

The Union County Office of Cultural and Heritage Affairs
633 Pearl Street, Elizabeth NJ 07202

2025 GUIDELINES

Union County History Grant Program

Calendar Year 2025 | January 1, 2025 – December 31, 2025

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). If you have questions about this program, please direct them to John Prescott at jprescott@ucnj.org.

Organizations applying to this History Grant Program may also apply to the 2025 Union County HEART Grant Program. However, the projects cannot be combined and must be separate in each Grant.

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

General Operating Support (GOS)

These guidelines describe how grant funds are used to support general operating expenses of Union County based non-profit history organizations:

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
- 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. 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 cannot use grant monies as a means to reduce their expenditures on history programs or services by using these funds as replacement funds.

General Operating Support Funding

The Maximum General Support Operating request is **\$7,500**. Request cannot exceed 1/3 (or 33%) of the organization's budget. Grant funds help underwrite virtually all operating aspects of an organization offering New Jersey history services and need not be applied to any one aspect, program, service, or expense.

Eligible Expenses:

1. Salaries and wages
2. Contracted services/outside fees and services
3. Printing, publicity, marketing
4. Postage and phone/internet
5. Fundraising and development
6. Staff training
7. Lease expenses
8. Mortgage interest
9. Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
10. Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
11. Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense.)
12. Basic grounds maintenance
13. Travel and transportation (automobile travel @\$0.31/mile, train, or air coach travel)
14. Insurance
15. Licensing and registration fees (e.g., New Jersey charities registration)
16. Planning for compliance with the Americans with Disabilities Act
17. Long-term and strategic planning
18. Audits

Ineligible Expenses:

1. Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects
2. Exterior maintenance

3. Purchase of real estate, motor vehicles, or leasehold improvements
4. Acquisitions (including artifacts and collections)
5. Weapons (historic or reproduction), ammunition or any other items that can be used to inflict bodily harm
6. Hospitality (refreshments)
7. Deficits and debt service
8. Retroactive funding
9. Endowment
10. Mortgage or loan principal
11. Scholarships/prizes

OTHER REQUIREMENTS INCLUDE:

Funding Credit:

All funded projects must include the following credit line on all 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 Union County Office during the grant year.

Special Project Grant (GOS)

These Guidelines describe how grant funds are used to support special projects of Union County based non-profit history organizations and units of local government, including libraries and schools that meet the NJHC priorities and criteria:

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
- 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.

Special Project Funding

The Maximum Special Project request is **\$5,000**. The total cost of a project often exceeds the grant amount. Applicants should determine the actual costs of the project before deciding on the amount of the grant request. Cash Match is not required for 2025. Budget template is still required.

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, videos 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 on 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. Microfilm/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 microfilm/digitization

What Kinds of Expenses Are Covered?

1. Microfilm/digitization
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 digital storage, audiotapes, videotapes, 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. Publishing, printing and binding
12. Photography or 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 tape recorders and computer software.
16. Travel expenses with the following limits: Automobile travel: \$.31 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 per person

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 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

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