

# CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE

## N.J. COUNCIL ON THE ARTS RE-GRANTING PROGRAM

## N.J. HISTORICAL COMMISSION RE-GRANTING PROGRAM

### GUIDELINES AND APPLICATION

FOR

CALENDAR YEAR JANUARY 1, 2022 – DECEMBER 31, 2022



CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE

ATTN: ELIZABETH APPELYARD BAKLEY

4 MOORE ROAD

CAPE MAY COURT HOUSE, NJ 08210

(609) 465-1066-PHONE

[elizabeth.bakley@co.cape-may.nj.us](mailto:elizabeth.bakley@co.cape-may.nj.us)

<http://www.cmcculture.net>

***NOTE: Applications must be submitted electronically to [elizabeth.bakley@co.cape-may.nj.us](mailto:elizabeth.bakley@co.cape-may.nj.us) on or before, midnight, Friday, October 15, 2021.***

**CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE**

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**COUNTY DIVISION OF CULTURE & HERITAGE**

**DIANE F. WIELAND, *Director***  
**ELIZABETH APPEYARD BAKLEY, *Assistant***

**CAPE MAY COUNTY DIVISION-GRANT AWARD (THREE YEAR CYCLE)**

**NEW JERSEY STATE HISTORICAL COMMISSION TOTAL ANNUAL AWARD TO COUNTY- \$40,521.00**  
**NEW JERSEY STATE COUNCIL ON THE ARTS TOTAL ANNUAL AWARD TO COUNTY- \$200,000.00**

**\*FUNDING RECEIVED FROM THE STATE IS NOT GUARANTEED AND THEREFOR HAS TO BE APPROVED ANNUALLY AT THE STATE LEVEL. FUNDING RECEIVED IS RE-GRANTED 100%.**

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## INTRODUCTION

Thank you for your interest in the Cape May County Division of Culture & Heritage regranting program. The mission of the Division is to work in partnership with Cape May County cultural and heritage organizations to educate, encourage and inspire public participation in the cultural heritage of Cape May County. The Division serves as an advisory agency to the Cape May County Board of County Commissioners and aids the Commissioners in seeking available State and Federal funds to develop and support historical, arts and cultural programs.

A significant part of the Division's work each year is the development and administration of the Block Grants provided by the New Jersey State Council on the Arts (NJSCA) and the New Jersey Historical Commission (NJHC). A Block Grant is a single proposal submitted to a single source to fund the projects and/or expenses of several organizations. The NJSCA and NJHC review the blocks and based on the perceived quality of the proposed programming and the anticipated value to the community, they allocate funds from their annual budgets to the County. Using the same criteria, the Division then regrants some or all of the funding requested to the individual groups for implementation of their programs.

As you are working on this application, should you have any questions, contact Elizabeth Appleyard Bakley at the Cape May County Division of Culture & Heritage, (609) 465-1066, [elizabeth.bakley@co.cape-may.nj.us](mailto:elizabeth.bakley@co.cape-may.nj.us)

The NJSCA is the State agency charged with promoting interest in arts programs throughout the state. The NJHC's mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past. A portion of NJSCA's funding may come from the National Endowment for the Arts, and it is important to keep in mind that proposals submitted to the Division and by the Division must comply with guidelines established by all funding entities. It is therefore imperative that all information requested be supplied. Failure to do so will result in disqualification.

## ELIGIBILITY

***A Letter of Intent must be received and approved before an application may be filed. All changes must be discussed and approved by the Division before submission, or application may be denied.***

**Arts:** To be eligible an applicant must be incorporated in the State of New Jersey as a non-profit corporation or be a unit of government, college or university. **For the arts re-grant, non-arts groups can apply for funding only to support arts-related programs.** Any proposal that does not clearly support the arts, no matter how well prepared, will be denied funding. Arts as used in these guidelines include: visual arts (painting, sculpture, drawing, etc.), music, dance, theater, opera/music theater, crafts, media arts, photography, design arts and literature. The Division is open to other kinds of arts programming, but strongly recommends that you discuss the suitability of your project with the Division staff before beginning work on a proposal.

The State Council on the Arts does not permit county agencies to award fellowships. Any funding requested by an individual artist is considered a fellowship and is not eligible for Block Grant funding. Individual artists may apply directly to the NJSCA.

**History:** Any nonprofit, government or educational agency with a historic focus within Cape May County may apply for funding for itself or as the umbrella agency for an historical project that is largely the work of an individual. Work for which support is sought must be in some way related to Cape May County history.

