

2012 ATLANTIC COUNTY LOCAL HISTORY GRANT

This is a competitive grant for funds from the NJ Historic Commission/Department of State. This grant is administered through the Atlantic County Office of Cultural & Heritage Affairs.

The goal of these funds is 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.) is available to history organizations and other organizations that provide history related programs and services in Atlantic County, NJ.

Grant Period: October 1, 2011 through June 30, 2012

Please read the guidelines on pages 1 thru 3 before filling out the grant application.

1. **DEADLINE: Wednesday, August 24, 2011 – 6:00 pm.** One original signed in blue ink and two copies of the signed original should be mailed or hand-delivered 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 Mon. thru Thurs. and 5pm Fri. & Sat.*) Do not put applications in binders. Grants will be reviewed by an outside panel convened for that purpose. Awards will be announced in mid-October.
2. **MANDATORY WORKSHOPS:** Any organization wishing to apply to this grant program must have a representative participate in the following workshops. Applications from organizations that have not participated will not be considered for funding.
 - **Proposal Prep 101 & 102 to be presented on two Wednesdays: July 13 and July 20 – 7pm** at Atlantic County Library in Mays Landing. (*If your organization had a representative signed-in at the previous Proposal Prep workshops held in March and April – you are exempt from the July sessions.*) A third mandatory workshop “**Measuring and Evaluating Success**” is still being planned and will take place after the application deadline.
3. **APPLICATION SHOULD INCLUDE:** A narrative that answers questions found on page 5 as well as support materials such as:
 - 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)
 - examples of research on cost estimates relevant to the proposed project
 - brochures, news clippings and other materials that help to inform the panel about the organization and its history of programming and services
 - proof of the organization’s non-profit tax exempt status.
4. **Matching requirements:** 1:1 match is required, which must consist of cash. Funding may be requested up to \$1200. Funding is very limited.
5. **Awards are paid out 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.
6. **Grant Reporting:** A Final Report outlining how the project was successfully completed must be submitted by June 30, 2012, and must include documentation (receipts, canceled checks,

etc.) for all grant-funded expenses. (If the grant project extends beyond June 30, an interim report must be filed at that time with the final report submitted no later than September 1, 2012.)

7. Ineligible grant-supported expenses include:

- Capital improvements and maintenance, including buildings, interiors, exteriors and grounds
- Acquisitions (including artifacts and collections)
- Hospitality (food for receptions, luncheons, etc.)
- Deficits and debt service and Retroactive funding
- Endowments and awards
- Fundraising

8. Allowable grant-supported expenses include:

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

9. 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"**

10. 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.

11. Priority Issues we seek to assist or support through this grant include:

- Increase public participation in history activities and expand public understanding and awareness of historical resources
- Increase the body and quality of information on County & State history available to the public
- Preserve materials for the study or preservation of local and State 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 local and State history

2012 ATLANTIC COUNTY HISTORY GRANT: Application Form

1. Name of Organization: _____
2. Mailing Address: _____
 City: _____ NJ, Zip: _____
4. Contact Person/Title: _____
(Person responsible for questions involving this application, coordination of project and final reporting.)
5. Day Phone: _____ Fax: _____
 E-mail: _____
6. Annual Budget: \$ _____ Grant Requested: \$ _____

On a separate sheet provide answers to the following to form the NARRATIVE of your proposal:

- 7. The ORGANIZATION:** In 300 words or less, provide a capsule description profile of the organization, its history, its mission, and who it serves.
- 8. The PROJECT:** Describe the project, for which you are seeking funds, include its timeline and how it will be managed. Discuss how it expands knowledge of local and NJ history, how it provides public access to this knowledge and other public benefit. Describe how you will measure its success.
- 9. The BUDGET:** please give breakdown below of budget costs for project. Please use a separate sheet to explain the costs in more detail.

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

10. Please explain how your organization accumulates its available cash match, i.e. memberships, donations, earned income etc.

2012 ATLANTIC COUNTY HISTORY GRANT - Authorization Form

Name of Organization: _____

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 through 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 matching funds, 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: _____

Name and Title: _____

Date: _____

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

Signature: _____

Name and Title: _____

Date: _____

Grant Application should be assembled in the following order:

1. Grant application form (page 3) with budget information filled in.
2. Separate sheets with narrative information: questions 7,8,9,10 (make sure the organization's name appears on the top of each page)
3. Authorization form (page 4)
4. Proof of non-profit status (include Federal I.D. number)
5. Resumes pertinent to the proposal
6. Support materials: brochures, newsletter, flyers etc. and information such as cost quotes from printers or other services for specific jobs for which you are requesting funding.

Do not put grant in a binder. It is suggested that the grant be submitted in a folder with two pockets. Numbers 1-3 above should be stapled together and placed in the right pocket. 4-6 may be placed in the left pocket. 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.
Telephone: 609-646-8699 ext. 6314.

You may schedule to meet one-on-one to discuss your application on August 17, 2011 at the Atlantic County Library/VENTNOR from 10 am to 12 noon and again at the Atlantic County Library/MAYS LANDING from 6 pm to 8 pm.