



Warren County
Division of Cultural & Heritage Affairs
County History Partnership Program (CHPP)
2025



APPLICATION PACKET
CHECKLIST

Please choose one (1) method of submission.	
Hard Copy	Mail or drop-off to Gina at Shippen Manor (please call or email to schedule drop-off with Gina)
Electronic	Save all forms into one file (in the order specified below) and email to Gina (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 must be real, and not digital.

✓	DESCRIPTION
	Application checklist (page 1)
	Signature page (page 2)
	Narrative (pages 11-13)
	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 that shows all funds, including grant monies.
	Cost estimates from vendor or contractor/consultants/etc. for project on company letterhead or invoice from company. Please include shipping & handling.
	Resumes or Curriculum Vitae (CV) 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 to show qualifications).

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>.



Warren County

Division of Cultural & Heritage Affairs

County History Partnership Program (CHPP)



SIGNATURE PAGE

Complete the attached forms in a clear and concise manner. If information is unavailable, put n/a (not applicable) in the box. Application must be typed neatly and signatures original not digital.

Applicant Organization			
Organization Address			
Organization Phone			
Organization E-mail			
Organization Website			
Contact Person		Title	
Contact Address			
Contact Phone	Home or Office		Cell
Contact E-mail			
Federal ID #			
NJ Charities Registration #			
PROJECT/PROGRAM SUMMARY (100 words or less) <i>This will be used to describe your request.</i>			
GRANT REQUEST SUMMARY			
Total grant request	\$	Total Grant Awarded (To be filled in by Grant Facilitator)	\$
AUTHORIZING SIGNATURE			
<i>I/We hereby certify that the information in this application is true and correct and authorize its submission.</i>			
Name & Title			
Signature (actual, not digital)			
Date			



Warren County
Division of Cultural & Heritage Affairs
County History Partnership Program (CHPP)
GRANT NARRATIVE



Name of Organization	
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Type your responses into the appropriate boxes neatly in black ink.
The font should not be so small that it is difficult to read. If you need additional space, please create an addendum page for the respective narrative questions and label.
Please complete **all** questions.

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?

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?

List names and specialties below. Include separate resumes/cv in your application packet for each professional.

5. **NEW:** Marketing & Outreach. How will your organization advertise and publicize your project to the public, particularly underserved members of the community?

6. **REQUIRED:** Will your project involve any noteworthy partnerships or collaborations?
If so, please describe. If not, leave blank (there is no penalty for not answering this question)

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

Gina at (908) 453-4381, x. 223.

Late submissions will not be accepted.