



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



Guidelines & Instructions

Please note that as of 2025, the grant is a single, full-year cycle (January-December).

**Electronic
Submission
(Preferred)**

Deadline is on or **before 3pm on Friday, January 10, 2025**
Submit to **Gina Rosseland**, grosseland@co.warren.nj.us

**Postal Mail
or
Physical
Drop-Off**

Deadline is on or **before 3pm on Friday, January 10, 2025**
Submit to **Gina Rosseland** at the below address

Warren Co. Cultural & Heritage Affairs
Shippen Manor
8 Belvidere Ave.
Oxford, NJ 07863

If you have questions regarding the grant, please contact Gina Rosseland at (908) 453-4381, x. 223 or grosseland@co.warren.nj.us.

Please note that applications received after the deadline will not be accepted.

Applicants who did not submit their 2024 final reports will not be able to apply for 2025 funding.

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 SCHEDULE

The New Jersey Historic Commission has awarded Warren Co. Cultural & Heritage Affairs monies for 2025. The available funding is **\$26,023** is available to applicants who have been approved by the panel and Advisory Board before being approved through resolution by the Warren County Board of County Commissioners.

Dates & Deadlines	Description
Mon, Dec 16, 2024	Grant workshop (2-4pm)—virtual meeting (required for all potential applicants). RSVP by December 13 (before 3pm)
Fri., Jan. 10, 2025	CHPP 2025 application due before 3pm (regardless of submission method)
Jan-Feb 2025	Grant Panel meets to review all application packets
Feb. to March 2025	Bicentennial Cultural & Heritage Advisory Board review Board of County Commissioners vote on resolution
March to April 2025	Partial Payment Awarded (paperwork to be submitted per group as directed*) *please submit by due date
Wed., May 7, 2025	Virtual Meeting to go over Interim Report process (3-5pm). RSVP by May 5 (before 3pm)
Wed., June 11, 2025	Interim Report due (for January 10 to June 11, 2025)
July – Sept. 2025	In-person visitations for all physical projects (signs, panels, displays, exhibits, etc.)
Mid-Nov 2025	Meeting for Final Report (3-5 p.m.), virtual—date to be determined
Fri., Dec. 12, 2025	Final Report due (for January 10 to December 12, 2025)
Jan-Feb 2026	Final payment awarded for FY 2025 provided all documentation submitted by December deadline.
Grant amount per organization for the FY 2025 cycle	\$1000 to \$4000 per organization* (Pending available funding & review scores)

*If there is available funding after initial awards, request forms will be provided to all re-grantees

INFORMATION REGARDING PROJECTS & REPORTS

Collaboration	Your organization may collaborate with other organizations within the County that are non-profits on history-based projects. <ul style="list-style-type: none"> • Each must complete a different aspect of the project • All collaborative projects must be approved by Gina before applications are due
Consultants	Assistance will be provided to find helpful and qualified consultants.
Interim Reports	January 10 to June 11, 2025 <ul style="list-style-type: none"> • Submit between June 4 and June 11, 2025 • Financial forms (income, expenses) and visitation [Excel]
Final Reports	January 10 to December 12, 2025 <ul style="list-style-type: none"> • Financial forms (income, expenses) and visitation [Excel] • Narrative [PDF] • Example of work product (screenshots, photographs, documentation, copies of receipts, etc.) • Visitation with Gina (if a “physical project” such as a kiosk, interpretative panel, display materials, etc.)

Applications, interim and final reports will be posted at Warren200.com. (History—County History Partnership Program Grant) in PDF & Excel formatting. If you require hard copies, please contact Gina to request.

RE-GRANTEE REQUIREMENTS & GUIDELINES

Project Grants

Eligibility Requirements	The New Jersey Historic Commission (NJHC), with feedback from county re-grant agencies and in partnership, developed eligibility criteria for designating which applicants are eligible to apply for the CHPP grant and those who need to apply directly to the NJHC.
	<ol style="list-style-type: none"> 1. Annual budget of under \$100,000 in non-state history funds to apply directly to Warren County. If over \$100,000, the organization may apply directly to the NJHC.* * This is determined by the prior year's budget. 2. The organization must document that 25% of their audience (virtual, in-person) comes from beyond a 20-mile radius from the location of their headquarters.
	<p>If the organization is planning to apply directly to the NJHC, they can contact the office at (609) 292-6062 to determine eligibility. Please check with Gina before contacting the NJHC.</p>
Eligible Groups for CHPP Grants with budgets under \$100,000	<ul style="list-style-type: none"> • 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.*

Ineligible Groups	If any organization is receiving General Operating Support (GOS) or Project Support funding directly from the NJHC or any other County's CHPP grant program in the same calendar year (e.g. Hunterdon and Warren Counties).
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Warren County only provides **project support** and does not offer General Operating Support (GOS) grant funding at this time.

1. Applicants receiving GOS or Project funding support directly from the NJHC cannot apply to a county re-grant program in the same fiscal year.
2. Non-profit organizations whose primary mission is New Jersey history are eligible for project support.
3. Warren Co. Cultural & Heritage Affairs may only support organizations whose projects are in support of New Jersey history.
4. Multi-disciplinary projects are eligible if a history is a part of the project.
5. Warren Co. Cultural & Heritage Affairs develops and distributes re-grant guidelines and application forms. It widely promotes the availability of the re-grant program. Our website (Warren200.com) is updated regularly and guidelines are posted no less than **one (1) month** prior to the application deadline.
6. Warren Co. Cultural & Heritage Affairs' grant guidelines align with the NJHC's policies regarding eligible and ineligible applicants and expenses.

For more information, see the NJHC CHPP grant guidelines located at:

<https://www.nj.gov/state/historical/assets/pdf/grants/fy23-chpp-guidelines.pdf>

7. The grant evaluation criteria is included in the applications and applicants are informed of the evaluation process.
8. Warren Co. Cultural & Heritage Affairs provides workshops for application, interim and final report preparation at least **one (1) month** prior to deadlines.
9. Warren Co. Cultural & Heritage Affairs utilizes an independent grant evaluation panel with individuals who have history backgrounds and experience implementing history programs and projects.
10. The grant view panel is rotated every 2 to 3 years.
11. The Bicentennial Cultural & Heritage Advisory Board and the grant evaluation panel are two separate entities.
12. Warren Co. Cultural & Heritage Affairs maintains and enforces a written policy to avoid conflicts of interest and for minutes/records of grant proceedings.

The re-grants are administered through a written grant agreement and requires interim and final reports from the re-grantees. The NJHC does not require re-grantees to match their county grant. The County of Warren encourages, but does not require, re-grantees to match the 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.

Project Grant Goals	<p>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:</p> <ol style="list-style-type: none"> 1. Broadening, deepening, and diversifying the audience for New Jersey history; 2. Strengthening existing New Jersey history organizations or programs; 3. Initiating new programming on New Jersey history; 4. Increasing accessibility of historical resources to diverse communities; 5. Increasing the body and quality of information on New Jersey history available to the public; and 6. Preserving materials for the study of New Jersey history.
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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.

Project Eligible Expenses	<p>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:</p> <ol style="list-style-type: none"> 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(s). 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: <ul style="list-style-type: none"> - Up to \$1000 for one Keynote speaker per program - Up to \$500 for one main speaker - Up to \$250 for one chairperson or moderator - Up to \$175 for a panelist - 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. <ul style="list-style-type: none"> - Travel expenses with limitations - \$.35/mile for automotive travel - Coach only (not first class) for train or airplane fares - Up to \$100/day for food & accommodations 14. Publication costs, such as typesetting, printing, copyright permission fees, and binding. 15. Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers.
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*Interpretive panels are **eligible**, but sign markers are not. (For clarification, please contact Gina.)

Project Ineligible Expenses

These expenses are **not eligible** for grant funding. If your project does not show on the eligible or ineligible expenses list, please contact Gina prior to the due date for the application.

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)

ACKNOWLEDGEMENT & 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 on the rubric on page 8.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Recommendations of the Panelists & Process of Grant Approval</p>	<p>The Panel will recommend either full, partial or no funding based upon the application review.</p> <p>The Warren Co. Bicentennial Cultural & Heritage Advisory Board will then vote to approve or not approve applications and whether the organizations will receive full, partial or no funding.</p> <p>The Warren Co. Board of County Commissioners will vote for a resolution that includes all approved organizations and the monies they are awarded.</p> <p>Following approval of the resolution, all organizations that will be awarded monies will be notified in writing and a packet will be sent to each via email that includes:</p> <ul style="list-style-type: none">- Award letter- Grant agreement- Any required payment documents (e.g. W9)- Summary of the panel review. <p>Please return all required documents by the due date.</p> <p>Once award letters are emailed to the applicants, they may begin their projects.</p> <p>Each organization 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 and will only need to update in the event of organizational changes.</p>
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CHPP REVIEW RUBRIC

CHPP Grant Evaluation Criteria	Points Possible
<i>Merit of the Organization & Project</i>	
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 and detailed for the proposed project and its goals. 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: yes/no	5
Sound advanced planning and efficient and judicious use of the funds requested is evident.	5
<i>Marketing & Promotion Strategy</i>	
Organization has clearly stated goal-oriented plans to promote and market the organization and its proposed grant-funded projects and programs, particularly to include the underserved members of the community.	5
<i>Involvement of Experienced, Quality Professionals</i>	
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
<i>Stability of the Organization</i>	
Organization provides proof of sound business management and fiscal responsibility. Budget proposals are reasonable and realistic.	5
TOTAL POINTS	35

Summaries of evaluations will be provided to re-grantees who have been approved for funding.