County History Partnership Program (CHPP) 2024
Warren County Board of County Commissioners
New Jersey Historical Commission

Application

Round 1: January to 13 December 2024
Round 2: July to 13 December 2024*
*pending available funds

Guidelines and Instructions for the Grant Cycle

Electronic submission deadline application (as PDF)

- **Round 1: on or before 3pm on Friday, January 12, 2024**

- **Round 2: on or before 3pm on Friday, June 7, 2024**

- **Submit to: grosseland@co.warren.nj.us**

Postal Mail or Physical Drop-Off deadline application

- **Round 1: on or before 12pm on Fri., January 12, 2024**

- **Round 2: on or before 12pm on Friday, June 7, 2024**

- If submitting your applications via mail, please send to the following, in care of Gina Rosseland at the address below:

Warren Co. Cultural & Heritage Affairs

Shippen Manor

8 Belvidere Ave.

Oxford, NJ 07863

Questions? Please contact Gina at grosseland@co.warren.nj.us or 908-453-4381.

The Warren County Cultural & Heritage Advisory Board received a grant from the New Jersey Historical Commission, a division of the Department of State. Funding will be distributed from the Warren County Department Land Preservation in conjunction with the Division of Cultural & Heritage Affairs.

GRANT SCHEDULES

ROUND 1 (this is an eleven-month grant cycle)—**January 12 to December 11, 2024**

Dates & Deadlines	Description
Wed., Dec 20, 2023	**Grant workshop** (2-4pm)—virtual meeting (**required**)
Fri., Jan. 12, 2024	CHPP 2024 Round 1 **application due** before 12pm (if mailed) or 3pm (if emailed)
Jan. to Feb. 2024	**Grant Panel** meets to review all application packets
Feb. to March 2024	Bicentennial Cultural & Heritage Advisory Board review Board of County Commissioners vote on resolution
March to April 2024	**Partial Payment** Awarded (paperwork to be submitted per group as directed)
May 2, 2024	**Virtual Meeting** to go over Interim Report process (3-5pm)
Wed., June 14, 2024	**Interim Report due** (for January 12 to June 14, 2024)
Oct. – Nov. 2024	**In-person visitations** for all physical projects (signs, panels, displays, exhibits, etc.)
Mid-Nov 2024	**Meeting for Final Report** (3-5 p.m.), virtual—date to be determined
Wed., Dec 11, 2024	**Final Report due** (for January 12 to December 11, 2024)
Jan. 2025	**Final payment awarded** for FY 2024 provided all documentation submitted by December deadline.

Grant amount per organization (Round 1)	$ 2500

- You may team with other organizations in Warren County, New Jersey (non-profits) on history-based projects, each doing a different aspect of the project. This must be pre-approved before grant applications are due.
- Assistance will be provided to find helpful consultants
- Your organization's final report will include an example of your work product (screen shots, photographs, documentation, etc.)
- Financial forms and visitation charts will be required for both interim and final reports. These will include: on-site, off-site, total virtual, social media, children (pre-K through grade 12) and total visitors. Period for visito2r counts as follows:
  - **-- Interim Report** (January 12 to June 14, 2024)—**submit after** June 7 but **not later than** June 14, 2024
  - **-- Final Report** (January 12 to December 11, 2024) —**submit after** 1 December **but no later than** 11 December 2024.

ROUND 2 (re-grantees from the first round may apply for the second round; this is a six-month grant cycle)
* Grant monies to be awarded are based upon availability of remaining funds (it may be higher or lower)

Dates & Deadlines	Description
Wed., May 22, 2024	**Grant workshop** (2-4pm)—virtual meeting (**required**)
Wed., June 7, 2024	CHPP 2024 Round 2 **application due** before 12pm (if mailed) or 3pm (if emailed)
June to July 2024	**Grant Panel** meets to review all application packets
July to August 2024	Bicentennial Cultural & Heritage Advisory Board review Board of County Commissioners vote on resolution
September 2024	**Partial Payment Awarded** (paperwork to be submitted per group), no interim report due
Oct. – Nov. 2024	**In-person visitations** for all physical projects (signs, panels, displays, exhibits, etc.)
Mid-Nov 2024	**Meeting for final report** (3-5pm), virtual – date to be determined
Wed., Dec. 11, 2024	**Final Report due** (for June 7 to December 11, 2024)
Jan. 2025	**Final payment awarded** for FY 2024 provided all documentation submitted by December deadline.

Grant amount per organization (Round 2)	$1000* (pending available funds)

- You may team with other organizations in Warren County, New Jersey (non-profits) on history-based projects, each doing a different aspect of the project. The team project **must be pre-approved** before grant applications are due.
- Assistance will be provided to find helpful consultants
- Your organization's final report will include an example of your work product (screen shots, photographs, documentation, etc.)
- No interim reports required due to length of grant period.
- Financial forms and visitation charts will be required for final reports. These will include: on-site, off-site, total virtual, social media, children (pre-K through grade 12) and total visitors. Period for visitor counts as follows:

RE-GRANTEE (Project Grants) REQUIREMENTS & GUIDELINES

Eligibility Requirements

As part of an evaluation process, the NJHC met several times with the county re-grant agencies and in partnership developed eligibility criteria for designating which applicants will be eligible to apply directly to NJHC, and which will be directed to the county re-grant programs.

Organizations that meet the following criteria may apply directly to the NJHC.

1. Have an **annual operating budget of at least $100,000** in non-state history funds. This budget figure should be based on income received for the applicant's most recently completed fiscal year.*
2. Document that **twenty-five percent (25%) of their audience** (both virtual and actual) comes from beyond a 20-mile radius from their headquarters location.

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. Please check with Gina to clarify if your organization qualifies.

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.

The County of Warren is not providing GOS support at this time.

The types of groups eligible for CHPP grants: (if budgets are below $100,000 per fiscal year)

- Historical Societies/Historical Commissions
- Preservation Groups/Cemetery Preservation Groups
- Historic Sites/Museums
- Libraries
- Departments of Parks & Recreation/other Municipal Groups
- Human Relation Groups, Churches & Religious Institutions*, Civic groups
- Community organizations/other Cultural Groups
- Arts Commissions/Celebratory Commissions

* The State of New Jersey cannot disallow churches or religious institutions to submit a notice of intent or an application. The application will have to be reviewed by the NJ State Attorney to determine if the request falls under the definition of religious use.

Groups that are not eligible for CHPP grants:

- Applicants who are receiving General Operating Support (GOS) or Project Support funding directly from the New Jersey Historical Commission (NJHC) or any other county's CHPP grant in the same calendar year.

<u>Requirements for the Re-Grant Program as per the New Jersey Historical Commission</u>

Warren County only provides project support and does not offer General Operating Support (GOS) grant funding at this time.

1. Applicants receiving General Operating Support (GOS) or Project Support funding directly from the NJHC **cannot** apply to a county re-grant program in the same fiscal year.
2. Nonprofit organizations whose primary mission is New Jersey history are **eligible** for GOS support; any eligible organization presenting New Jersey history programming may apply for Project Support.
   At this time, the County of Warren only offers the project support grant.
3. Re-granting agencies may only support **New Jersey history activities** with Commission funds.
4. **Multi-disciplinary projects** are eligible if a historian is a part of the project.
5. Re-granting agencies must develop and distribute re-grant guidelines and application forms and widely promote the availability of the re-grant program. Websites should be updated regularly and guidelines must be available at least one month prior to the deadline.
6. Grant guidelines must align with the NJHC's policies regarding eligible and ineligible applicants and expenses. Please see the NJHC GOS and Project guidelines for greater detail (nj.gov/state/historical/assets/pdf/grants/fy23-chpp-guidelines.pdf)
   At this time, the County of Warren only offers the project support grant.
7. Grant evaluation criteria must be published in the grant program guidelines and actively employed in the panel evaluation process.
8. Re-granting agencies must provide technical assistance in grant application preparation to local organizations by offering workshops and/or other forms of training at least one (1) month prior to the deadline.
9. Re-granting agencies must also utilize an independent grant evaluation panel of individuals with history backgrounds and experience in implementing history programs and projects.
10. Grant review panels should be representative (by project type, demographics, etc.) of the applicant pool and rotate every two to three years.
11. The body responsible for funding decisions must be separate from the review panel.
12. Re-granting agencies must maintain and enforce a written policy to avoid conflicts of interest, and maintain minutes/records of grant proceedings.

Re-grants must be administered through a written grant agreement and require final reports from re-grantees. ==The NJHC **does not** require re-grantees to match their county grant; however the County of Warren **encourages** re-grantees to match re-grant funds in cash, or a combination of cash and in-kind goods and services.== The NJHC and County of Warren also recognize that organizations have limited resources and therefore suggest that they do the best they can to achieve professional standards. Agencies should utilize grant evaluation criteria that include conducting programs in accordance with professional standards, public benefit, accessibility, and accountability.

