

# WARREN COUNTY DIVISION OF CULTURAL & HERITAGE AFFAIRS



## ARTS GRANTS

## APPLICATION

## FY 2024

All applications are due **no later than 3pm on Wednesday, November 15, 2023.**

Late applications will not be accepted.

There are **three (3) methods** of submission. Please **choose one (1)** of the following.

Faxed applications **will not** be accepted.

**Only accessible arts projects will be funded.**

### Electronic Submission Deadline:

- Please email to Gina Rosseland ([grosseland@co.warren.nj.us](mailto:grosseland@co.warren.nj.us))
- PDF files accepted; must have an actual (not digital) signature

### Postal Mail or Physical Drop-Off Deadline:

- **Postal:** Please mail to the below address, cc: [Gina Rosseland](mailto:grosseland@co.warren.nj.us)
- **Postal & Drop-Off:** Please **submit original (with original signature) and 4 hard copies.** Please call **before** dropping off grants to ensure that Gina is here for drop-off. Thank you for not leaving applications on office porch when no one is in the office.

**Shippen Manor  
8 Belvidere Ave.  
Oxford, New Jersey 07863  
(908) 453-4381**

The **technical assistance workshop (required)** will be held on two different dates. Please RSVP for the application workshop **before 3 pm on Mon., Oct. 16, 2023** for all applicants, regardless if a previous grant recipient. An e-mail with the link to the virtual meeting will be sent the day before the scheduled date of the workshop. This is subject to change for the next year's application process.

1. **Wed., Oct 18, 2023** at **4 pm** via WebEx (virtual)
2. **Fri., Oct 20, 2023** at **12 pm** via WebEx (virtual)

**Questions? Please contact Gina at [grosseland@co.warren.nj.us](mailto:grosseland@co.warren.nj.us) or (908) 453-4381.**

***Gina will be the interim arts grant administrator until a new arts person is hired.***

***You will be notified of the change in contact person.***

*The Warren County Division of Cultural & Heritage Affairs received a grant from the New Jersey Council on the Arts, a division of the Department of State. All funding will be distributed through the Department of Land Preservation in conjunction with the Division of Cultural & Heritage Affairs.*

## SCHEDULE (FY 2024)

DATE/TIME	DESCRIPTION	
Sept 2023	Applications available on <b>Warren200.com</b> as a PDF/Word document If you need a hard copy, please contact Gina	
Oct 18, 2023 4 pm to 5:30 pm	Workshop #1—virtual, or	Choose <b>one (1) workshop</b> . <b>RSVP by Oct 16th.</b> <b>Required for <u>all</u> applicants</b>
Oct 20, 2023 12 pm to 1:30 pm	Workshop #2—virtual	
Nov 15, 2023	Applications due <b>no later than 3 pm</b> (email, mail or drop-off)	
Dec 2023 – Feb 2024	Review, Advisory Board & Resolution for all applicants *Delays may occur if meetings are cancelled	
Feb 2024	Awards announced	
Feb-Mar 2024	Contracts & W-9 forms due (exact date to be determined); first payments made available	
July 8, 2024	Interim Reports <b>between July 6-8</b> <b>Virtual, email or phone call (no written reports).</b>	
Dec 4, 2024	Final reports are due <b>before 3 pm</b> (email, mail or drop-off); please submit <b>between Dec 1-4</b>	
Dec 31, 2024	Grant activities <b>must</b> be completed for 2024	
Jan-Feb 2025	Payments will be issued by the County once final reports are submitted to the State of New Jersey. This may take a few weeks.	

*This grant schedule may change if meetings and reviews are delayed. In the event that there is a delay or change in the schedule, all applicants will be notified.*

## LAP APPLICATION CHECKLIST

***This page is required as a part of the submitted application.***

***Please assemble grant application in the order below with this page on top. Type an "X" next to each.***

	<b>Checklist</b> (application page 2)
	<b>Part 1:</b> Organizational Information (application page 5)
	<b>Part 2:</b> Application Summary (application page 6)
	<b>Part 3:</b> Narrative Questions (application pages 7-12)
	<b>Part 4:</b> Authorization (application page 13)
	<b>Budget (2023) &amp; Projected Budget (2024):</b> Excel file
	<b>Additional required documentation:</b> includes, but is not limited to brief bios* of key personnel (give key artistic, administrative, or educational roles, whether paid staff, board members or volunteers). Also provide a list of awards/recognitions/interviews/etc. Include no more than <b>four (4) support materials</b> such as press clippings, program coverage, promotional materials, flyers, etc. * <u>Do not</u> include resumes

# REQUIREMENTS

The Local Arts Program Grant enables the New Jersey State Council on the Arts (NJSCA) to support local arts development within each of New Jersey's 21 counties through a competitive grant application process by awarding funds to officially designated county arts agencies (CAAs). The **Warren County Division of Cultural & Heritage Affairs** is the agency officially designated in Warren County to apply for, receive and administer this annual Local Arts Program Grant/Re-grant program. The annual total grant award supports local arts development through planned programming and other services provided by the division of WCCHA and re-grants through a formal application/independent peer review panel process to support eligible local arts organizations and other non-profit organizations within Warren County that provide public art projects/programs, services and development. Grant awards are competitive and seek to encourage artistic excellence at the local level.

Warren County Cultural & Heritage Affairs offers LAP (**Local Arts Programming**) grants. At this time, we **do not** provide GOS (General Operating Support). Regrant program support with NJSCA funds will be offered to county-based non-profit organizations with arts-based missions or arts activities.

## **Reporting Requirements and Re-grantee Contract.**

Once notifications of awards have been announced, Re-grantee organizations will be required to complete and submit a **W-9 form** and **contract** before any funds are released. Forms will be provided to all re-grantees via email. (If alternative methods are required, please let WCCHA know in advance.)

## **Interim Report.**

Interim reports must be submitted **up to but not later than 3 p.m. on July 8, 2024** that will show the progress of your projects. Each re-grantee will need to speak with me between July 6 and 8 regarding their grant-funded programs or projects—via virtual meeting, phone call, and/or email.

## **Final Report.**

Final Reports will be accepted **no earlier than December 4 (by 3 pm)**. They can be dropped off, emailed or mailed. Please call before dropping off to ensure that someone is in the office. Also, be sure to submit all required materials in your final reports. All grant-funded activities must be **completed by December 31, 2024**.

## **Ineligible Use of Council Grant Funds.**

- Capital improvements and acquisitions
- Hospitality costs
- Foreign travel
- Deficits or replacement of funds normally budgeted for the program or project
- Fundraising events
- Scholarship funds or fellowships
- Regranting to out-of-state organizations or projects

## **Other.**

Failure to notify the WCCHA of non-use of funds in a timely manner may disqualify the re-grantee from receiving future grants. The WCCHA may be unable to assign funds to another organization and may have to return the funds to the State.

# MINI-GRANTS (2024)

For those organizations or educational institutions seeking money for arts-related projects, field trips, and/or other arts programming that is **under \$2000**. Please complete the “**Mini-Grant Request**” form at the end of this application. You will not need to submit a full application. Requests for funds are to be requested between **February 1 and Oct 1, 2024**. This is based on available funding and is on a first-come/first-serve basis.

DATE/TIME	DESCRIPTION
Feb 1 to Oct 1, 2024	Arts funding for field trips, events, programming, and other related projects are limited to \$2000 or under per person/organization/school. This is based on available funding. Please complete “mini-grant request form” and written request and email to <b>Gina</b> (grosseland@co.warren.nj.us).

## ACCESSIBILITY & ADA COMPLAINT

Among the highest Council priorities is ensuring that programming supported by the Council is available to the widest possible audience. This includes access for people with disabilities. The Americans with Disabilities Act (ADA) was signed into law in 1990 and requires that all providers of public-funded programs and services make these offerings equally accessible to all people regardless of any individual’s physical or mental disability. Recognizing that the removal of barriers that keep people with disabilities from full participation can be a costly proposition, the ADA allows for the gradual removal of barriers, taking into account an organization’s available resources. Having a transition plan to guide your efforts is therefore essential. Even if an organization does not seek or receive Council or other public funding, it is still responsible under the ADA for addressing its accessibility.

