

# **Guidelines**

## **Welcome to Union County OCHA's History Grant program for General Operating Support (GOS).**

- Calendar Year 2027 | January 1, 2027 - December 31, 2027  
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 general operating expenses of Union County based non-profit history organizations.

If you have questions about this application, please direct them to John Prescott at [jprescott@ucnj.org](mailto:jprescott@ucnj.org).

**PLEASE NOTE:** An organization may apply for only one of three OCHA grants per calendar year: either the Local Arts Grant, the HEART Grant, or the History Grant.

A municipality may apply for only one of three OCHA grants per calendar year: either the Local Arts Grant, the HEART Grant, or the History 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

### **REQUIREMENTS INCLUDE:**

**Credit Line:** 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 Office during the grant year.

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

### **General Operating Support Guidelines**

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 telephone
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 @\$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

---

## **Guidelines**

### **Welcome to Union County OCHA's History Grant program for Special Projects.**

Calendar Year 2027 | January 1, 2027 - December 31, 2027

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 of Union County based non-profit history organizations and units of local government, including libraries and schools that meet the NJHC priorities and criteria.

If you have questions about this application, please direct them to John Prescott at [jprescott@ucnj.org](mailto:jprescott@ucnj.org).

**PLEASE NOTE:** An organization may apply for only one of three OCHA grants per calendar year: either the Local Arts Grant, the HEART Grant, or the History Grant.

A municipality may apply for only one of three OCHA grants per calendar year: either the Local Arts Grant, the HEART Grant, or the History Grant.

### **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

The Maximum Special Project request is \$5,000. 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.

---

## ADDITIONAL REQUIREMENTS

**Credit Line:** 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 Office during the grant year.

### ***What Kinds of Expenses Are Covered?***

1. Microfilming
2. Travel and/or maintenance while conducting research
3. Archival or research library user fees
4. Oral history tape 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 audiotapes, 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 \$1000)
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: a. Automobile travel: \$.655 per mile
17. Speakers' honoraria in the following amounts: a. Keynote speaker, up to \$900. One keynote speaker per program
  - b. Main speaker, up to \$650
  - c. Chairperson or moderator, up to \$300
  - d. Panelist, up to \$200

***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