Mini Grant Goals: The goal of the CHPP grant program is to engage diverse audiences and practitioners in the active exploration, enjoyment, interpretation, understanding, and preservation of New Jersey history. Grants are awarded to activities and organizations that achieve that objective. Successful proposals may do so through 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.

Organizations may only apply for Project Grant support from either the NJHC **or** *their designated county re-grant agency (CHPP) in any calendar year. No organization may receive Project Grant funding for the same project for* **more than three (3) consecutive fiscal years**. *If working with a partner organization, each group will need to focus on a different aspect of the project.*

It is important to note that if an organization would like to apply for 2024 but **have not completed the FY 2023 CHPP grant process**, they cannot apply until the previous fiscal year is completed.

Project Eligible Expenses
Please remember that the grant monies are to be used exclusively for history projects related to New Jersey (that includes Warren County and your respective municipalities). When in doubt, ask Gina for clarification or to see if your project will fall into one of the following:

1. Archival folders, boxes, and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs
2. Archival or research library user fees
3. 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.
4. Equipment rental
5. Materials for fabricating and installing exhibitions
6. Microfilming
7. Oral history tape transcription
8. Payment of exhibition loan fees and shipping costs
9. Photography and photocopying
10. Production of promotional or advertising materials
11. 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

12. Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
13. Travel and/or maintenance while conducting research
14. 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
15. Publication costs, such as typesetting, printing, copyright permission fees, and binding
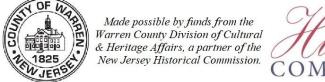16. Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers

*Interpretive panels are eligible, but sign markers are not. (For clarification, please contact Gina.)

Projects Ineligible Expenses

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

If you are unsure where your project fits in the eligible or ineligible lists, please contact Gina for project approval.

ACKNOWLEDGEMENTS & LOGO
Please acknowledge that grant awards were awarded by Warren County Cultural & Heritage Affairs with funding from New Jersey Historical Commission on your project, website, and/or social media. Please use the following logo for print work. Gina will distribute to all re-grantees who are awarded grant funding.

Made possible by funds from the Warren County Division of Cultural & Heritage Affairs, a partner of the New Jersey Historical Commission.

GRANT REVIEW PROCESS

All CHPP Grant applications are reviewed by the Division of Cultural & Heritage Affairs (WCCHA) for completeness and then forwarded to an independent CHPP Evaluation Panel (Grant Panel) for review based on the criteria and priorities stated in these guidelines. The Panel consists of individuals with history backgrounds and experience in implementing history programs and projects. The WCCHA endeavors to select panelists with backgrounds that are representative by project type, demographics, etc. of the organizations whose applications they are going to review. The WCCHA staff does not evaluate applications.

The Panel meets to review and assign a score to each application based upon how well the applicant meets the criteria stated in the Guidelines. The point scoring system is summarized here:

CHPP GRANT EVALUATION CRITERIA	POINTS POSSIBLE	YOUR SCORE
Merit of the Organization & Project		
Application is complete with relevant support materials. Answers to narrative questions are written well.	5	
Answers to narrative questions convey the organization's mission and impact on the community (GOS) or details the proposed project and its goals (SP). If proposed, partnerships and collaborations are relevant and beneficial to each affiliate as well as the proposed project and benefitting public.	5	
Organization or proposed program promotes the value of local/state history: y/n	5	
Sound advanced planning and efficient and judicious use of the funds requested is evident.	5	
Marketing & Promotion Strategy		
Organization has clearly stated goal-oriented plans to promote and market the organization and its proposed grant-funded projects and programs.	5	
Involvement of Experienced, Quality Professionals		
All involved professionals (those hired specifically for this grant project, in addition to staff, directors, etc.) have clearly stated roles and are qualified to perform the tasks for which they are engaged. Required resumes are attached.	5	
Stability of the Organization		
Organization provides proof of sound business management and fiscal responsibility. Budget proposals are reasonable and realistic.	5	
TOTAL POINTS	**35**	