Proof of nonprofit status must be provided. Recipients of grant funding must comply with the Fair Labor Practices Law in the payment of supporting personnel at least the minimum compensation level prevailing for persons employed in similar activities. They must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act. The organization must clearly explain its mission relating to history.

**Eligible History “Special Projects”** include any work of an historical nature that is based in documentation or research, primary or secondary, whether or not it is intended for publication. For all the sub-categories 1-4 listed here, **applications must present the significance of the history and include evidence that the work will be (or has previously been) performed or reviewed and approved by persons professionally qualified to do so.**

“Professionally qualified” is defined as meeting or exceeding the National Park Service’s 36CFR 61, Appendix A, minimum professional requirements as listed in an amended version below:

The minimum professional requirements in history are a graduate degree in history or closely related field or a bachelor's degree in history or closely related field plus one of the following:

- 1) The equivalent of at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- 2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**(1) Written history based on primary sources:** National register nominations of County sites; Oral history projects; Biographies of significant persons or group biographies, or histories of cultural groups or entities. Inventories or curatorial assessments of historical, archeological or antiquarian collections are eligible provided the work will produce a documentary record.

**(2) Non-written historical work intended as public history** (that is, to develop and communicate or publicize primary historical information related to County or local history): Videos, group or self-guided tours, podcast tours, websites, seminars, conferences, workshops, expert lectures or lecture series, Historic American Building Survey work, documentary photography, etc.

**(3) Publication Re-grants:** The re-grant program will provide limited funding assistance to offset the cost of printing brochures or tour guides or creating video documentaries from research (whether or not previously funded by this program) or for posting information on a community or other internet site, or both. The program will also offer limited assistance for republication of important historical materials (maps, pamphlets, brief local histories) of demonstrated public value and interest.

**(4) “Artful History”:** Artistic history-based happenings, historically based murals, musical arrangements or performances, historical re-enactments or performances on historical subjects inside or outside a theater can be considered history projects if at least 25% of the cost to be covered by the re-grant is for consultation with qualified historian(s) of the subject matter, or if they are the outcome or byproduct of a previously-awarded history re-grant that has been acknowledged to be genuinely

history-based. If a proposed application cannot meet these requirements, the application might be better submitted under the ARTS category.

The Division reserves the right to recommend that any organization with a gross income in excess of \$100,000.00 apply directly to the NJHC or NJSCA, this application would therefor be denied.

### **CATEGORIES OF FUNDING:**

There are three categories of funding under the Division's regrant program.

**Special Project:** Funding is for any applicant, regardless of the intent of its charter, to sponsor a special arts or history related project. This Special Project funding is intended to allow, for example, a civic or organization to present a music program as part of its annual holiday celebration; a social organization to mount an exhibit; or the local center to stage a theatrical performance. A single event.

**General Programming Support (GPS):** Funding is for any applicant, regardless of the intent of its charter, to offset the expense of presenting major, on-going arts programs. These programs should have their own mission and goals and contain multiple events or activities. These activities could include a series of concerts, history lecture or other multiple events throughout the year and is distinguished from Special Projects by having multiple events rather than a single activity within a calendar year.

**General Operating Support (GOS):** This funding is for applicants whose charter is primarily arts or history related. It is designed to provide general operating support for groups that increase exposure to art/history in the community. This would include, but is not limited to community theater groups, dance companies, museums or galleries, orchestras, and singing groups who exist primarily to create and/or perform art or history projects. General Operating Support funding is more stringent in its requirements and more detail is required in substantiating fiscal responsibility.

*Organizations may apply for one (1) arts re-grant and one (1) history re-grant per year. Two (2) separate applications are required.*

### **FUNDING LEVEL**

There are no set limits on the amount of funding that may be requested. However, it is important to understand that grants are competitive, and the final awards are based on merit, documentation of past programming, financial and administrative capability, and the quality of the project. The completeness and correctness of the application submitted to the Division will also be a factor in award considerations.

We ask, therefore, that applicants use good judgment when completing the budget information. Inflated budgets will be flagged and may adversely affect funding decisions at all levels of review. Applicants are encouraged to submit budgets that accurately reflect their needs. Although the Division always has more requests than funds, every effort will be made to award appropriate funding. Please do not hesitate to request more funding if your project truly requires it, and you can justify the expenses. It is not our intent to restrict your vision, but rather to encourage fiscal responsibility.

