

GUIDELINES FOR SUSSEX COUNTY ARTS & HERITAGE COUNCIL HISTORY REGRANT PROGRAM FY2020

MISSION AND GOALS: The mission of the Sussex County Arts & Heritage Council is to foster and promote the artistic and cultural vitality of Sussex County.

The goal of the History Re-grant Program is to support historical societies and sites in Sussex County. The Council is pleased to administer the Regrant Program in an effort to pursue this goal. The program is funded by the New Jersey Historical Commission

Read the guidelines and the application thoroughly before completing the application.

GRANT PERIOD: FY 2020: January 1, 2020 to December 31, 2020

APPLICATION DEADLINE: **RECEIVED** before 5:00 p.m.
Friday, November 15, 2019 (No Exceptions)
Mail or deliver to:
The Sussex County Arts & Heritage Council
133 Spring Street, Newton, NJ 07860

ALL QUESTIONS: Call Grant Chairperson at 862-243-0397.

FUNDING CATEGORIES: Eligible organizations may submit applications in **ONE** of the following categories:

General Operating Support (GOS) – Organizations with a clearly-stated mission relating to history should apply in this category. These history organizations may request funding for the general operating expenses of the organization which may include expenses directly relating to a specific program. Applicants may request up to 20% of their operating budget. Special care should be taken not to inflate budgets. The intent of the GOS grant is to support day to day operations of the organization.

Special Project (SP) – Organizations or departments of other organizations which do not specifically deal with history but currently have or would like to develop history projects should apply in this category. First time applicants may request up to 50% of the project costs. Subsequent funding requests for the same SP may be up to 20% of the project cost. The intent of the SP grant is to get a project off the ground in hopes of the project becoming self -supporting in the future.

ELIGIBLE AND INELIGIBLE EXPENSES FOR RE-GRANTS

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Eligible Expenses

The following expenses are eligible:

- 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

County History Partnership Program grant funding may not be expended on any of the following:

- 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
- Deficits and debt service
- Retroactive funding
- Endowment
- Mortgage or loan principal

GENERAL PROVISIONS:

An organization or project must directly serve the Sussex County public and do at least one of the following things:

1. Increase the body of knowledge about history
2. Increase the audience for history in Sussex County
3. Improve opportunities for the study of history
4. Make history more readily available to a broad audience

EVALUATION CRITERIA:

The following criteria will be used by SCAHC in screening applicants

1. Historic merit of the organization and/or project
2. Ability of the staff (volunteer or professional) and the board to support the organization or project and oversee the provisions of the grant
3. Financial soundness of organization
4. Applications submitted by due date.
5. We require a copy of all programs, **original** copy of publicity that is sent to the media and flyers/other publicity material. The wording required by the state must be on all materials. (See last page for statement.)

DIRECTIONS:

General Directions:

1. Read all information carefully
2. Type all forms and narrative sections (Hint! Composing the narrative portion of your application will help greatly in preparing future applications.) Use only the forms enclosed with the application.
3. Sequence all forms and narrative as specified on application.
4. Signatures should be in *blue* ink.
5. Submit one (1) original and (3) copies of the completed application, submit (1) of support material
6. For GOS, financial data should reflect your fiscal year.
7. Do not enclose applications in binders. Applications should be stapled.

SUPPORT MATERIAL-(Refers to Section 7)

Support material is submitted in order to give the Regrant Committee additional information about the organization or project. Support material may consist of any of the following:

1. Up to six photographs
2. One DVD or CD
3. One published work
4. Flyers, Posters, Press Releases (up to 10)

All support material must be fit into one 9" x 12" envelope. Support Material will be retained by the SCAHC for promotional purposes until the end of the grant period.

PROPOSED CALENDAR: We offer this proposed calendar for your information as it may be helpful as you plan your projects.

Wednesday, September 4, 2019 - 7:00 pm

Grant Workshop at 133 Spring St., Newton. All **NEW APPLICANTS** are **REQUIRED** to attend the workshop. Attendance is **optional** for **current** and **former** Re-Grant groups. Please feel free to attend if you would like a refresher.

November 15, 2019 Applications due (No exceptions).

November 2019 Applications are reviewed by the Re-grant Committee and grant amounts are recommended by the committee.

December 2019 Recommendations presented to SCAHC Board of Directors for approval

January 10, 2020 Re-grantee Final Report for FY2019 is due to SCAHC

January 2020 Notification of Re-grant awards to all applicants at Annual Meeting

Upon receipt of funds from NJHC and receipt of final report from Re-grantee – Final payment for FY2019 is mailed to Re-grant recipients.

Winter/Spring 2020 Upon receipt of funds from NJHC and signing of contract from Re-grantee – First payment of 2020 given to Re-grant recipients.

APPLICATION ELIGIBILITY:

1. Currently be or be administered by a tax-exempt organization by determination of the IRS in accordance with 501 (c) (3)
2. Have a board of directors empowered to formulate policies and be responsible for the governance and administration of the organization, its programs and its finances
3. Comply with the Fair Labor Standards by paying professionals and supporting personnel at least the minimum wage prevailing for persons employed in similar positions
4. Comply with the Civil Rights Acts of 1964 and the Rehabilitation Act of 1973, and the Americans with Disabilities Act barring discrimination on the basis of race, color, national origin, sex, or disability
5. Have a clear purpose or mission related to history and at least a one-year record of sponsoring quality programs, projects and services that fulfills that mission
6. Demonstrate that the organization (in the case of GOS) or the project (in the case of SP) specifically benefits the citizens of Sussex County

Evaluation items judged by Re-grant Committee:

1. Historic Merit
2. Demonstrated capability of the organization
3. Clarity and completeness of the application
4. Potential for success within projected budget and timeline

5. Marketing plan and capability
6. Impact on Constituency
7. Outreach to broad culturally diverse constituency
8. Accessibility
9. Proper use of state wording (below) in ALL publicity and program materials.

“Funding has been made available in part by the New Jersey Historical Commission through the County History Partnership Program, as administered by the Sussex County Arts & Heritage Council.”