- The Panel **recommends** specific award recommendations based upon the CHPP funds awarded to the WCCHC by the New Jersey Historical Commission that may or may not be equal to the amount requested in the application.
- The Panel's recommendations are subsequently **reviewed and voted upon by the Bicentennial Cultural & Heritage Advisory Board (BCHAB)** and upon its approval, submitted to the **Board of County Commissioners** for final approval and the Commissioners will then approve the resolution. At this point, questions may be referred back to the Panel. Upon final approval, the re-grant awards are incorporated into the WCCHC CHPP Grant contract with the New Jersey Historical Commission.
- Applicants are notified of funding decisions following approval of the resolution. Successful applicants will enter into a **grant contract** ("Grant Request for Initial Payment") with the WCCHA & Department of Land Preservation upon notification by WCCHA.
- Regardless of the number of rounds an organization applies for, **each round** will have specific documentation that the contact person for the organization must submit to receive first payment. Each organization will only be required to submit a **W-9 once per fiscal year.**

County History Partnership Program (CHPP)
History Grant Application 2024

APPLICATION CHECKLIST

NAME OF ORGANIZATION	
Type an "x" next to the round that your organization is applying for in FY 2024.	
ROUND 1 (Jan to Dec 2024)	**ROUND 2** (June to Dec 2024)

Your organization **does not have to submit both** hardcopy and electronically. Please **choose one** method of submission:

- If submitting a **hardcopy** of the 2024 grant application packet by mail or dropping off to the Department of Land Preservation office, this checklist must accompany **the** original of the application.
- If sending **electronically**, please save all forms into one file (in the order specified) and email to Gina Rosseland (**grosseland@co.warren.nj.us**)
- The checklist below **represents the order** in which the application needs to be packaged
- Neatly type application and narrative. Signatures much be **real, not digital.**

✔	DESCRIPTION
	Application checklist
	Signature page
	Narrative
	List of board members with two-sentence description of each person's expertise or affiliations; please include an email or phone number for each
	Organizational Budget for the most recently completed fiscal year showing income and expenses
	Cost estimates from vendor or contractor/consultants/etc. for project
	Resumes of professional historians, consultants, & support personnel your organization seeks to hire with funds from this grant (if a staff member or volunteer is going to complete the project in lieu of a paid professional, please include their resume in this packet)

The Warren County Cultural & Heritage Advisory Board received a County History Partnership Program Grant from the New Jersey Historical Commission, a division of the Department of State, to make this program possible. Please visit the NJHC website at **https://www.nj.gov/state/historical**.

COUNTY HISTORY PARTNERSHIP PROGRAM (CHPP)
HISTORY GRANT APPLICATION 2024
SIGNATURE PAGE

Complete the attached forms in a clear and concise manner. If information is unavailable, put N/A (not applicable) in the box. **Forms must be typed and if signing electronically**, please upload and insert a signature into your PDF reader. **Signature is required.** Please **type an "x"** in the appropriate box designating the round you are applying for.

ROUND 1		ROUND 2	
APPLICANT ORGANIZATION			
ADDRESS			
PHONE #		**FAX**	**E-MAIL**
WEBSITE			
CONTACT PERSON		**TITLE**	
ADDRESS			
PHONE #		**FAX**	**E-MAIL**
FEDERAL ID #			
NJ CHARITIES REGISTRATION #			

PROJECT/PROGRAM SUMMARY (*100 words or less*) This will be used to describe your request.

GRANT REQUEST SUMMARY			
Total grant request		**Total Grant Awarded** (To be filled in by Grant Facilitator)	

AUTHORIZING SIGNATURE		
I/We hereby certify that the information in this application is true and correct and authorize its submission.		
Name and Title	**Signature**	**Date**

CHPP HISTORY GRANT APPLICATION
PROJECT GRANT NARRATIVE 2024

NAME OF YOUR ORGANIZATION	

Insert your responses into the appropriate boxes. <mark>**Please type and use 12 font, Times New Roman**</mark>. Please do not handwrite.

1. Provide your group's mission statement and a brief history of your organization that includes when it was founded and what noteworthy things it has accomplished.

1b. Describe your project, its goals, purpose, activities, and content.

2. Which of the initiatives does your project address?
If you are utilizing grant monies from Rounds 1 and 2, please specify whether the grant monies will be applied to different initiatives or if they are the same.

3. What is the timeline for your project?
Explain how the project will be implemented and where and when the project will take place.

4. What professionals are involved in your project?
Please include their resumes with your application packet.

5. (Optional) Will your project involve any noteworthy partnerships or collaborations?

If so, pleases describe. If not, leave blank (there is no penalty for not answering this question)

6. (Optional) What initiatives would you like to see funded in future grant rounds?

If you have any questions regarding the CHPP grant and application process, please contact

Gina at **908.453.4381.**

Late submissions may not be accepted.