



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 Historical Commission County History
Partnership 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 Historical Commission, 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
NJHC Funding Priorities.....	5
Grant Types.....	6
Matching Requirements.....	6
Maximum Request Amount.....	6
Eligible and Ineligible Expenses.....	7
Review and Award Process.....	10
Payment.....	10
Appeal Procedure.....	11
Publicity.....	11
Appendix	12
Grant Reviewer Checklist.....	12

Introduction:

The Salem County Cultural and Heritage Commission (SCCHC) receives funding from the State of New Jersey through the New Jersey Historical Commission (NJHC). These funds are specifically designated to be re-granted to local historical institutions or for history 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 NJHC. 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

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

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
- **Individuals partnered with a non-profit or tax-exempt organization located within Salem County**
 - For history related research projects, specifically publications

Note:

- If your organization has an operating budget of at least \$100,000 in non-state history funds, you may apply directly to the NJHC for funding.
- If your organization can document that 25% of its audience (both virtual and actual) comes from beyond a 20-mile radius from its headquarters location, you may apply directly to the NJHC.

Organizations that do not meet these criteria may apply to their county re-grant program.

Organizations that offer demonstrated statewide history programming and services but have annual budgets under \$100,000 should contact the NJHC at (609) 292-6062 to determine eligibility.

Organizations that apply to the NJHC GOS program, but are not funded may apply to their county agency. This provision will enable a group that did not receive NJHC funding to apply to its county sooner rather than waiting three years to apply again to the state.

NJHC Funding Priorities:

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

- Broadening, deepening, and diversifying the audience for New Jersey history
- Strengthening existing New Jersey history organizations or programs
- Initiating new programming on New Jersey history
- Increasing accessibility of historical resources to diverse communities
- Increasing the body and quality of information on New Jersey history available to the public; and
- Preserving materials for the study of New Jersey history

Below are additional priorities that the NJHC looks for when making funding decisions. Try to keep them in mind when planning your FY23 projects and when completing the narrative portions of your Applications and Final Reports. **It is understandable that many of**

organizations have limited capacities, no worries! Try thinking of ways that your organization is already touching on some of these points.

- **Public Benefit** – What is the public benefit of your project? What audiences are you reaching? How are you assessing the impact of your project? Are you committed to increasing diversity in the subject matter, composition, personnel, and leadership of your project?
- **Professional Standards** – How are you adhering to the highest professional standards in the planning and execution of proposed activities? (in relation to non-profit management, care of collections, and historical research)
- **Realistic and Appropriate Budget**
- **Partnerships and Collaborations** – What partnerships does your organization utilize? Does your organization have any non-traditional partnerships? (Local, State, National Level?)
- **Communication of Public Benefit** – Do you have a strategy for effectively communicating the benefit of funded programs and activities to a broad and diverse audience?
- **Contemporary Issues** – Does your organization have a strategy for using materials of New Jersey History to address contemporary issues, wherever possible?

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 **project related to New Jersey history.**
 - **Matching Requirement: 20%** Awarded funds must be matched by 20%, through any combination of cash and in-kind contributions.
 - **Maximum Request: \$_____**
- **General Operating Support:**
 - Available to any non-profit or tax-exempt organization located in Salem County, **whose mission is primarily related to NJ history.**
 - **Matching Requirement: 20%** Awarded funds must be matched by **20%**, through any combination of cash and in-kind contributions.
 - **Maximum Request: \$_____**
- **Mini-Grants:**
 - Available to any non-profit/tax exempt organization located within Salem County, regardless of its mission, to support a special **project related to New Jersey History.** They are also **open to individuals conducting research and publication projects, under the umbrella of a non-profit or tax-exempt organization.** Mini-grants are designed for small organizations with modest budgets, conducting small scale projects.
 - **Matching Requirement:** There is no matching requirement for mini-grants. However, organizations should still record any matching contributions.

- **Maximum Request: \$1,000**
- Mini-grant projects include and are limited to:
 - Public Program/Presentation
 - Lecture, exhibit, conference, symposia, or workshop
 - Archival/Conservation Project
 - Supplies, conservation expenses
 - Marketing and Promotion of New Jersey Historic Resources
 - Video, photography, website development, signage
 - Research and Publication
 - Research conducted by an individual, under the umbrella of an organization, that results in publication
 - Fees associated with research and publication

IMPORTANT: Organizations may only apply for one type of grant each year. However, organizations may apply for a mini grant along with a special project grant or general operating support, **so long as the mini-grant is for research and publication.** This will allow organizations to conduct a special project, such as the creation of a new exhibit, while also funding the publication of an individual's research.

Eligible and Ineligible Expenses:

General Operating Support Expenses:

Eligible Expenses

- Salaries and wages
- Contracted services/outside fees and services
- Printing, publicity, marketing
- Postage and telephone
- Fundraising and development
- Staff training/capacity building
- Lease expenses
- Mortgage interest
- Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
- Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
- Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense.)
- Basic grounds maintenance
- Travel and transportation (automobile travel @\$31/mile, train, or air coach travel)
- Insurance
- Licensing and registration fees (e.g., New Jersey charities registration)

- Planning for compliance with the Americans with Disabilities Act
- Long-term and strategic planning

Ineligible Expenses

- Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects
- Exterior maintenance
- Purchase of real estate, motor vehicles, or leasehold improvements
- Acquisitions (including artifacts and collections)
- Hospitality
- Deficits and debt service
- Retroactive funding
- Endowment
- Mortgage or loan principal

Special Project and Mini-Grant Expenses:

Eligible Expenses:

- Archival folders, boxes, and other materials for conservation of historical materials such as manuscripts, books, textiles, and photographs
- Archival or research library user fees
- Equipment purchases with the following restrictions: only institutions and organizations may use grant funds to purchase major items, such as computers or video cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive recording devices and computer software.
- Equipment rental
- Materials for fabricating and installing exhibitions
- Microfilming
- Oral history transcription or recording
- Payment of exhibition loan fees and shipping costs
- Photography and photocopying
- Production of promotional or advertising materials
- Travel and maintenance for speakers and honoraria for speakers in the following amounts:
 - a. Keynote speaker, up to \$1,000; one keynote speaker per program
 - b. Main speaker, up to \$500
 - c. Chairperson or moderator, up to \$250
 - d. Panelist, up to \$175
 - e. Additional funds for higher honoraria may be requested if you can demonstrate

the speaker's particular merits

- Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
- Travel and/or maintenance while conducting research
- Travel expenses with the following limits: a. Automobile travel: \$.35 per mile b. Train or airplane fares (coach only; not first class) c. Food and accommodations: up to \$100 per day
- Publication costs, such as typesetting, printing, copyright permission fees, and binding
- Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers

Ineligible Expenses:

- Projects that do not relate to New Jersey history
- Project work that is completed before the grant is awarded
- Conservation of collections of unidentified photographs
- Conservation of materials owned by federal, county, or municipal governments
- Construction, restoration, preservation of gravestones, commemorative statues, historical markers, and other non-interpretive items
- Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
- Fiction and poetry
- Projects of federal or state government agencies
- Projects that are not accessible to the general public
- Publication of coloring books, cookbooks, and calendars
- Purchase of collections, furniture, textiles, artifacts, or other items for collections
- Restoration or preservation of structures
- Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
- Projects that do not comply with the requirements of the Americans with Disabilities Act
- Field trips, if that is the only component of the project
- Purchase of books or prepackaged instructional materials
- Purchase of items for collections
- Purchase of refreshments for the project's audience
- Retroactive funding (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)

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 NJHC, 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 NJHC 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 Historical Commission, 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 Historical Commission” 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 NJHC 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: