



WARREN COUNTY
DIVISION OF CULTURAL & HERITAGE AFFAIRS
 Shippen Manor
 8 Belvidere Ave.
 Oxford, NJ 07863
 (908) 453-4381



EDUCATOR MINI-GRANT REQUEST FORM

These are not the same as the LAP grant and are based on available funding.
Submit requests between March 1 and November 1, 2025.

Name of School		Date	
Address of School		School Phone	
Contact Person			
Contact Email			
Contact Phone			
Requested Funds	\$	<i>Arts funding is a one-time request per educator, administrator or staff member. Grant requests must be up to \$2000.</i>	
Signature of Contact Person			
Approval by Cultural & Heritage			

WHAT TO INCLUDE?

Please write your request on school letterhead and provide invoices/estimates on company letterhead.

Written request & supplementary materials to accompany this form	
Heading (Top Left)	Name and title, email and phone of contact person requesting funds
Title	Teacher Mini-Grant Request 2025
Educational Institution	Name of school, address, phone, email and website on official letterhead
Information	Why are you seeking funds? (E.g. speaker/presenter, activity/programming, etc.)
	Date, time, location of activity, workshop, program, or other.
	How many anticipated participants (staff/faculty, students)?
Budget Explanation & Accompanying Documents	Explain how monies will be spent (exact). Please provide a copy of all invoices and estimates on company letterhead.
Diversity & Accessibility	Is this an activity/program/project for the student body or is it open to the public? In what manner will your school/school district include diverse populations in Warren County to participate? Is the facility used by your school/school district ADA accessible (physical, sight, auditory, cognitive)? Is your organization able to reasonably accommodate all students, staff, faculty, presenters/artists/performers, and if open to the public, the residents?

Submit this page, written request, and all invoices

Other Information

Eligible Use of Funds. To ensure all educator mini-grant requests align with the guidelines of the New Jersey State Council on the Arts (NJSCA) and the Division of Cultural & Heritage Affairs, the following are examples of how to use the arts funding. This has been expanded to include other areas of fine arts (art, music, dance, design, folk & traditional arts, literary arts, media arts, musical theater, theater and other visual arts).

- Guest artists, musicians, dance, theatre or museum speakers, instructors, etc. that present & speak about their work
- Field trip(s), workshops and/or studio visits
- Introducing “new” media
- Murals or other displays for artwork
- Demonstrations (all fine arts)
- Art History/Art Appreciation activities
- Educational fine-arts games or activities
- Purchase of reusable display frames, tools, materials, limited instrumentation and equipment
- Background sets for musicals and/or plays
- Limited costuming, dress for performances
- Other relative ideas for new fine art projects for your students (please verify with Gina before submitting)

Ineligible Use of Funds. Funds cannot be applied to the following.

- General Operating Support (GOS)
- Supporting a full season of programming
- For-profit individuals or organizations
- To pay back the district for anything purchased prior to this grant award
- Payment for sales tax
- Cash reserves & endowments
- Hospitality (food, board, transportation) for guest performers, instructors, etc.
- Publication of books or other printed materials
- Purchase of gift cards or monetary gifts for donation or marketing

Receipt of Funds.

As the grant cycle runs differently than the school year. Please understand that all funding for 2025 must be spent and program/event/activity completed before the end of that fiscal year (**December 31, 2025**). The monies will be available by request from **March 1 to November 1, 2025** and is based on available funding, on a first-come/first-serve basis. Once your request is submitted, you will receive an “**Educator Mini-Grant Agreement**” to sign and return along with a W9, if the County does not already have one on file for your school district. You will then receive a voucher from the County to sign and return to **Kim** (kbarnes@co.warren.nj.us). Once the County receives all necessary paperwork, it will issue a check to the contact person/school district.

Final Reporting. Please submit as a PDF.

Following the **completion** of your grant-sponsored activity/event/program, please provide the following:

- A short synopsis of your completed grant-funded program/event/project (not to exceed two pages) on school letterhead
- Number of adults and/or children that benefitted and the separate number for staff, volunteers or performers/presenters paid by grant funds
- Cost of participation for all students, faculty, staff, and other adults (including admission, transportation, etc.)
- Copies of all receipts and paid invoices (must be marked “paid” and/or show payment was received)
- Two to three photographs (4”x6” or 5”x7” only, color, clear and not pixelated; please do not provide photographs of minors’ faces as the photographs may be used by this office or the NJSCA)

Email all requests and final reports to **Gina Rosseland** (grosseland@co.warren.nj.us).

If you have any questions, please call the office (908) 453-4381, x. 223.

Please keep a copy for your records.

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