Morris County Heritage Commission

County History Partnership Program

Morris County
Heritage Commision
1970-2020

FY 2023 Grant Application and Instructions

Table of Contents

Introduction 1

General Requirements
- Due Dates 2
- Who May Apply..... 3

Application
- Instructions..... 6
- DOI 8
- Application Checklist..... 10
- Applicant Information Form 12
- Project Re-grant Award Narrative Form 15
- GOS Re-Grant Award Narrative Form 17
- Budget Forms 18

Compliance
- Legal Compliance 21
- Compliance and Monitoring 22
-

Glossary of Terms..... 23
Universal Accessibility Symbols 24

Morris County Heritage Commission

CHPP History Re-Grant Program

Guidelines and Application Forms

Introduction

Thank you for your interest in the Morris County Heritage Commission's (MCHC) re-grant program. The Commission is an agency of county government charged by the Freeholders to recommend and administer programs to increase the visibility and impact of Morris County's diverse history, culture, goals, and community traditions. It serves as an advisory agency to the Board of Chosen Freeholders and seeks available government funds to develop and support history, historic preservation, archival conservation, and cultural programs.

Grant funds for the re-grant program have been awarded by the New Jersey Historical Commission (NJHC), a division of the Department of State, to the Morris County Heritage Commission. The Commission administers re-grant funds provided by the NJHC through the County History Partnership Program (CHPP). This program was created in 2015 to offer re-grant funding to all of the state's 21 counties. Through the partnership with county re-granting agencies, the program enables the NJHC to more effectively reach and support both existing and emerging local history organizations and nonprofit organizations with history-related projects serving diverse audiences in communities throughout the state.

Through the CHPP, the Morris County Heritage Commission History Re-Grant Program has been designed to increase awareness and accessibility of Morris County's history by supporting local history organizations as well as other nonprofit organizations and agencies whose collections, projects or programs focus on Morris County or New Jersey history.

Re-grant funds for FY 2023 are available for Projects and General Operating Support (GOS). Nonprofit organizations whose primary focus is history or historic preservation and other nonprofit organizations and agencies in Morris County undertaking a project of historical significance may apply for Project re-grants. Only one application per organization/agency will be accepted. Eligible applicants may apply for a Project re-grant or GOS funding, but **may not** apply for both. *If multiple applications are received from the same organization, all applications from that organization will be disqualified.*

History organizations, such as historical societies, museums, and historic preservation societies are eligible to apply for either General Operating Support or a Project grant between $1,000 and $7,000. Fraternal, veterans', education, youth and ethnic organizations are invited to apply for Project grants for which a minimum of $500 but no more than $5,000 will be awarded. No cash match is required.

Please be aware that as of FY 2019 the New Jersey Historical Commission is seeking additional information from all grantees on audience participation and demographics. This is reflected in narrative questions in the application. The Heritage Commission MUST respond to these questions in order to continue to receive funding from the New Jersey Historical Commission to continue the CHHP/History Re-Grant Program.

Goals of the NJ Historical Commission CHPP Grant Program

The goal of the grant program is to engage diverse audiences and practitioners in the active exploration, enjoyment, interpretation, understanding, and preservation of New Jersey history. Grants are awarded to activities and organizations that achieve that objective. Successful proposals may do so through one or more of the following:

1. Broadening, deepening, and diversifying the audience for New Jersey history
2. Strengthening existing New Jersey history organizations or programs
3. Initiating new programming on New Jersey history
4. Increasing accessibility of historical resources to diverse communities
5. Increasing the body and quality of information on New Jersey history available to the public
6. Preserving materials for the study of New Jersey history

General Requirements

Your organization must:

- ❑ Be based in Morris County
- ❑ Be incorporated as a nonprofit agency (501c3) or be an entity of local government or schools
- ❑ Agree to credit the Morris County Heritage Commission and the New Jersey Historical Commission as outlined in the grant contract on publicity guidelines
- ❑ Be compliant with the Americans with Disabilities Act (ADA) or demonstrate planning for compliance
- ❑ Submit or demonstrate efforts towards developing a long-range plan

Your proposal must:

- ❑ Relate to Morris County or New Jersey history
- ❑ Be developed, prepared, and/or produced in Morris County
- ❑ Demonstrate responsible management of funds and resources
- ❑ Address a demonstrable need
- ❑ Have an appropriate budget
- ❑ Serve a targeted audience that is clearly identified and defined
- ❑ Engage historians or consultants with recognized expertise

---

Important Dates

Grant Period:
Funds must be spent or obligated between **May 8, 2023, and December 15, 2023**

Declaration of Intent:	**March 15, 2023**
Application Deadline:	**April 6, 2023, at 1:00 p.m.**
Awards Announced:	**Week of May 8, 2023**
Interim Report Deadline:	**September 8, 2023**
Final Report Deadline:	**December 20, 2023**

You must submit the Declaration of Intent (DOI) form before submitting an application.
The Declaration of Intent is not a competitive application and is used only to determine eligibility. The DOI is due on **March 15, 2023.**

Re-Grants

Priorities:
The Morris County Heritage Commission is interested in funding applications that increase access to Morris County history or expand upon the knowledge of New Jersey history. We are particularly interested in projects that:

- ❑ Newly interpret local history with an inclusive approach
- ❑ Document the history of groups and communities about which little has been written
- ❑ Preserve documents and artifacts threatened by poor or inadequate storage conditions
- ❑ Present Morris County history through innovative projects
- ❑ Assist Morris County history organizations with basic general operating support to increase public access to historic sites and programs
- ❑ Provide educational initiatives support for supplies and registration fees for New Jersey History Day

Nonprofit Organizations Eligible for CHPP/Re-grants:

Type of organization	Project	GOS
Historical Societies/ Historical Commissions	X	X
Preservation Groups/ Cemetery Preservation Groups	X	X
Historic Sites/Museums	X	X
Ethnic/Heritage/Fraternal Organizations	X	
Libraries	X	
Municipal Clerks, Parks, and Other Municipal Agencies	X	
Human Relations Groups	X	
Community Organizations	X	
Veterans' Organizations	X	
Religious Institutions	X	

Organizations must be nonprofit (501-c.3) **or** be an entity of local government, based in Morris County and have an operating budget of less than $100,000. * Only activities taking place in Morris County are eligible for funding. Organizations with the same Federal Tax ID number may apply for ONE GRANT ONLY. *If multiple applications are received from the same organization, all applications from that organization will be disqualified.*

*Organizations that apply to the NJHC GOS program, but are not funded, may apply to their county agency for GOS in the same grant year, even if their budget is more than $100,000. This provision will enable a group denied NJHC funding to receive funding sooner, rather than waiting three years to apply again to the NJHC.

What organizations are not eligible for CHPP re-grants?

Organizations receiving General Operating Support (GOS) or Project Support funding directly from the New Jersey Historical Commission (NJHC) **are not eligible** to apply for county re-grant support in the same fiscal year. Organizations having an outstanding grant from the Commission older than one year are not eligible to apply.

Due to the recent New Jersey State Supreme Court decision in Freedom from Religion Foundation v. Morris County Board of Chosen Freeholders (A-71-16) (079277) argued on October 23, 2017, and decided on April 18, 2019, some applications may be reviewed by county counsel or in certain instances, state attorneys, to determine if the use of funds is prohibited by state and/or federal law.

County and State Funding – May my organization receive both?

- Organizations **may not** receive grants from both the Morris County Heritage Commission (MCHC) and the New Jersey Historical Commission in the same funding year.
- Organizations that applied to the NJHC GOS program, but were not funded, may apply to the MCHC CHHP/Re-Grant Program for funding. This provision will enable an organization denied NJHC funding to receive funding sooner, rather than waiting three years to apply again to the NJHC.

Project Grants are intended to assist organizations to provide for or improve the care and maintenance of collections, develop and produce public education programs, support educational initiatives, or support new research initiatives.

GOS Grants are intended to assist history organizations in meeting the costs associated with general operating expenses necessary to keep a historic site open to the public or to extend public visitation hours. General operating support proposals must demonstrate how the applicant will be able to continue and/or improve the level of service offered to visitors if funding is granted.

Project Grants may be used for the following:

- **Historical exhibits.** Applications should include a list of themes, methods for research, objects to be displayed, and draft text for introductory panels and didactic labels.
- **Public programs, lectures, workshops or symposia.** Applications should include a list of programs and describe the theme, subject, and content of the program along with audience demographics.
- **Conservation and/or preservation of historical materials.** A copy of the CAPES or AAP report must be submitted with the application.
- **Collections management**. Applications may include equipment purchases, software, and training. Those applying for software systems are required to include training costs in their project budget.
- **Educational initiatives.** These may include education components of ceremonies, re-enactments, or commemorations; volunteer training programs; incorporation of New Jersey History Day programming and contestant participation for Junior and Senior High School students. Applications should include a plan to evaluate results.
- **Research projects.** These may include collections research, research for nominations to the state and national registers of historic places, etc. Applications should explain the theme, and how research will confirm or expand upon current history. Plans for making all research available to the public should be outlined. Site(s) to be researched for historic registers must be eligible for listing. These applications should include a Certificate of Eligibility from the State Historic Preservation Office.
- **Publications.** Proposals for publications may include brochures, pamphlets, and exhibition catalogs. Applications must include the following to demonstrate that the proposed project will be completed within the grant period: 1) a draft of at least three-quarters of the publication – typed, double-spaced, with one inch margins and in Times New Roman 12-point font; 2) a detailed outline of each chapter or additional text; 3) a preliminary bibliography. Reprints of existing publications will be funded only if meritorious new material has been added, such as an index, updated information, and/or an introduction including recent historical perspectives.
- **Professional archaeological investigations**. These must be accompanied by written permission from the site owner and a project plan from the archeologist or archeology firm.
- **Preparation of organizational policies and procedures.** These may include costs to cover consultant fees for the development of long-range plans, collections management plans, interpretive plans, and ADA compliance plans.

