

SUSSEX COUNTY ARTS & HERITAGE COUNCIL

ARTS REGRANT PROGRAM 2024 GUIDELINES

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 Arts Re-grant Program is to support and develop the arts in Sussex County. The Council is pleased to administer the Re-grant 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 2024: January 1, 2024 to December 31, 2024

APPLICATION DEADLINE: **RECEIVED** before 5:00 p.m.
Friday, October 27, 2023 (No Exceptions)
Mail or deliver to:
Carol Yoshimine, Executive Director
Sussex County Arts & Heritage Council
133 Spring Street, Newton NJ 07860

ALL QUESTIONS: Call Carol Yoshimine at 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 **30%** 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 SCAHC 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 (2) 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 Re-grant 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. Flyers, Posters, Press Releases (up to 10) (showing the use of the required state wording)

Support Material will be retained by the SCAHC for promotional purposes until the end of the grant period.

GRANT WORKSHOPS: IN PERSON: Wednesday, August 30, 2023 at 4 pm, 133 Spring Street, Newton NJ. Repeated via ZOOM Tuesday, Sept. 5 at 7 pm.

All **NEW AND FORMER APPLICANTS** are **REQUIRED** to attend one of the workshop sessions.

Attendance is **OPTIONAL** for **CURRENT** Re-Grant Groups.

Register for workshop by sending your name, organization, email, phone number and desired session to: voshiminec@scahc.org

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

October 27, 2023 Applications due. (No exceptions)

November, 2023 Applications are reviewed by the Re-grant Committee and grant amounts are recommended by the committee.

November, 2023 Recommendations presented to SCAHC Board of Directors for approval.

January 10, 2024 Re-grantee Final Report for FY2023 due to SCAHC

January, 2024 Notification of Re-grant awards to all applicants at Annual Meeting.

Upon receipt of funds from NJSCA and receipt of Final Report from Re-grantee – Final payment for FY 2023 mailed to Re-grant recipients.

Winter/Spring 2024 Upon receipt of funds from NJSCA and signing of contract from Re-grantee, first payment of 2024 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 fulfill 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. 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 ALL 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 & Heritage Council.”