UNION COUNTY OFFICE OF CULTURAL & HERITAGE AFFAIRS
DEPARTMENT OF PARKS & RECREATION

UNION COUNTY HISTORY GRANT PROGRAM
SPECIAL PROJECT GRANT

GUIDELINES and APPLICATION

Calendar Year 2024
January 1, 2024 – December 31, 2024

TYPES OF PROJECTS

♦ **Conservation of Historical Materials**

♦ **Educational Initiatives**

♦ **Exhibitions**

♦ **Public Programs**

♦ **Research**

♦ **Publications**

♦ **Digital Media**

Funding for this program is made available through the New Jersey Historical Commission, a division of the Department of State

NEW JERSEY
Historical
COMMISSION

UNION COUNTY HISTORY GRANT PROGRAM
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INTRODUCTION

The Union County Board of County Commissioners is pleased to offer the Union County History Grant Program. The Union County Office of Cultural & Heritage Affairs (UCOCHA), Department of Parks and Recreation, administers the history grant program funded by the New Jersey Historical Commission (NJHC).

The Guidelines and Application describe how grant funds are used to support special projects or general operating expenses of Union County based non-profit history organizations and units of local government, including libraries and schools that meet the NJHC priorities and criteria.

The Union County Office of Cultural and Heritage Affairs affirms the priorities of the NJHC:

- Help strengthen and further develop existing New Jersey history organizations and programs
- Initiate new programming on New Jersey history
- Improve management and interpretation of historic sites and historical collections
- Expand public understanding and awareness of historical resources
- Increase public and organizational participation in historical programs and activities
- Increase accessibility of historical resources to diverse communities and encourage the exploration of understudied and multicultural aspects of New Jersey history
- Increase the body and quality of information on New Jersey history available to the public
- Preserve materials for the study or preservation of New Jersey history

PROGRAM TIMELINE

Tuesday, August 8, 2023	**PORTAL OPENS**
Tuesday, September 19, 2023 11:45pm	**Application Deadline**
September/October	Professional reviewers, C& H Programs Advisory Board Review
October/November	Notification of Awards

For further information contact John W. Prescott,
Union County Office of Cultural & Heritage Affairs, 908-436-2912 or jprescott@ucnj.org.

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New Jersey Historical Commission, a division of the
Department of State.

General Eligibility Requirements

A.   Union County based, non-profit history organizations must
- have collections or programming relating to Union County or local history
- be incorporated in the state of New Jersey
- be defined as a non-profit organization under section 501(c) (3) or 501(c) (4) by the Internal Revenue Service, or pending same
- have been in existence at least two years and demonstrate an ability to provide history programs and/or services to the public

B.   Units of government, including schools and libraries, must
- provide Union County or local history programs, services or activities
- describe in detail the portion of the applicant's work related to the proposed history program/project

C.   Union County based non-history/non-profit organizations must
- be incorporated in the State of New Jersey
- have been in existence at least two years
- be defined as a non-profit organization under section 501(c) (3) or 501(c) (4) of the Internal Revenue Service, or pending same.
- include a copy of the organization's IRS letter of determination in the original application packet only
- describe in detail the programs, services and activities that relate to the proposed history program/project

Grant recipients must comply with all applicable state and federal laws and maintain good standing with all required state and federal filings. Applicants must show that grant funds will permit them to expand, enhance or introduce Union County and/or local history programs or services. Organizations may not use grant monies as a means to reduce their own expenditures on history programs or services by using these funds as replacement funds.

- Organizations applying for funding under the 2024 Union County Local Arts Grant Program or 2024 HEART Grant Program, may apply to the Union County History Grant Program. *However, the projects <u>cannot be combined</u> and must be <u>separate</u> from each Grant.*

<u>*ADDITIONAL REQUIREMENTS*</u>

Credit Line: All funded projects must include the following credit line on all printed and publicity materials: This program is made possible by a grant from the New Jersey Historical Commission, a division of the Department of State, and administered by the Union County Office of Cultural & Heritage Affairs.

Technical Assistance Workshops: Grant recipients are expected to attend at least one technical assistance workshop presented by the Office during the grant year.

Cultural Event Calendar: Information on all funded activities can be submitted via the Event Submission Form at https://ucnj.org/parks-recreation/cultural-heritage-affairs/cultural-events-calendar-submission-form/ (to ensure your event posts on the county website, you must submit at least one month in advance of event date).

