project Applicants:** Provide a complete description of your proposed program. Include the title, program location, presenters and date of the program. Give a *brief* history of your organization and explain how this project helps historic enrichment. Please put the organization's name at the top of each sheet of the narrative, and number them sequentially if more than one page is submitted.

**General Programming Support Applicants:** Provide a complete description of your proposed events or activities. Include the titles, program locations, presenters and dates of the program. Give a *brief* history of your organization and explain how these events or programs provide historic enrichment. Please put the organization's name at the top of each sheet of the narrative, and number them sequentially if more than one page is submitted.

**General Operating Support Applicants:** You must complete two distinct parts of your narrative. The first should include a history of your organization, including major programs, goals and objectives. The second part must describe, in full, the intended use of the GOS grant funds received as the result of this application, and explain how it will further your organization's goals and objectives. Please put the organization's name at the top of each sheet of the narrative, and number them sequentially if more than one page is submitted.

**Budget Narrative:** Applicants are strongly encouraged to include a synopsis of their budget within the narrative. This may take the form of a few paragraphs describing any anomalies in forms B, C & D or just a review of the financial components of your organization. ***If your organization received panel comments in the past which involved questions relating to your financials, address in this section.***

## Narrative Checklist

The following checklist has been prepared to help you develop a complete narrative. In general, be sure your proposal answers the standard questions: who, what, when, where, why and how.

Your narrative should strive to answer these questions:

1. Did you tell us what your project is, who the artists/presenters are, where the program will take place, and when the program is scheduled?
2. Did you tell us who your audience is? How many people will attend? How many will participate? What the demographic distribution of your targeted audience is? Include the elderly, children under 12, minorities, and persons with disabilities. **NOTE: A detailed breakdown will be required as part of your final report. Please tell us here how you will gather the data required (see Form E).**
3. Did you tell us why the project is important? How will it benefit the community? What is the historic significance of the program? What is the connection to history? Did you tell how your project will broaden, deepen, and/or diversify the community's participation in history?
4. Did you explain your organization's mission? How will this program help meet your stated goals?
5. Did you tell us what about your organization, activities or programs are unique or exciting?
6. Did you tell us what methods you have used to reach out to special needs audiences: persons with disabilities, senior citizens, children, ethnic minorities?

## Publicity Plan

In the past, this application has asked applicants to describe their plan for publicity. Rather than asking applicants to complete a publicity plan, the ACOCHA is providing a checklist of what it expects as a minimal approach to adequate publicity:

1. Be sure to properly use the acknowledgments as stipulated on Page 7 in this application packet.
2. Your organization should have a Social Media presence (Facebook, Twitter, etc.). Announcements of upcoming events should be posted (with images) about one month prior to the event. A follow-up posting should be made (with new images) about two weeks prior to the event.
3. Give consideration as to how to reach underserved communities (i.e. disabled, elderly, youth, low-to moderate-income) in Atlantic County and the surrounding area. Consider what audiences you are not reaching and plan efforts to reach out to them. If you do not attract them, consider why and what can be done to build diversity in audience.
4. Collecting audience demographics is critically important, not just to grant reporting, but to understand gaps in audience attraction. The only way to build audiences is to understand who is coming to your events and why, and who you are not reaching and why.

## ADA Plan

Please provide a **one- to three-page narrative** plan describing efforts to ensure accessibility in facilities, programming, governance, and marketing. The plan should address the following items:

1. **Organizational Mission Statement:** An ADA Plan should include a few paragraphs describing the organization's background, mission and type of programming offered.
2. **Board-Approved ADA and Non-Discrimination Policy Statement:** An ADA Plan should outline the attitudes, practices and policies which provide a conducive environment for inclusion of people with disabilities, including, but not limited to, employment/volunteer practices, interview processes, and accommodations for volunteers with special needs.
3. **Grievance Procedure:** All non-profit organizations must develop their own Grievance Procedures. The purpose of a Grievance Procedure is to provide an internal mechanism for the prompt and equitable resolution of discrimination issues and complaints for employees, volunteers and **audience members**.
4. **Outline of Program and Services for People with Disabilities:** The outline should include descriptions of current services and programs and those proposed to be implemented.
  - a. Do you conduct sensitivity training with your staff and volunteers on an annual basis?
  - b. Do you provide reduced ticketing charges for disabled audience members and non-disabled assistive companions?
5. **Outline of Marketing, Publication Services and other Outreach Efforts to People with Disabilities:** The outline should include current and proposed outreach efforts.
  - a. Do you advertise through the County Department of Aging & Disabled?
  - b. Do your press releases and advertising mention accessibility and provide contact information for further information?
  - c. Do your fliers and brochures include standard accessibility logos?
6. **Outline of the Current Status of ADA Accessibility for All Venues to be Utilized:**
  - a. Have you completed a self-assessment of your facility? If so, what were the findings?
  - b. Do you have ADA compliant parking with accessible spaces and drop off areas?
  - c. Do you have wheelchair accessible routes to all public spaces?
  - d. Do you have accessible bathrooms?
  - e. Do you have wheelchair seating?
  - f. Do you offer assistive listening devices to augment sound for the hearing impaired?