## ELIGIBLE/INELIGIBLE EXPENSES

There are limits on what is acceptable for funding by the NJSCA and NJHC. Capital expenses or equipment needs are **NOT** permitted. Any material with a three year or longer life expectancy (i.e. photocopier, fax machine, a/v equipment, equipment leases, musical instruments, real estate, etc.) are considered capital expenses for the purposes of this grant.

Some reusable materials are permitted, such as sets constructed for a theater presentation or the purchase of sheet music for a performance.

Funds may **NOT** be used for deficit reduction or for the replacement of funds normally budgeted for the agency's activities.

Funds may **NOT** be used for entertaining, such as costs for food or beverages; however, those expenses, if part of the project, may be shown as a match.

Funds may **NOT** be used for scholarships.

Projects must commence no sooner than January 1, 2022 and must be completed on or before December 31, 2022. Projects that do not fit within this time frame must be individually evaluated by the Division.

Proposals must be for projects or organizations residing in Cape May County, New Jersey.

## CULTURAL & DISCIPLINE CODES

The following codes are required by the State and must be specified on the signature page of your grant application. The Cultural Code that applies is the one that best represents the predominant composition of your board and/or staff. If the program itself is targeted at a special constituency to promote cultural diversity, that should be noted in the narrative.

<b>Cultural Codes:</b>	<b>A</b>	Asian	<b>B</b>	African-American
	<b>H</b>	Hispanic	<b>N</b>	Native American / Alaska Native
	<b>W</b>	White, not Hispanic	<b>P</b>	Native Hawaiian / Pacific Islander
	<b>G</b>	General (no single race represents more than 50%)		

<b>Discipline Codes:</b>	<b>01</b>	Dance	<b>08</b>	Photography
	<b>02</b>	Music	<b>09</b>	Media/Arts
	<b>03</b>	Opera, Musical Theatre	<b>10</b>	Literature
	<b>04</b>	Theatre	<b>11</b>	Interdisciplinary
	<b>05</b>	Visual Arts	<b>12</b>	Folk Arts
	<b>06</b>	Design Arts	<b>14</b>	Multidisciplinary
	<b>07</b>	Crafts	<b>17</b>	Presenters

## MATCHING REQUIREMENTS

Each organization must match the funding requested from the Departments' Block Grant program at least on a 50% cash match investment or in-kind. Salaries and benefits for employees of the organization may be considered part of the cash match for that part of their job that is related to the

project in question. These sources may include other government agencies (excluding the Commission, NJHC and NJSCA), private contributions, membership fees, admission to programs, and other grants, etc.

## **REVIEW PROCESS**

At the beginning of each grant cycle, a Grant Writing Workshop is held to provide applicant organizations the opportunity to meet with Division staff, review the requirements for the proposal, and ask questions and explore ideas for qualifying projects. All organizations planning to submit a proposal are encouraged to send a representative to the meeting, preferably the person responsible for organizing the proposal and writing the narrative.

***Two virtual workshops will be available on: Wednesday, September 15, 2021, from 9:00am-10:00am or Thursday, September 16, 2021, from 1:00pm-2:00pm. You may attend either or both.***

Once the final submittal is made, the Division checks to determine that all required information is included, then prepares review packets for the Grants Review Panel. All applications are carefully reviewed by this independent panel of arts and history professionals. The proposals are evaluated for artistic merit, the manner in which the proposals address the needs of the community, compliance with local, state and federal law, the applicant's administrative capabilities and prior program and funding history, where available.

The panel will make recommendations and provide scores to the Division based on the following criteria:

1. **Quality of Work, Education or Creative Experience:** Does the project, program or institution have a system or plan to ensure the highest quality to the work being conducted? Is the organization listening to numerous interests and points of perspective? Is the work or organization engaging and thought-provoking? How innovative is the concept?
2. **Audience Engagement:** Audiences seek experiences that are active, immersive and even social. How well does the organization understand and know its audience? Is the activity participatory or have a participatory component? Is there a learning component? Is the experience more than a singular event and include ways of continuing interaction and impact?
3. **Attendance/Quantitative Impact:** How many individuals will be touched by this programming in some way? Are there plans to reach as many people as possible? Is the marketing inclusive (i.e. are there efforts to reach a diverse audience)?
4. **Governance:** Does the organization have a track record of good programming administration? Is the governance (both staff and board) diverse and inclusive? Is the governance representative of the community being served? Are high standards of professional conduct in place? Does the program or institution conduct critical assessment to determine success and impact?
5. **Budget:** Does the organization seem to have a realistic grasp of the programming costs? Is the organization working to diversify funding sources across government, foundation, business and audience/member giving? Is efficiency a consideration in programming goals?

