



Salem County Cultural and Heritage Commission
Department of Cultural Affairs and Tourist Information Services

ADMINISTRATION BUILDING, 110 5th Street, SALEM, NEW JERSEY 08079 856.935.7510 x 8384

New Jersey State Council on the Arts
Local Arts Program

Re-grant Program Guidelines
2023



Salem County
DISCOVER THE
POSSIBILITIES

Salem County Cultural and Heritage Commission

2022 Board of County Commissioners

Benjamin H. Laury, *Director*

Gordon J Ostrum, Jr., *Deputy Director*

R. Scott Griscom

Edward A. Ramsay

Lee R. Ware

Salem County Cultural and Heritage Commission

Alyssa Caltabiano, *Director of Cultural Affairs*

Tom Mason, *President*

Paul Kranz, *Vice President*

Annette Devitt, *Secretary*

Patti Grenier, *Treasurer*

Bonny Beth Elwell

Cyndi Nolan

W. Pete Michel

Staff

Alyssa Caltabiano, *Director of Cultural Affairs and Tourism*

110 5th Street, Suite 400

Salem, NJ 08079

(856) 935-7510 ext. 8384

This program is supported by a grant from the New Jersey State Council on the Arts, managed by the Salem County Cultural and Heritage Commission and Salem County Director of Cultural Affairs, with the oversight of the Salem County Board of County Commissioners.



Table of Contents

Guidelines	4
Introduction.....	4
Schedule.....	4
Eligibility.....	5
NJSCA Funding Priorities.....	5
Grant Types.....	6
Matching Requirements.....	6
Maximum Request Amount.....	6
Ineligible Expenses.....	7
Review and Award Process.....	7
Payment.....	8
Appeal Procedure.....	8
Publicity.....	8
Appendix	9
Grant Reviewer Checklist.....	9

Introduction:

The Salem County Cultural and Heritage Commission (SCCHC) receives funding from the State of New Jersey through the New Jersey State Council on the Arts (NJSCA). These funds are specifically designated to be re-granted to arts institutions or for arts related special projects. The Salem County Director of Cultural Affairs is responsible for managing the re-grant program. The SCCHC serves in an advisory capacity to the Salem County Board of County Commissioners, who give final approval for funding decisions. Below is the 2023 Re-grant Schedule.

Schedule:

FY23 Re-grant Schedule and Deadlines	
<i>Applications Available</i>	July 2022
<i>Applications Due*</i>	September 12th, 2022
<i>Notification of Award</i>	December 2022
<i>Contract Available</i>	December 2022
<i>Contract Due*</i>	January 2023
<i>First Payment (75%)**</i>	February 2023
<i>Interim Reports Available</i>	May 2nd, 2023
<i>Interim Report Due*</i>	May 31st, 2023
<i>Final Report Available</i>	November 1st, 2023
<i>Final Report Due*</i>	January 3rd, 2024
<i>Final Payment (25%)**</i>	February 2024

***All due dates are final and will be strictly adhered to. Any unspecified due dates will be announced at a later date.**

**All dates are subject to change, specifically payment dates. We are only able to issue payment upon receipt of funds from the NJSCA. We issue payments as soon as funds are received.

FY22 Workshops	
<i>“Introduction to the Re-grant Program: Arts and History”</i>	Date: June 1st, 2022 Time: 5:00-6:30pm Location: Ware Building 51 Cheney Rd. Pilesgrove NJ, 08098
<i>“Re-grant Application Writing Workshop”</i>	Date: June 27th, 2022 Time: <u>History</u>: 5:00-6:00pm Arts: 6:30-7:30pm Location: Ware Building 51 Cheney Rd. Pilesgrove NJ, 08098
<i>“Re-grant Final Report Writing Workshop”</i>	November 14th, 2022 Time: <u>History</u>: 5:00-6:00pm

	Arts: 6:30-7:30pm Location: Ware Building 51 Cheney Rd. Pilesgrove NJ, 08098
--	--

Eligibility:

Those eligible to participate in the re-grant program include:

- **Non-profit or tax-exempt organizations located within Salem County**
 - Libraries, civic and community organizations, educational institutions (for non-standard extracurricular funding only), museums, historical groups, arts and culture organizations, and municipalities
- **Colleges, Universities, and other Educational and Religious Institutions**
 - activities must be marketed to and open to the general public
 - activities must be supplemented to any curriculum and separate from any religious observance
 - neither the grant nor the matching funds are used to pay salaries of faculty or members of the clergy
 - K-12 Schools are encouraged to seek artist residency support through the NJSCA Artist in Education program

Notes:

- You may not receive funding directly from the NJSCA **and** our local Re-grant Program within the same year. If you have applied directly to the NJSCA, you must disclose this information within your application or make it known to the Director of Cultural Affairs. This will ensure that you are only awarded funding from one source.
- Per this application, “Arts” refers to visual arts, music, dance, theatre, crafts, media arts, photography, design, and literature.
- Individual artists seeking fellowships must apply directly to the NJSCA.

NJSCA Funding Priorities:

Successful project proposals will touch on one or more of the following:

- **Support** - Strategically support New Jersey artists and arts organizations
- **Arts Education/Lifelong Learning** - Quality arts education and lifelong learning opportunities for everyone
- **Diversity** - People of all ages, abilities, and backgrounds engaged in the arts
- **Development** – New Jersey communities thriving through the arts
- **Awareness** – Widespread public understanding of the importance of the arts

Grant Types:

- **Special Project Grants**
 - Available to any non-profit or tax-exempt organization/municipality located in Salem County, regardless of its mission, to support a **special arts project**.
 - **Matching Requirement: 0%** The NJSA matching requirement has been paused through 2024. However, this is subject to change. Re-grantees are still expected to record any matching funds, both cash and in-kind.
 - **Maximum Request: \$_____**
- **General Operating Support:**
 - Available to any non-profit or tax-exempt organization located in Salem County, **whose mission is primarily arts related**.
 - **Matching Requirement: 0%** The NJSA matching requirement has been paused through 2024. However, this is subject to change. Re-grantees are still expected to record any matching funds, both cash and in-kind.
 - **Maximum Request: \$_____**
- **Technical Assistance:**
 - Available to any **established or developing**, non-profit/tax exempt, **arts** organization located within Salem County seeking financial assistance. These grants are designed to assist in the development of arts organizations in need of targeted financial assistance.
 - **Matching Requirement: 0%** The NJSA matching requirement has been paused through 2024. However, this is subject to change. Re-grantees are still expected to record any matching funds, both cash and in-kind.
 - **Maximum Request: \$1,000**
 - **Examples:**
 - Startup costs for non-profit registration
 - Administrative support
 - Insurance costs
 - Marketing development

IMPORTANT: Organizations may only apply for one type of grant each year.

Ineligible Expenses:

Ineligible Expenses

- Capital improvements and acquisitions. Any material or asset with longer life expectancy (ie. Photocopier, fax machine, a/v equipment, equipment leases, musical instruments, real estate, building repairs, or improvements, etc.)
 - Reusable materials such as theatre sets, exhibition supplies, or sheet music are not considered capital expenses
- Hospitality Costs – Food, beverage, or related expenses for entertaining (these expenses may be shown in matching funds, but may not be purchased with grant funds)
- Foreign Travel
- Deficits or replacement of funds normally budgeted for the program or project fundraising events
- Scholarship Funds or Fellowships
- Expenses incurred prior to the grant period

Review, Award, and Re-grant Process:

After your application is submitted, it is reviewed by the Director of Cultural Affairs for completeness and accuracy. Your application is then presented to a panel of professional grant reviewers for evaluation based upon the attached checklist, See page 12. The applications are evaluated for adherence to re-grant program rules and regulations, appropriate and accurate budgeting, quality programming and relationship to funding priorities. Successful applications will touch upon the funding priorities in a thorough narrative and have a detailed and realistic budget.

The panel of reviewers makes recommendation to the Director of Cultural Affairs and the SCCHC for funding. The Director and SCCHC then make the decision of which projects to award funding and in what amount. These decisions are then presented to the Salem County Board of County Commissioners for final approval. In all stages of this process, the County Code of Ethics is adhered to, to ensure no conflicts of interest arise and that funds are being allocated appropriately.

After approval is given by the County Commissioners, award letters are sent to each organization with notification of award amount. Attached with the award letter will be a copy of the grant-reviewer's score sheet and comments. In addition, contracts will then be sent to each organization. Contracts must be filled out, signed, and submitted before payment can be issued.

Upon completion of your project, the Director of Cultural Affairs, SCCHC members, and County Commissioners will conduct site visits and evaluations of completed projects. A simplified version of the Grant Reviewer Checklist will be utilized to assess the completeness and quality of your project. Do not stress over this; this process is mostly intended to increase communication between the County and our re-grantees, as well as to draw attention to and advertise your good work!

Payment:

Projects must commence **no earlier** than January 1st of the awarded calendar year and must be completed **no later** than December 31st of the awarded calendar year.

Funds are disbursed in two payments. This **first payment** will be issued upon the County's receipt of funding from the NJSCA and will be **75%** of your total awarded amount. This should ideally take place in January of the awarded calendar year. The **second payment** will be issued upon completion of your project and submission of your final report, and will be **25%** of your total awarded amount. This will ideally take place in January of the following year. Receipt of final payment is dependent on the following factors:

- Programs must be completed, and funds utilized in strict compliance with the plans specified in the contract
- Submission of Interim Report by due date specified in schedule
- Submission of a final report, compliant with all requirements of the re-grant program, by due date specified in schedule
- Any changes in the program must be discussed with the Director of Cultural Affairs *prior to implementation* and must be reported in the final report

Payment will be withheld if any of the conditions of the re-grant program are not met.

Appeal Procedure:

Applicants may appeal the decision of the grant reviewers and the SCCHC upon receipt of an award letter and score sheet.

Appeals can be made only on the grounds that the application was misinterpreted or misunderstood. No appeal will be heard solely on disagreements with the recommended funding level. No new information will be accepted for consideration, and additional segments cannot be added to increase funding. **Applicants will have two weeks from receipt of the determination letter to file a written appeal with the SCCHC.**

Publicity:

The SCCHC and NJSCA must be credited in publications, promotional literature, and press releases. The following language must be used in crediting these agencies: **"This project was assisted by a grant from the New Jersey State Council on the Arts, a division of the department of State, the Salem County Board of County Commissioners, and the Salem County Cultural and Heritage Commission."**

In addition, awarded organizations must include the "Salem County – Discover the Possibilities" logo, as well as the "New Jersey State Council on the Arts" logo on all publications and advertising.

A detailed publicity agreement will be included in your contract, with copies of logos and the publicity statement.

Grant Reviewer Checklist

This is the checklist that our panel of professional grant reviewers will be using to evaluate your proposal. Keep this in mind when planning your project and completing your application.

Applicant	
Evaluator	

Rate each of the following questions using the following scale:

- 10 Excellent presentation; no weaknesses
- 7-9 Strong presentation; minor weaknesses
- 5-6 Fair presentation; some weaknesses
- 3-4 Poor presentation; significant weaknesses
- 1-2 Inadequate presentation; major components missing and/or incomplete

___ 1. **Mission and organization history.** Did the applicant provide a clear picture of its mission, purpose, and history? Does the organization’s history support its capability to undertake this project?

Comments:

___ 2. **Project description.** Did the applicant provide a complete description of the project, including how it relates to its mission and the NJSCA priorities? (Page 23 of application) Does the applicant explain how the project relates to NJ history? Does the description evidence understanding of project content?

Comments:

___ 3. **Project and mission.** Does the applicant show how the project supports the organization’s mission and programs?

Comments:

___ 4. **Audience.** Is the audience description appropriate for the project? Are there efforts to serve special constituencies? Does the ADA Checklist support the narrative description?

Comments:

___ 5. **Timeline.** Is the timeline adequate for the projected work plan? Do all activities occur within the Commission’s grant period guidelines?

Comments:

___ 6. **Staffing.** Are the qualifications of the personnel involved appropriate for the project?

Comments:

___ 7. **Evaluation.** Is the assessment plan adequate and appropriate? Are there mechanisms to measure success of the project’s goals, beyond attendance?

Comments:

___ 8. **Marketing.** Is the publicity plan appropriate for the project? Is it designed to reach the targeted audiences?

Comments:

___ 9. **Collaborations.** (optional) If the project involves collaboration, are the partners appropriate to the project and have supplied evidence that they are committed to the project?

Comments:

___ 10. **Finances.** Is the financial plan complete and accurate? Has the applicant complied with guidelines, especially regarding use of grant funds?

Comments: