

# 2011 ATLANTIC COUNTY LOCAL HISTORY GRANT:

a competitive grant for funding from the NJ Historic Commission/Department of State.  
Grant awards are administered through the Atlantic County Office of Cultural & Heritage Affairs.

*These grant funds are available to assist or enable programs and services that expand the knowledge of local and NJ history; expand public access to this knowledge and protect and maintain primary history resources (collections and artifacts etc.). Non-profit history organizations and other organizations or educational institutions that provide history-related programs and services in Atlantic County, NJ are eligible to apply.*

Information and Guidelines: pages 1-3

Application: pages 4-6

**Please read the guidelines before filling out the grant application.**

**1. DEADLINE: Friday, September 10, 2010**. An original and two (2) copies must be received no later than 4:00 p.m. Mail or hand-deliver to: Atlantic County Cultural & Heritage Office, 40 Farragut Ave., Mays Landing, NJ 08330. (*The Office is located in the Atlantic County Library/Mays Landing which is open until 9pm M-TH and 5pm F-Sat.*) Do not put applications in binders. Grants will be reviewed by an outside panel convened for that purpose. We are working to have awards announced no later than November 30, 2010. **Grant Period: Oct. 1, 2010 through June 30, 2011**

**2. Matching requirements:** 1:1 match is required, which must consist of cash. Funding may be requested up to \$1200. (Funding is very limited this year.)

**3. Awards payments:** payout is made in two payments: Following receipt of signed vouchers, an initial payment of 75% of the award will be made. 25% is paid out after the receipt of an acceptable final report. The final report is due JULY 15, 2011.

**4. Grant Reporting:** A Final Report outlining how the project was successfully completed must be submitted by July 15, 2011, and must include documentation (receipts, canceled checks, etc.) for all grant-funded expenses.

**5. Ineligible grant-supported expenses include:**

- a. Capital improvements and maintenance, including buildings, interiors, exteriors and grounds
- b. Acquisitions (including artifacts and collections)
- c. Hospitality – this means food for receptions etc.
- d. Deficits and debt service and retroactive funding
- e. Endowments, awards and fundraising

**6. Allowable grant-supported expenses include:**

- a. Contracted services (excluding hospitality) i.e. research, design, transcribing, etc.
- b. Costs associated with exhibitions: i.e. copying, enlarging, materials, etc.
- c. Costs associated with brochures: i.e. printing, typesetting, design, etc.
- d. Costs associated with maintenance of collections: i.e. photocopying, digitizing, microfilming, acid-free storage containers, professional conservator, etc.
- e. Costs associated with programming: i.e. speaker's honorariums, workshop leader's fees, etc.
- f. Costs associated with marketing and publicity
- g. Costs associated with staff education and training
- h. Postage, Telephone and Utilities
- i. Equipment purchase/lease (including installation)
- j. Long-term planning and especially planning for compliance with the Americans with Disabilities Act

## 2011 ATLANTIC COUNTY LOCAL HISTORY GRANT - GUIDELINES CONT...

### 7 . PUBLICITY AGREEMENT:

During the grant period, re-grantee organizations must credit the NJHC and Atlantic County Cultural & Heritage Office in all printed materials and releases using the following statement: **"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"**

### 8. COMPLIANCE WITH LAWS:

Grantees under this program must comply with the Civil Rights Act of 1964, Fair Labor Standards under Section 5 (1) of the National Foundation of Arts and Humanities Act of 1965, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act of 1990, and may not discriminate on the basis of race, color, religion, national origin, gender, or disability. Please review the Smithsonian's Guidelines – which can be found online – with regard to ADA access to exhibits.

### 9. PRIORITY ISSUES:

*(Your project should address at least one of these priority issues.)*

- Increase public participation in historical programs and activities and expand public understanding and awareness of historical resources
- Increase the body and quality of information on Atlantic County and New Jersey history available to the public
- Preserve materials for the study and/or preservation of Atlantic County and New Jersey history
- Help strengthen and further develop existing Atlantic County history organizations.
- Improve management and interpretation of historic sites and historical collections
- Initiate new programming on Atlantic County and New Jersey history

## 2011 ATLANTIC COUNTY HISTORY GRANT

### How to assemble the grant proposal:

Do not put grant in a binder. It is suggested that the grant be submitted in a folder with two pockets. The name of the organization should appear on the cover of the folder.