## BLOCK GRANT FINANCE CHART - EXPENSES (FORM B)

### Applicant Organization:

Please round to the nearest dollar. **ALL ORGANIZATIONS MUST COMPLETE THIS FORM.**

It is strongly encouraged that the figures presented herein are explained in a budget narrative as part of your narrative component to this application. Also, make sure that you meet the match requirements of any grant request.

	2021 (1/21 - 12/21)			
A. Personnel	Grant Request	Matching Cash*	Matching In-Kind**	Total
Administrative Salaries (staff)				
History Salaries				
Technical/Production Salaries (IT, etc.)				
Fringe Benefits				
<b>SUBTOTAL PERSONNEL</b>				
B. Outside Fees & Services				
History (contracted)				
Other (contracted)				
<b>SUBTOTAL OUTSIDE FEES AND SERVICES</b>				
C. Capital Expenditures				
Acquisitions				
Other				
<b>SUBTOTAL CAPITAL EXPENDITURES</b>				
D. Other Operating Expenses				
Space Rental/Mortgage				
Marketing (advertising, PR, etc.)				
Travel & Transportation				
Phone & Postage				
Facility Maintenance				
Rentals (port-o-johns, etc.)				
Supplies & Materials (includes printing)				
Insurance				
Technical/Production (non-personnel)				
Hospitality (Food expenses)				
Other (itemize if over 5% of Line E below)				
<b>SUBTOTAL OTHER OPERATING EXPENSES</b>				
E. TOTAL CASH EXPENSES (A+B+C+D)				

*\* Each organization must match the funding requested from the ACOCHA's BLOCK Grant programs at least on a 1:1 basis (colleges and universities at least 2:1). Match may consist of cash or a mix of cash and in-kind contributions. 75% 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. A volunteers' time can be included using the national rate of \$25.43/hour.*

## BLOCK GRANT FINANCE CHART - INCOME (FORM C)

### Applicant Organization:

Please round to the nearest dollar. **ALL ORGANIZATIONS MUST COMPLETE THIS FORM.**

	2021 Projected (1/21 - 12/21)
<b>A. Earned Income</b>	
Admissions (Ticket Sales, registrations)	
Contracted Service Revenue (Rides, etc.)	
Merchandise, concession, ad sales	
Other (Property sales and all investment income to be spent)	
<b>SUBTOTAL EARNED INCOME</b>	
<b>B. Contributed Income/Private (Itemized in Form D: Fundraising)</b>	
Corporations & Businesses	
Foundations & Non-Profits	
Individuals & Other Private Sources	
<b>SUBTOTAL CONTRIBUTED INCOME/PRIVATE</b>	
<b>C. Contributed Income/Government</b>	
Government Grants (other than this grant)	
<b>SUBTOTAL OF ALL CONTRIBUTED INCOME/GOV.</b>	
<b>D. Other Income</b>	
<u>CASH</u> (include carry-forward surplus and other unearned and non-contributed income)	
<u>LOANS</u> used to support the activities of the organization	
<u>IN-KIND</u> : Volunteer hours, value of donations used toward project, etc.*	
<b>ATLANTIC COUNTY C&amp;H AWARDS (Requested for 2021)</b>	
<b>SUBTOTAL OTHER INCOME</b>	
<b>E. TOTAL INCOME</b>	

*\*In-kind contributions are donated goods and services, for which the organization does not pay cash, but which have documentable cash value. A volunteers' time can be included using the national rate of \$25.43/hour.*

## BLOCK GRANT FINANCE CHART - FUNDRAISING (FORM D)

**Applicant Organization:**

Please round to the nearest dollar. **ALL ORGANIZATIONS MUST COMPLETE THIS FORM.**

SOURCES	2021 Projected (1/21 - 12/21)
<b>A. Corporations &amp; Businesses (List individually below)</b>	
<b><i>SUBTOTAL CORPORATIONS &amp; BUSINESSES</i></b>	
<b>B. Foundations &amp; Non-Profits (List individually below)</b>	
<b><i>SUBTOTAL FOUNDATIONS</i></b>	
<b>C. Individuals</b>	
<b><i>SUBTOTAL INDIVIDUALS</i></b>	
<b>D. Government (other than this grant)</b>	
<b><i>SUBTOTAL GOVERNMENT</i></b>	
<b>E. TOTAL FUNDRAISING</b>	

## BLOCK GRANT COMMUNITY CHART (FORM E)

**Applicant Organization:**

**ALL ORGANIZATIONS MUST COMPLETE THIS FORM.**

Based on reporting requirements from the State and Federal agencies supporting the Block Grant Program, we must provide additional demographic analysis of the community being served by our programs.

Please provide the following information.

*NOTE: The numbers provided on this form may be estimates based on prior years.  
When your final report is submitted, actual figures will be requested.*

	General Population*	Board	Executive Staff	Support Staff	Volunteers	Artists	Live Audiences
Total #	274,549						
African-American	46,948						
Asian/Pacific Islander	23,062						
Native American	1,922						
Hispanic	52,713						
White	195,204						
Multi-racial	7,413						
N.J. residents	274,549						
Adults	200,970						
Children	73,579						
Seniors Over 65	49,144						
Persons w/ Disabilities	25,533						

\*as per 2010 Census

A. Estimate number of people served by Special Project/Program: \_\_\_\_\_

B. Total number of people served by your organization: \_\_\_\_\_

*(Total annual attendance figures for performances, workshops, classes, seminars, etc.)*