

GUIDELINES FOR ARTS REGRANT PROGRAM 2018 SUSSEX COUNTY ARTS & HERITAGE COUNCIL

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 Regrant Program is to support and develop the arts in Sussex County. The Council is pleased to administer the Regrant Program in an effort to pursue this goal. The program is funded in part by the New Jersey State Council on the Arts/Department of State, a partner Agency of the National Endowment for the Arts.

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

GRANT PERIOD: FY 2018: January 1, 2018 to December 31, 2018
If awarded a grant, the funds will cover expenses incurred during this period.

APPLICATION DEADLINE: Postmark or hand deliver before 3:00 p.m. **Friday, October 27, 2017 (No Exceptions)**
Mail or deliver to:
The Sussex County Arts & Heritage Council
133 Spring Street, Newton, NJ 07860
973-383-0027

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 the arts should apply in this category. These arts 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 the arts but currently have or would like to develop arts projects should apply in this category. First time applicants may request up to 50% of the project costs. Subsequent funding for the same SP may request 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.

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 the arts
2. Increase the audience for arts in Sussex County
3. Improve opportunities for the study of the arts
4. Make the arts more readily available to a broad audience

EVALUATION CRITERIA:

The following criteria will be used by SCA&HC in screening applicants

1. Artistic 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 in 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) (showing the use of the required state wording)

All support material must be fit into one 9” x 12” envelope. Support Material will be retained by the SCA&HC 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.

July 2017 Grant award announced by NJSCA

Thursday, September 7, 2017 – 7:00 pm

Grant workshop at 133 Spring St., Newton. All **NEW APPLICANTS** are **REQUIRED** to attend the workshop. Attendance is **optional** for current Re-Grant Groups; however, please feel free to attend if you would like a refresher.

October 27, 2017 Applications due. (no exceptions) Applications are reviewed by Grants Committee and grant amounts are decided by the committee.

November, 2017 Recommendations presented to SCA&HC Board of Directors for approval.

January, 2018 Notification of Re-grant awards to all applicants at Annual Meeting.

January 13, 2018 Re-grantee final report due to SCA&HC
Upon receipt of funds from NJSCA and receipt of final report from Re-grantee – Final payment mailed to Re-grant recipients.

Winter/Spring 2018 Upon receipt of funds from NJSCA and signing of contract from Re-grantee, first payment of 2018 funds given to Re-grant recipients.

APPLICATION ELIGIBILITY:

To receive a grant under this program, applicants must:

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 professional performers, artists 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 the arts 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 panel:

1. Artistic Merit
2. Demonstrated capability of the organization
3. Clarity, timeliness 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 publicity and program materials.

“Funding has been made available in part by the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts, through the State/County Partnership Block Grant Program, as administered by the Sussex County Arts and Heritage Council. Additional funding is provided by the Sussex County Board of Chosen Freeholders.”