**Questions?** If you have any questions, please contact the Atlantic County Office of Cultural and Heritage Affairs. The best method of contact is by email: [cmasonpurdie@aclsys.org](mailto:cmasonpurdie@aclsys.org). Telephone: 609-646-8699 ext. 6314.

### You grant application should be assembled in the following order:

1. Grant applicant information and certification form (page 4) should be on top, followed by...
2. Narrative form (page 5) with extra sheets stapled to it (if applicable)
  - a. Also stapled to the narrative: Resumes pertinent to the proposal (e.g. if you are requesting funding for "expert" assistance in some matter, please provide a resume and materials to elaborate on the person's or company's credentials)
3. Budget Sheet (page 6) with extra sheets stapled to it (if applicable)
  - a. Also stapled to the budget sheets: Financial information pertinent to the funding request (e.g. cost quotes from printers or other services for specific jobs for which you are requesting funding. Or examples of your research on cost estimates relevant to the proposed project.)
4. Proof of non-profit tax exempt status (include Federal I.D. number)
5. Support materials: these can include your organization's brochures, news clippings and other materials that help to inform the panel about the organization and its history of programming and services. It can also include information on key staff, volunteers and consultants (showing educational background, employment history, experience or knowledge relevant to the proposed project for which funds are being sought.) This is particularly important if you have indicated that they are key components of the project.

# 2011 ATLANTIC COUNTY HISTORY GRANT: Applicant Information & Certification Form

1. Name of Organization: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Organization's Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

4. Organization's Email: \_\_\_\_\_ Website: \_\_\_\_\_

5. Annual Budget: \$ \_\_\_\_\_ 6. Grant Requested: \$ \_\_\_\_\_

7. Project Coordinator: \_\_\_\_\_

*(The project coordinator is the person responsible to answer questions involving this application and the project itself.)*

8. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **CERTIFICATION:**

*I certify that to the best of my knowledge, that this proposal is an accurate statement of the project that this organization proposes to accomplish if awarded these funds. It is also an accurate statement of proposed expenditures, matching funds and obligations of this organization.*

*I understand and agree to comply with all requirements involving the funding match, reporting and crediting for the successful completion of the grant funded project should this organization be awarded.*

### **Signed by Executive Officer of Organization's Board:**

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

Name and Title: \_\_\_\_\_

### **Signed by Project Coordinator:** (lead person responsible for overseeing the project)

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

Name and Title: \_\_\_\_\_

## 2011 ATLANTIC COUNTY HISTORY GRANT: Application Narrative

Name of Organization: \_\_\_\_\_

Providing answers to the following will form the **NARRATIVE** of your proposal. Use an extra sheet of paper if necessary.

**8. The ORGANIZATION:** In 500 words or less, provide a capsule description or profile of the organization, its history, its mission, and who it serves.

**8. The PROJECT:** Begin your narrative by completing this statement: ***“This funding will enable our organization to...”*** Take care to describe all the details of the project for which you are seeking funds. Include its timeline, where will it take place, who will be involved, how will it be managed and by whom? Discuss how it expands knowledge, public access to this knowledge, preservation and other public benefits.

**2011 ATLANTIC COUNTY LOCAL HISTORY GRANT – BUDGET PAGE**

Name of Organization: \_\_\_\_\_

**9. The BUDGET:** please give breakdown below of budget costs for project. Use a separate area (#11) below to explain the costs in more detail. Attach additional sheet of paper if needed. All funds must be matched a minimum of 1 to 1.

	Match	Request	Total
Contracted services	_____	_____	_____
Printing / copying	_____	_____	_____
Postage/ phone / utilities	_____	_____	_____
Marketing / publicity	_____	_____	_____
Equip. purchase, lease, install	_____	_____	_____
Travel / transportation	_____	_____	_____
Supplies	_____	_____	_____
Education / training	_____	_____	_____
Other (itemize)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____

**10. Where does your match come from?** Please explain how your organization accumulates its available cash match, i.e. memberships, donations, earned income etc.

**11. Specific details about your budget:**