

ATLANTIC COUNTY LOCAL HISTORY GRANT:
A competitive grant for funds from the NJ Historic Commission administered
by the Atlantic County Office of Cultural & Heritage Affairs.

Funding to assist or enable programs and services that expand the knowledge of local and NJ history; expand public access to this knowledge and protect and maintain primary history resources (collections and artifacts etc.) is available to history organizations and other organizations that provide history related programs and services in Atlantic County, NJ.

Guidelines: pages 1-2
Application: pages 3-4

Grant Period: January 2008 – July 2008

Please read the guidelines before filling out the grant application.

1. **DEADLINE: NOVEMBER 26, 2007.** Original and four copies must be received no later than 4:00 p.m., November 26, 2007. Mail or hand-deliver to: Atlantic County Cultural & Heritage Office, 40 Farragut Ave., Mays Landing, NJ 08330. Saturday or after hours, deliver it to the 2nd floor reference desk. Do not put applications in binders. Grants will be reviewed by a panel convened for that purpose. Awards will be announced the last week in December.
2. The narrative should include support materials such as:
 - information on key staff, volunteers and consultants (showing educational background, employment history, experience or knowledge relevant to the proposed project for which funds are sought)
 - examples of research on cost estimates relevant to the proposed project
 - brochures, news clippings and other materials that help to inform the panel about the organization and its history of programming and services
3. Include proof of the organization's non-profit status.
5. Matching requirements: a 1:1 match is required, which may consist of cash OR a combination of cash and 10% in-kind. (10% of the request) Funding may be requested up to \$1000.
6. Awards are paid out in two payments: Following receipt of signed vouchers, an initial payment of 75% of the award will be made. 25% is paid out after the receipt of an acceptable final report.
7. Grant Reporting: A Final Report outlining how the project was successfully completed must be submitted by June 25, 2008, and must include documentation (receipts, canceled checks, etc.) for all grant-funded expenses.

ATLANTIC COUNTY LOCAL HISTORY GRANT GUIDELINES CONT...

8. Ineligible grant-supported expenses include:

- a. Capital improvements and maintenance, including buildings, interiors, exteriors and grounds
- b. Acquisitions (including artifacts and collections)
- c. Hospitality
- d. Deficits and debt service and Retroactive funding
- e. Endowments and awards
- f. Fundraising

9. Allowable grant-supported expenses include:

- a. Contracted services (excluding hospitality) i.e. research, design, transcribing, etc.
- b. Costs associated with exhibitions: i.e. copying, enlarging, materials, etc.
- c. Costs associated with brochures: i.e. printing, typesetting, design, etc.
- d. Costs associated with maintenance of collections: i.e. photocopying, digitizing, microfilming, acid free storage containers, professional conservator, etc.
- e. Costs associated with programming: i.e. speaker's honorariums, workshop leader's fees, travel, etc.
- f. Costs associated with marketing and publicity
- g. Costs associated with staff education and training
- h. Postage, Telephone and Utilities
- i. Equipment purchase/lease (including installation)
- j. Long-term planning
- k. Planning for compliance with the Americans with Disabilities Act

10. **Publicity Agreement:** During the grant period, re-grantee organizations must credit the NJHC and Atlantic County Cultural & Heritage Office in all printed materials and releases using the following statement: "Funding has been made possible in part by the New Jersey Historical Commission, a division of Cultural Affairs within the Department of State, through funds administered by the Atlantic County Office of Cultural & Heritage Affairs"

11. **Compliance with Laws:** Grantees under this program must comply with the Civil Rights Act of 1964, Fair Labor Standards under Section 5 (1) of the National foundation of Arts and Humanities Act of 1965, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act of 1990, and may not discriminate on the basis of race, color, religion, national origin, gender, or disability. Please review the Smithsonian's Guidelines – which can be found online – with regard to ADA access to exhibits.

ATLANTIC COUNTY HISTORY GRANT: Application Form

1. Name of Organization _____

2. Mailing Address: _____

City _____ NJ, Zip _____

4. Contact Person/Title _____
(Person responsible for Application and Final Reports.)

5. Day Phone _____ Fax _____ E-mail _____

6. Annual Budget \$ _____ Grant Requested: \$ _____

On a separate sheet provide the following to form the narrative of your proposal:

7. In 300 words or less, provide a capsule description profile of the organization, its mission, and who it serves.

8. Describe the project for which you are seeking funds and how it will be managed. Discuss how it expands knowledge of local and NJ history and how it provides public access to this knowledge.

9. BUDGET: please give breakdown below of budget costs for project. Please use a separate sheet to explain the costs in more detail.

	Match	Request	Total
Contracted services	_____	_____	_____
Printing / copying	_____	_____	_____
Postage/ phone / utilities	_____	_____	_____
Marketing / publicity	_____	_____	_____
Equip. purchase, lease, install	_____	_____	_____
Travel / transportation	_____	_____	_____
Supplies	_____	_____	_____
Education / training	_____	_____	_____
Other (itemize)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

10. Please explain how your organization accumulates its available cash match, i.e. memberships, donations, earned income etc.



ATLANTIC COUNTY HISTORY GRANT - Authorization Form

Name of Organization: _____

I certify that to the best of my knowledge, that this proposal is an accurate statement of the project that this organization proposes to accomplish through these funds. It is also an accurate statement of proposed expenditures, matching funds and obligations of this organization. I understand and agree to comply with all requirements involving the matching funds, reporting and crediting for the successful completion of the grant funded project should this organization be awarded.

Signed by Executive Officer of Organization's Board:

Signature: _____

Name and Title: _____

Date: _____

Signed by Project Coordinator (lead person responsible for overseeing the project)

Signature: _____

Name and Title: _____

Date: _____

Grant Application should be compiled in the following order:

1. grant application form (page 3)
2. separate sheets with narrative information: questions 7,8,9,10 (make sure the organization's name appears on the top of each page)
3. authorization form (page 4)
4. proof of non-profit status (include Federal I.D. number)
5. resumes pertinent to proposal
6. support materials

Do not put grant in a binder. It is suggested that the grant be submitted in a folder with two pockets. Numbers 1-4 above should be stapled together and placed in the right pocket. Numbers 5 & 6 may be placed in the left pocket. The name of the organization should appear on the cover of the folder.

If you have any questions, please contact the Atlantic County Office of Cultural and Heritage Affairs. The best method of contact is by email: cmasonpurdie@aclsys.org. Telephone: 609-646-8699 ext. 6314.