Local Arts re-grantees must provide to the County Arts Agency (WCCHA) written compliance with the ADA as part of its re-grant requirement. WCCHA can require the ADA Checklist or an ADA Plan as evidence of the re-grantees efforts to comply with Federal ADA guidelines.

## WCCHA/NJCOA

The WCCHA logo will be sent to Re-Grantees via email in the near year. Key press clippings, programs and handouts will need to appropriately credit and document the NJSCA and WCCHA and are required elements of the Final Report. Please recognize the funding from NJSCA and WCCHA.



Made possible by funds from the New Jersey State Council on the Arts, a partner agency of the National Endowment for the Arts.



# PART 1: ORGANIZATIONAL INFORMATION

*Please type or print neatly*

<b>Applicant Organization</b>			
<b>Street Address</b>			
<b>City, State, Zip</b>			
<b>Website Address</b>			
<b>US Congressional District</b>		<b>Legislative District</b>	
<b>Federal ID # (FEIN)</b>			

There must be **two (2) individuals** directly involved with this arts project.

<b>Project Director</b>			
<b>Title</b>			
<b>Phone Number</b>			
<b>E-mail</b>			
<b>Authorizing Official</b>			
<b>Title</b>			
<b>Phone Number</b>			
<b>E-mail</b>			

## Type of Organization

*Choose one*

	<b>Non-profit organization</b>
	<b>Municipal Agency</b>
	<b>Library/School</b>
	<b>Other (describe)</b>

<b>Funds Requested</b>	<b>\$</b>	
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*Please keep a copy for your records*

## PART 2: APPLICATION SUMMARY

### Artistic Discipline Code Number

*Choose discipline(s) that best applies to your project.*

<b>01. Dance</b> A. Ballet B. Ethnic/Jazz/Folk C. Modern	<b>02. Music</b> A. Band (not including jazz or popular) B. Chamber C. Choral D. New (includes experimental, electronic) E. Ethnic/Folk inspired F. Jazz G. Popular H. Solo/Recital I. Orchestral (includes symphonic)	<b>03. Opera/Music Theater</b> <b>04. Theater</b> <b>05. Visual Arts</b> <b>06. Design Arts</b> <b>07. Crafts</b> <b>08. Photograph</b> <b>09. Media Arts</b> <b>10. Literature</b> <b>11. Interdisciplinary</b> <b>12. Folk Arts</b> <b>13. Humanities</b> <b>14. Multi-Disciplinary</b>
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**CODE No.** (Include all that apply, number and letter—i.e. 01. A, 02. B...)

### Funding History

*Has your organization previously received funds from the NJSCA or WCCHA?*

<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
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*If yes, please list grants, amounts and years received below.*

***Please keep a copy for your records***

## PART 3: NARRATIVE QUESTIONS

*Applicants will need to complete a written narrative that addresses the following questions.*

*Please respond to each question separately and give specific details.*

*Type response (double-space, 12 font, Times New Roman, black ink) in the boxes provided.*

### A. ORGANIZATIONAL NARRATIVE

*Organization's Mission Statement, organization's goals & purpose as they relate to the Arts*

*Organization's proposed arts project expected impact on the community.*

*How does the organization ensure ADA compliance?*

**B. ARTS PROJECT NARRATIVE**

*Describe the proposed arts project.*

*Provide dates & times, location, who will be involved & description of arts events.*



**C. ARTS PROJECT FUNDING**

*How are matching funds to be raised?*

***No matching funds are required.***

*How are requested art grant funds to be spent?*

**D. ADMINISTRATION/PARTICIPATING ARTISTS**

*Describe how the project will be administered.*

*Write a brief description of participating artists and their contact information.*

***DO NOT SENT PRINTED WEB PAGES OR BROCHURES.***

***If you haven't finished planning your program, please insert (TBD) and be sure to send me your schedule once it is completed.***

**E. MARKETING PROPOSAL & EVALUATION**

*Describe how the art project will be promoted.*

*Describe the audience to be served.*

*How will the proposed art project be evaluated?*

**F. CONTINGENCY PLANS**

*Please answer BOTH question A and B.*

*Anticipated funding may not meet your organization’s expectations, or your request may be only partially funded. Describe what other options or contingency plans your organization has explored to enable it to move forward with proposed programming or project plants.*

*Over the past few years, events have limited access to in-person programming (e.g. Covid-19, hurricanes, and other natural disasters). Please describe your contingency plan for such a situation.*

Please include **recent support material(s)** such as press clippings, program coverage, promotional materials, flyers, etc. Please **DO NOT** send printed web pages or brochures.

**Limited to 4 pieces per application.**

In addition, please include separately any awards, recognitions, interviews, etc.

Please note that all support material should include the following statement in a legible font size, ***“Funding has been made possible, in part, by the Warren County Division of Cultural & Heritage Affairs.”***

Use of logo is also permitted.

***Please keep a copy for your records***

## PART 4: BUDGET

*This is required for organizations/groups applying for the Local Arts Program Grants, only.  
Mini-Grant applicants are **not required** to submit a budget.*

CATEGORY DESCRIPTIONS INCOME SOURCES	ACTUAL BUDGET A: <u>FY 2022</u> ARTS PROGRAMS INCOME	ACTUAL BUDGET B: <u>FY 2023</u> ARTS PROGRAMS INCOME	BUDGET C: <u>FY 2024</u> PROJECTED USE OF WCCHD ART GRANT FUNDS	BUDGET D: <u>FY 2024</u> SINGLE ART PROJECT PROJECTED INCOME	BUDGET E: <u>FY 2024</u> ARTS ORGS. & MULTIPLE PROJECTS' PROJECTED INCOME
<b>INCOME</b>					
1. ADMISSIONS			N/A		
2. SALES			N/A		
3. OTHER SUPPORT *			N/A		
4. TOTAL INCOME			N/A		
5. CASH ON HAND			N/A		
6. WCCHC GRANT					
7. TOTAL FUNDS			N/A		
<b>EXPENSE SOURCES</b>					
8. ARTS ORGS. PERSONNEL					
9. ARTISTIC FEES					
10. OTHER FEES *					
11. RENTALS					
12. MARKETING					
13. OFFICE EXPENSE					
14. MISC. *					
15. CASH ON HAND			N/A		
16. TOTAL EXPENSES					
17. TOTAL FUNDS [line 7]			N/A		
18. SURPLUS			N/A		
19. TOTAL IN-KIND + (optional)			N/A		

*+In-kind is not required as there is no required match for FY 2024.*

All entries with (\*) asterisk(s) must be addressed in Part IV, "Budget Instructions"

***Please keep a copy for your records.***

# BUDGET FORM EXPLANATION

## INCOME

1. **Admissions:** funds received from admission charges
2. **Sales:** Money received through sales of goods or services
3. **Other Support** (See Part 4B)
4. **Total Income:** Total lines 1 + 2 + 3
5. **Cash on Hand:** Available funds, usually surplus from previous year
6. **WCCHA Grant** (Actual Budget A & B): Funds received in previous years
7. **Total Funds:** Total lines 4 + 5 + 6

## EXPENSES

8. **Arts Organizations' Personnel:** Salary & wage costs for permanent employees of your arts organization (i.e. paid director, officers, etc.)
9. **Artistic Fees:** Fees paid to artists for professional services
10. **Other Fees** (See Part 4B)
11. **Rentals:** For artistic programming (lights, sound system, space, etc.)
12. **Marketing:** Advertisement/promotional costs
13. **Office Expense:** Non-salaried office expenses such as phone, mail, ink, copies, etc.
14. **Misc.** (See Part 4B)
15. **Capital:** Capital expenses for artistic programming may be used as part of your match; grant funds may not be used for capital expenses.
16. **Total Expenses:** Total lines 8 + 9 + 10 + 11 + 12 + 13 + 14 + 15
17. **Total Funds:** Amount from Line 7 above "Total Funds"

**Surplus/Deficit:** Compare lines 16 & 17 to determine if surplus or deficit; if budget is in balance, this will equal zero.