The funding decisions are not made with regard to an upper limit. The panel may recommend reduced funding because of procedural failings or because the panel feels that the amount requested cannot be justified by the scope of the project, but it will not reduce the amount requested simply to fall under an artificially constructed dollar limit. The Panel's recommendations are then submitted to the Division, which makes award recommendations to be considered by the County Commissioner Board.

## APPEAL PROCEDURE

Applicants may appeal the decision of the Division upon receipt of the panel's determination letter. **Please note: Appeals can be made only on the grounds that the application was misinterpreted or misunderstood. No appeal will be heard based solely on disagreements with the recommended funding level.** No new information will be accepted for consideration, and additional segments cannot be added to increase the funding. **Applicants will have two weeks from receipt of the determination letter to file an appeal with the Division.**

## AWARDS

Awards will be made by letter in late January 2022. Groups should not begin projects dependent on NJSCA or NJHC funds until they have received official notification of the award amount. Every effort will be made to determine the likelihood of funding based on the best information available at the time, but no guarantee of funding can be made until the results are officially announced.

## FUNDING

Grant funds are distributed in two payments. The first payment will be made in February 2022, after the terms and specifications of the award are met and contracts are signed. You will have 14 days from receipt of contract to sign and return it to the Division; failure to do so may result in a loss of funding. This process includes notification of the final amount of the award. You must also allocate the funds that will be available and advise the Division of any changes that will be necessary to programs if there were reductions in funding at this time. The first payment is 75% of the final award amount. In the event a grant award is less than or equal to \$1,500 a lump sum payment will be made upon receipt of the previously mentioned criteria.

The second payment (25%) is made after the Final Report is submitted in January 2023. Receipt of the final payment is dependent on several factors:

- 1) Programs must be completed, and funds utilized in strict compliance with the plans outlined in the proposal;
- 2) Any changes in the program must be reported in the Final Report, and must have been discussed with Division staff *prior* to implementation;
- 3) A Final Report must be on file at the Division office;
- 4) The Division and the State Council on the Arts or Historical Commission must have been credited in all advertising and published programs;
- 5) The organization must have provided and documented the required cash matching funds.

All or part of the final payment may be withheld if the above conditions are not met, or if other requirements that may be stipulated by the Division, NJSCA or NJHC during the contract period are not met. The extent of the monies that are withheld will be based on the individual circumstances.

*Organizations may not receive grants from both the Cape May County Division of Cultural & Heritage Re-Grant Program and directly from the New Jersey State Council on the Arts or the New Jersey Historical Commission in the same funding cycle.*

## ACKNOWLEDGEMENTS

The Cape May County Board of County Commissioners along with the Cape May County Division of Cultural & Heritage and the New Jersey State Council on the Arts or New Jersey Historical Commission must be credited in promotional literature (posters, flyers, programs, etc.) press releases and social media.

Use the following language in crediting the agencies for arts funding: **“Funding has been made possible in part by the New Jersey State Council on the Arts / Department of State, the National Endowment for the Arts, and the Cape May County Board of County Commissioners through the Cape May County Division of Culture & Heritage.”**

Use the following language in crediting the agencies for history funding: **“Funding has been made possible in part by the New Jersey Historical Commission / Department of State, and the Cape May County Board of County Commissioners through the Cape May County Division of Culture & Heritage.”**

Additionally, the County Seal, and the seals of the N.J. State Council on the Arts or New Jersey Historical Commission, respectively, must be placed on all promotional materials for programs being funded through re-grant awards. Seals will be emailed to you upon award of funds.

# CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE

## FY2022 Block Grant Application Checklist

This checklist (completed, signed and dated) must accompany the application. The checklist items represent the order in which the application should be packaged. Those labeled as “attachment” you will need to provide. Please submit everything electronically. Please TAB after each entry.

- Application Checklist
- Signature Page
- Narrative Questions
- Activities Chart (Form A)
- Local Arts and History Finance Chart – Expenses (Form B)
- Local Arts and History Finance Chart – Income (Form C)
- Local Arts and History Finance Chart – Fundraising (Form D)
- Budget Narrative & (attachments)
- Key Staff: This item may include a one-page resume of key staff persons (GOS only) or one-page resume on artists proposed to be hired with grant funds, if requesting (attachment)
- List of Board Members with terms and length of service (one page minimum) (attachment)
- Copy of By Laws (**Only required for first-time applicants**) (attachment)
- Copy of Board approved ADA Plan (attachment)
- Copy of Board approved Long Range Plan (**Only required if applying for GOS funding**). (attachment)
- Copies of publicity (press clippings, programs, flyers, etc. – limit of 5) (attachment)

*By signing, you are also agreeing to the guidelines listed within this packet.*

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

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

**CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE**

**FY2022 Block Grant Signature Page**

Complete the attached forms in a clear and concise manner. To move through the fields, use TAB.

THE DEADLINE FOR ALL APPLICATIONS IS: **FRIDAY, OCTOBER 15, 2021**

Choose one Grant Type: **Select Grant Type**

Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Online Presence: \_\_\_\_\_

1) Contact Person & Phone Number: \_\_\_\_\_

2) Contact Person & Phone Number: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_ NJ Charities  
Registration No.: \_\_\_\_\_ (if applicable)

State Legislative District: \_\_\_\_\_ Cultural Code: \_\_\_\_\_ Discipline: \_\_\_\_\_  
(for Cultural Code and Discipline Code, see page 7)

**Choose one of the following funding categories from the drop-down menu:**

**--Funding Type--**

**Requested Amount:** \_\_\_\_\_

Would you be interested in participating in a College and Opportunities Fair at the 2022 Cape May & Cumberland County Teen Arts Festival? Your organization should have programs relevant to teens ages 13-19. Additional information will be provided.

Yes  No

---

Authorizing Signature and Title for Applicant Organization

Date

**CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE**

**FY2022 Block Grant Question Narrative**

*Tip: Refer to page 8; Review Process; notes 1-5 when completing the following.*

1) When was your organization formed; by whom; and why?

2) What are the goals and objectives of your organization?

3) What will you be utilizing the funding for?

Be specific (e.g., one exhibit on whaling, costumes for a play, website design, etc)

4) Where will your program(s) take place, physical location(s).

5) What is the title of your project(s)?

6) When is the project(s) scheduled; date(s)?

7) Who are the artists involved? Who are your partners? Do you have plans for future partners?

8) Provide a brief explanation of how and where you market your organization and/or projects and any plans for future efforts.

9) Who is your usual audience for this project or your operation?

(Check all that apply)

- Children (0-18)
- Young Adults (19-24)
- Adults (25-64)
- Seniors (65+)

10) Based on prior years, what is the demographic of your audience?

(Check all that apply)

- African American
- Asian/Pacific Islander
- Native American
- Hispanic
- White
- Multi-racial

11) What gender best describes your audience?

(Check one)

Male

Female

12) How many people will be affected by your grant request and how do you plan to gather that information?

13) What is the social, cultural and/or historic/artistic benefits of your program or organization?

14) How will your project and/or organization broaden, deepen, and diversify our community?

15) Do you have a quality control system to ensure projects, programs or your presence is successful?

16) What is unique or exciting about your organization, activities or programs?

17) What methods have you used to reach out to the underserved: persons with physical disabilities, hearing & visually impaired, children, elderly, ethnic populations, or minorities?

18) What do you see as a weakness within your organization/program? Do you have plans in place to correct the problem?

19) What gender best describes your organization?

(Check one)

Male

Female

20) What is the general age of those paid staff, volunteers and board members?

(Check all that apply)

Children (0-18)

Young Adults (19-24)

Adults (25-64)

Seniors (65+)

21) Best guess, what is the demographic of your governing board?

(Check all that apply)

African American

Asian/Pacific Islander

Native American

Hispanic

White

Multi-racial

## **Publicity Plan**

The Division of Culture & Heritage has spent several years analyzing best practices for publicity of programming and events. Rather than asking applicants to complete a publicity plan, the Division is providing a checklist of what it expects as a minimal approach to adequate publicity:

- Be sure to properly use the acknowledgments as stipulated elsewhere in this application packet.
- Your organization should have a Social Media presence (e.g. Facebook, Twitter, Instagram, etc.) Social media announcements of upcoming events should be posted (always with images) about one month prior to the event. A follow-up posting should be made (with new images) about two weeks prior to the event.
- Bilingual promotional material is encouraged and should be considered in an effort to expand your demographics. Additional efforts to provide those with hearing or visual impairments should be considered (e.g. larger print, closed captioning, etc.)
- Give consideration as to how to reach underserved communities (i.e. disabled, elderly, youth, low to moderate income) in Cape May County and the surrounding area. Consider what audiences you are not reaching and plan efforts to reach out to them. If you do not attract them, consider why and what can be done to build diversity in audience.
- Collecting audience demographics is critically important, not just to grant reporting, but to understand gaps in audience attraction. The only way to build audiences is to understand who is coming to your events and why, and who you are not reaching and why.

## ADA Plan

Please provide a copy of your board approved ADA plan. An ADA plan should consist of a **one - to three - page narrative** plan describing efforts to ensure accessibility in facilities, programming, governance, and marketing. The plan should address the following items:

- **Organizational Mission Statement:** An ADA Plan should include a few paragraphs describing the organization's background, mission and type of programming offered.
- **Board-Approved ADA and Non-Discrimination Policy Statement:** An ADA Plan should outline the attitudes, practices and policies which provide a conducive environment for inclusion of people with disabilities, including, but not limited to, employment/volunteer practices, interview processes, and accommodations for volunteers with special needs.
- **Grievance Procedure:** All non-profit organizations must develop their own Grievance Procedures. The purpose of a Grievance Procedure is to provide an internal mechanism for the prompt and equitable resolution of discrimination issues and complaints for employees, volunteers and **audience members**.
- **Outline of Program and Services for People with Disabilities:** The outline should include descriptions of current services and programs and those proposed to be implemented.
  - Do you conduct sensitivity training with your staff and volunteers on an annual basis?
  - Do you provide reduced ticketing charges for disabled audience members and non-disabled assistive companions?
- **Outline of Marketing, Publication Services and other Outreach Efforts to People with Disabilities:** The outline should include current and proposed outreach efforts.
  - Do you advertise through the County Department of Aging & Disabled?
  - Do your press releases and advertising mention accessibility and provide contact information for further information?
  - Do your fliers and brochures include standard accessibility logos?
- **Outline of the Current Status of ADA Accessibility for All Venues to be Utilized:**
  - Have you completed a self-assessment of your facility? If so, what were the findings?
  - Do you have ADA compliant parking with accessible spaces and drop off areas?
  - Do you have wheelchair accessible routes to all public spaces?
  - Do you have accessible bathrooms?
  - Do you have wheelchair seating?
  - Do you offer assistive listening devices to augment sound for people who are hearing impaired?



**FINANCE CHART - EXPENSES (FORM B)**

**Applicant Organization:**

Please round to the nearest dollar. ALL ORGANIZATIONS MUST COMPLETE THIS FORM.

It is strongly encouraged that the figures presented herein are explained in a budget narrative as part of your narrative component to this application. Also, make sure that you meet the match requirements of any grant request. For project or program applications this chart need only reflect how grant funding will be used.

Use **TAB** to populate fields.

	2022 (1/22 - 12/22)			
<b>A. Personnel</b>	<b>Grant Request</b>	<b>Matching Funds Cash</b>	<b>Matching Funds In-Kind</b>	<b>Total</b>
Administrative Salaries (staff)				
Artistic Salaries				
Technical/Production Salaries (IT, etc.)				
Fringe Benefits				
<i>SUBTOTAL PERSONNEL:</i>				
<b>B. Outside Fees &amp; Services</b>				
Artistic (contracted)				
Other (contracted)				
<i>SUBTOTAL OUTSIDE FEES AND SERVICES:</i>				
<b>C. Capital Expenditures</b>				
Acquisitions	N/A			
Other	N/A			
<i>SUBTOTAL CAPITAL EXPENDITURES:</i>	N/A			
<b>D. Other Operating Expenses</b>				
Space Rental				
Marketing (advertising, PR, etc.)				
Travel & Transportation				
Phone & Postage				
Facility Maintenance				
Rentals (port-o-johns, etc.)				
Supplies & Materials (includes printing)				
Insurance				
Technical/Production (non-personnel)				
Hospitality (Food expenses/Room & Board)	N/A			
Other (itemize if over 5% of Line E below)				
<i>SUBTOTAL OTHER OPERATING EXPENSES:</i>				
<b>E. TOTAL CASH EXPENSES (A+B+C+D)</b>				
<b>F. TOTAL INCOME (from Chart C)</b>				
<b>G. Total Annual Deficit/Surplus (F minus E)</b>				

**FINANCE CHART - INCOME (FORM C)**

**Applicant Organization:**

Please round to the nearest dollar. **All organizations must complete this form.**

	<b>2022 Projected (1/22-12/22)</b>
<b>A. Earned Income</b>	
Admissions (Ticket Sales, registrations)	
Contracted Service Revenue (Rides, etc.)	
Merchandise, concession, ad sales	
Other (Property sales and all investment income to be spent)	
SUBTOTAL EARNED INCOME:	
<b>B. Contributed Income/Private (Itemized in Form D: Fundraising)</b>	
Corporations & Businesses	
Foundations & Non-Profits	
Individuals & Other Private Sources	
SUBTOTAL CONTRIBUTED INCOME/PRIVATE:	
<b>C. Contributed Income/Government</b>	
Government Grants (other than this grant)	
SUBTOTAL OF ALL CONTRIBUTED INCOME/GOV.:	
<b>D. Other Income</b>	
CASH (include carry-forward surplus and other unearned and non-contributed income)	
LOANS used to support the activities of the organization	
CAPE MAY COUNTY C&H AWARDS (Requested in 2021, remaining 25%)	
SUBTOTAL OTHER INCOME:	
<b>E. TOTAL INCOME</b>	

**FINANCE CHART - FUNDRAISING (FORM D)**

**Applicant Organization:**

Please round to the nearest dollar. **All organizations must complete this form.**

<b>SOURCES</b>	<b>2022 Projected (1/22-12/22)</b>
<b>A. Corporations &amp; Businesses (List individually below)</b>	
SUBTOTAL CORPORATIONS & BUSINESSES:	
<b>B. Foundations &amp; Non-Profits (List individually below)</b>	
SUBTOTAL FOUNDATIONS:	
<b>C. Individuals</b>	
SUBTOTAL INDIVIDUALS:	
<b>D. Government (other than this grant)</b>	
SUBTOTAL GOVERNMENT:	
<b>E. TOTAL FUNDRAISING</b>	

## Budget Narrative

Please utilize the space below for your budget narrative. Please explain anything that may need clarification. For Project Support and General Programming Support your budget should only reflect what you are intending to use funding for, not your entire organization's budget.

Non-Profit Organizations must *attach* a copy of their 501(c)(3) determination letter.

**For all applicants:** A certificate of incorporation is required along with a copy of an audit or financial review. We will except any document that has been filed by your organization with the NJ State Department of Treasury or certified public accountant that highlights your organizations gross income (e.g. IRS form 990).

## DATES TO REMEMBER

- SEPTEMBER 3, 2021- LETTER OF INTENT DUE TO THE DIVISION
- SEPTEMBER 10, 2021- LETTER OF INTENT APPROVALS TO BE SENT
  - A LETTER WILL BE SENT DETAILING WHETHER YOUR PROJECT MEETS THE CRITERIA. IF IT DOES NOT, YOU STILL HAVE TIME TO REWORK YOUR STATEMENT.
- SEPTEMBER 15 & 16, 2021 – VIRTUAL GRANT APPLICATION WORKSHOP
  - WEDNESDAY, SEPTEMBER 15, 2021; 9:00AM-10:00AM
  - THURSDAY, SEPTEMBER 16, 2021; 1:00PM-2:00PM
  - WORKSHOP WILL COVER THE APPLICATION AND ANY QUESTIONS; LINK TO EVENT WILL FOLLOW
- OCTOBER 15, 2021-APPLICATION DEADLINE DUE BY MIDNIGHT. APPLICATIONS ARE TO BE SUBMITTED ELECTRONICALLY.
- NOVEMBER 19, 2021- REVIEWS TO BE COMPLETED
- DECEMBER 30, 2021- COUNTY COMMISSIONER APPROVAL AND CONTRACTS TO FOLLOW
- FUNDING WILL BE DISTRIBUTED IN FEBRUARY 2021

\*CONTRACTS MUST BE SIGNED AND RETURNED NO LATER THAN 14 DAYS FROM DAY OF RECEIPT. ALL CONTRACTS WILL BE SENT WITH READ-RECEIPT. FAILURE TO MEET THE DEADLINE MAY RESULT IN A FORFEIT OF FUNDS.

These dates are subject to change\*