REVIEW PROCESS

Staff will review and check for completeness of applications received prior to the mandatory deadline. A professional panel will evaluate all proposals against the stated criteria included with these guidelines. The Cultural and Heritage Programs Advisory Board will review applications, professional panel evaluations and determine award amounts. Applicants will be notified of their standing in early fall. Contracts will be signed in September.

DEADLINES

Application Deadline: Tuesday, September 19, 2023.

REPORTING AND GRANT PAYMENTS

 An *Interim Report* is due June 24, 2024, covering the period from January 1, 2024 through June 23, 2024. The report must contain a financial accounting and narrative for this period. Should the organization plan any change in the project or expenditure for the remainder of the grant period, the report must address those changes. **If the project has been completed, the Final Report may be submitted instead.**

 A *Final Report* is due December 10, 2024, and must include a financial accounting and a narrative of activities for the entire grant period of January 1, 2024 through December 9, 2024. If there has been any material change in the organization (staffing, management, facilities and finances) since the award, the final report must discuss those changes.

Documentation of all grant and match expenses must be in the form of paid receipts, canceled checks, or   print out of an accounting program (e.g. Quicken) and submitted with the Interim and Final Reports at the end of the grant cycle. Time record sheets may document in-kind donations for volunteer hours; statements of value document donated goods and services. Whether used for "match" purposes or not, in-kind donations must be noted.

Grant funds will be disbursed in two payments. Seventy-five percent will be paid after the contract is signed. After receipt of an acceptable final report, a final payment of 25% of the award will be made. ***The final payment is a reimbursement payment!***

Non-compliance with these requirements and terms may affect both current and future funding.

APPEALS PROCESS

An appeal to the History Grant Program will be entertained only if an applicant can specifically demonstrate that an application was misinterpreted or misunderstood during the evaluation process. The amount of an award will not be grounds for an appeal, and the appeal must be made only on the basis of the information contained in the initial application. Office staff will clarify the appeals procedure for any applicant requiring further information.

Special Project Guidelines

The Maximum Special Project request is $5,000. **A dollar for dollar cash match is <u>not</u> required for 2024**.

The total cost of a project often exceeds the grant amount. Projects may be **"overmatched"** with additional cash and/or in-kind donations. Applicants should determine the actual costs of the project before deciding on the amount of the grant request which ensures that your organization can meet the cash match requirements.

What Kinds of Projects Are Funded?

1. Presentation and interpretation of public information about state and local history, such as brochures describing the organization's collection, programs, or services

2. Public programs such as lectures, exhibitions, conferences, symposia, and workshops

3. Classroom instruction at any educational level (including continuing education/training courses for adults)

4. Production of classroom instructional materials

5. Original research and writing, bibliographical essays, historiographies

6. Research in connection with historic preservation projects

7. Research that analyzes the field of New Jersey history, such as the need for long-range planning, resource Management or heritage tourism

8. Oral history

9. Editorial work (including the updating of important works)

10. Publication (including republication)

11. Film or videotape treatments, scripts, or production

12. Development or enhancement of websites

13. Feasibility studies or planning for large-scale projects in New Jersey history

14. Surveys of New Jersey historical resources

15. Educational components of ceremonies, reenactments, commemorations, or anniversaries of historical events

16. Conservation and preservation of historical materials such as manuscripts, books, costumes, furniture, photographs, and other visuals of historic importance that will be available to the public

17. Fellowship support

18. Microfilming/digitization and the production of finding aids to collections

19. Genealogical projects resulting in research tools (indexes, cemetery locators, collective regional resources, publicly accessible databases) of use to the wider historical community

20. Digital projects

21. Newspaper or document scanning/digitizing

What Kinds of Expenses Are Covered?

1. Digitizing

2. Travel and/or maintenance while conducting research

3. Archival or research library user fees

4. Oral history transcription

5. Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers

6. Honoraria, travel, and maintenance for speakers

7. Supplies to be used in the project (such as audio or video equipment, storage materials, office supplies, and materials for educational projects)

8. Materials for fabricating and installing exhibitions

9. Payment of exhibition loan fees and shipping costs

10. Archival folders, boxes and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs

11. Typesetting, printing, and binding

12. Photography and photocopying

13. Production of promotional or advertising materials

14. Equipment rental (call the office for rentals in excess of $1,000)

15. 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 audio recorders and computer software.

16. Travel expenses with the following limits: a. Automobile travel: $0.655 per mile

17. Speakers' honoraria in the following amounts: a. Keynote speaker, up to $750. One keynote speaker per program

b. Main speaker, up to $500

c. Chairperson or moderator, up to $150

d. Panelist, up to $125

What Is Ineligible: Who May Not Apply?
1. Agencies of the federal or state government. This category does not include state colleges or universities.
2. Organizations/individuals who have received a grant from the Historical Commission and failed to submit a final report on the project
3. Individuals engaged in an active project funded by the Historical Commission
4. Organizations with operating budgets of less than $150,000 that are engaged in an active project funded by the Historical Commission
5. Organizations that do not practice policies of equal access and non-discrimination

What Is Ineligible: What Kinds of Projects Cannot Be Funded?
1. Projects that do not relate to New Jersey history
2. Project work that is completed before the submission of the application. For example, a request to typeset and print a completed manuscript is eligible; a request to pay an author who produced the manuscript, after the manuscript has already been written, is not.
3. Restoration or preservation of structures

4. Purchase of collections, furniture, costumes, artifacts, or other items for collections
5. Construction, restoration, preservation of gravestones, commemorative statues, plaques, and other items
6. Projects of federal or state government agencies
7. Conservation of materials owned by the federal government
8. Conservation of collections of unidentified photographs
9. Projects which are not accessible to the general public
10. Performances, fiction, and poetry
11. Publication of coloring books, cookbooks, and calendars
12. Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
13. Videotaping or audio-taping of public programs, or oral history interviews without the production of transcripts to be made accessible to the public

What Is Ineligible: What Kinds of Expenses are Ineligible?
1. Purchase of items for collections
2. Purchase of books or prepackaged instructional materials unless the applicant can demonstrate that such expenditures are warranted
3. Purchase of refreshments for the project's audience
4. Field trips if that is the only component of the project

The Narrative

The narrative is the heart of the application. You must assume that the reader knows nothing about the project or the topic covered. The narrative should coincide with the budget page. Please describe how you determined the costs shown on the major line items of your budget. For example, tell how you projected the costs of printing, postage, supplies and materials and any paid advertising. Explain your major projected income sources. Be sure your projected expenses are based on research. The budget page tells your project's story in numbers; the narrative in words.

Grant reviewers are most impressed with succinct narratives. When writing the narrative please have the evaluation criteria, against which the application will be measure, on hand. Section headings (based on the numbering of the items below) are recommended. Limit: 3 to 5 pages.

Begin narrative with overview of organization and history related activities.

Use the **BOLDFACE words** below, in the order in which they appear, as section headings in your narrative. This will help you develop a clear and concise narrative.

A.   **WHAT** is the project? **WHY** is it worth doing? Tell how it relates to the organization's mission. State the goals and objectives of your project. Is it new or ongoing programming? **HOW** was the project selected? Discuss the **project planning process** including how you determined the interests and needs of the community or if hiring a consultant, your organizational needs.

B.   **WHO** is involved with the project? Provide the name and **history related qualifications or credentials** of person(s) responsible for overseeing the project. If there is a committee, name its members and discuss credentials. Give the name and relevant experience of professionals hired through the grant. Provide a clear statement of

responsibilities of each. Describe how you selected the professionals. Be sure to include **all** resumes.

C.   How much will the project cost? How will you spend the grant funds? Be very specific. This is the **financial narrative:** describe in words the line items shown on the budget pages. Discuss why these funds are needed, how they were determined and how they will be spent. This information explains the figures presented in the budget.

D.   **WHERE** and **WHEN** will the project take place? How many events will take place? Who will BENEFIT from your project? How will they benefit? Describe the demographics of your community, and the participants and audience for this project. Estimate the number of individuals directly served by your project. Is this project in addition to your usual public hours? Please explain.

E.   How will you **ADVERTISE** and **PROMOTE** the project? Discuss your **publicity plan**; list the specific media you will use. Describe plans to expand diversity in audience members and membership.

F.   What is the **TIMELINE** of your project? Include with the support material a complete timeline in monthly increments, beginning with grant approval through the conclusion of the project.

G.   How will you **EVALUATE** the success, benefits and failures of your project?

H.   How does your organization comply with the **AMERICANS WITH DISABILITIES ACT** with regard to accessibility of the facilities where the project will take place? Identify any program accommodations such as assistive listening devices, audio description, large print programs, etc. Mention your accomplishments or plans in the area of accessibility.

Does this program promote the value of **HISTORY EDUCATION** and raise **PUBLIC AWARENESS** of historic resources? Give specific examples.