## PART 4-B. ASTERICK(S)

### 3. OTHER SUPPORT (2024)

TYPE OF SUPPORT	IDENTIFY & EXPLAIN	VALUE (\$)
Individuals		
Businesses		
Memberships		
Other		

### 10. OTHER FEES (2024)

TYPE OF FEES	IDENTIFY & EXPLAIN	VALUE (\$)
Tech Support		
Transportation		
Hospitality		
Other		

### 14. OTHER EXPENSES (2024)

TYPE OF EXPENSE	IDENTIFY & EXPLAIN	VALUE (\$)

### 19. IN-KIND CONTRIBUTIONS (2024)

TYPE OF FEES	IDENTIFY & EXPLAIN	VALUE (\$)
Volunteer Hours		
Services		
Site		
Other		

## PART 5. AUTHORIZATION

Sign below declaring that, to the best of your knowledge, the Application Budget (Part IV, page 12), including all information is correct.

I, \_\_\_\_\_, understand these pages constitute this application.

*I certify that all statements in this application are true to the best of my knowledge; and I hereby release the Board of County Commissioners, Warren County Bicentennial Cultural & Heritage Advisory Board, the Warren County Division Cultural & Heritage Affairs and the Warren County Department of Land Preservation, their employees and agents from any liability and/or responsibility concerning any submission of materials to the program. I further certify any funds received under the Warren County Cultural & Heritage Arts Grants Program will be used exclusively for the purpose set forth in this application, and I will notify the Warren County Division of Cultural & Heritage Affairs immediately in the event my organization receives funding for the year 2024 directly from the New Jersey State Council on the Arts. I understand and agree submission of an application signifies intention to comply with Title VII of the Civil Rights Act of 1964 (PL 88-352), with Labor Standards under Section (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL 185-209), Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.*

**Names and signatures below must match those of page 2 of this application.**

<b>Organization Name</b>	
<b>Project Director (print)</b>	
<b>Project Director (signature)</b>	
<b>Project Director (actual title)</b>	
<b>Date</b>	
<b>Authorizing Official (print)</b>	
<b>Authorizing Official (signature)</b>	
<b>Authorizing Official (actual title)</b>	
<b>Date</b>	

*Please keep a copy for your records*



## PART 6. MINI-GRANT REQUEST FORM

*Mini-grants are for requests under \$2000.*

***These are not the same as the LAP grant and are based on available funding.***

*Submit between February 1 and October 1, 2024*

<b>Recipient Organization</b>		<b>Date</b>	
<b>Recipient Address</b>			
<b>Contact Person</b>			
<b>Contact Email</b>			
<b>Contact Phone</b>			
<b>Requested Funds</b>			
<b>Signature of Contact Person</b>			

Please **include** a **written request**, typed, double-spaced, 12 font, Times New Roman. At the top, please include **Organization & Address of Organization (or organization/school letterhead) along with date of request.**

At the bottom of your written request, please type **your name, email and phone number.**

Save as a PDF (if emailing) or print in black ink on white computer paper (if submitted a hard copy).

### **Information to include in your written request:**

- Your organization, educational institution, etc., your title/role.
- Why you are seeking mini-grant funds (field trips, speaker/presenter, activity/programming, etc.)
- Date, time and location
- How many students or participants are expected to participate
- Transportation costs (if any)
- Cost of activity/program/project
- Please include your name and email/phone # at bottom

### **Receipt of Funds (please read)**

Please understand that all funding for 2024 must be completed before the end of that fiscal year (31 December 2024). The monies will be available from **1 February to 1 October 2024** and on a first-come/first-serve basis.

Once your request is submitted, you will receive a “**Mini-Grant Agreement**” to sign and return with a W4 (individuals) or W9 (institutions/organizations). You will then receive a voucher from the County to sign and return to **Gina** (grosseland@co.warren.nj.us) and **Kim** (kbarnes@co.warren.nj.us). After receipt, you will receive a voucher that will need to be signed and returned. After that, the County will issue a check.

***Please keep a copy for your records.***