Projects eligible for funding (all no-profit 501c3 organizations):

- Photographic reproduction of images for display
- Mounting costs for exhibitions
- Printing promotional materials for programs, exhibitions, or events
- Supplies, if itemized and directly related to your project
- Graphic design
- Research by qualified professional consultants when related to a collection, public program, or exhibition
- Travel for speakers or staff (when related to research or collections development)
- Advertisements in publications to announce your event
- Preservation/conservation of photographs and documents

Projects not eligible for funding:

- ❑ Work that commenced or was completed before the submission of this application
- ❑ Supplies that are not directly related to your proposed project
- ❑ Building maintenance, restoration or renovations
- ❑ Any project or part of a project that is already completed.
- ❑ Capital, restoration, or renovation expenses, i.e. "bricks and mortar" projects (capital expenses include the installation of security equipment, spotlights, etc.)
- ❑ Deficits or losses from other projects or events
- ❑ Research when there is not an evident public benefit
- ❑ Scholarships, prizes, or awards
- ❑ Purchase of historic artifacts or replicas
- ❑ Food, refreshments, or other hospitality costs
- ❑ Payment to re-enactors or actors for historical re-enactments or events
- ❑ Coloring books, cookbooks, or calendars
- ❑ Work or time of the board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service

GOS expenses eligible for funding (history organizations only):

- ❑ Board member insurance
- ❑ Visitor liability insurance
- ❑ Utility expenses associated with site hours of operation/extending operating hours, such as:
    - Heating
    - Air conditioning
    - Electrical
    - Basic telephone expenses
    - Internet expenses
    - Security alarm monthly maintenance fees
- ❑ Professional development such as:
    - Workshops
    - Training seminars
- ❑ Postage for newsletters/event announcements

GOS expenses not eligible for funding:

- ❑ Water/sewer expenses
- ❑ Work or time of board members or volunteers
- ❑ Staff salaries or work within the normal scope of staff responsibilities
- ❑ Security staff
- ❑ Academic and non-academic tuition expenses
- ❑ Re-enactors or actors for historical re-enactments or events
- ❑ Purchase of historic artifacts or replicas
- ❑ Food, refreshments, or other hospitality costs
- ❑ Building maintenance, restoration, or renovations

Application Instructions

1. **Complete and submit the DOI form by March 15, 2023.**

2. Separate the **Application Form** from the Guidelines and complete it.

3. Complete the **Narrative Form**. Follow the directions in the first paragraph of the form.

4. Separate the **Budget Form(s)** from the Guidelines and complete them. Submit Re-grant Funding Budget Form and a copy of your most recent fiscal year budget.

5. Include **Required Supplementary Material**:

   a. For all grant applications, submit copies of your **long-range plan** and **ADA compliance plan**, unless you are applying for funds to prepare those plans.

   b. If applying for funds to preserve papers and documents, include any professional report (e.g., Caucus Archival Projects Evaluation Service [CAPES] report) you have received.

   c. If the application is for artifact conservation/preservation, include a copy of the professional report (e.g. Artifact Assessment Program [AAP] report) you have received.

   d. For projects, include **plans, drafts, outlines**, or State Historic Preservation Office (SHPO) Certificate of Eligibility as required.

   e. If you are applying for project funds for any item over $1,000, please include the **proposal or bid** from the supplier, contractor, or consultant your organization has selected. We recommend obtaining two to three estimates. Submit a copy of the winning proposal only.

   f. Include a resume' for any **consultant** who will be paid with grant funds.

   g. Include a **list of your board members** with a brief description of each person's expertise and affiliations.

   h. GOS proposals must include a copy of the previous year's expenditures.

6. Include **Optional Support Material** to illustrate your organizational strengths (brochure, program announcements, photographs, etc.). Please limit to a maximum of three (3) items per set. For bulky plans or publications over 10 pages long, we will accept two (2) copies of that item.

7. If the applicant leases the site of operation where the project/program will take place, or where GOS funds will be utilized, a letter of support from the lessor is required.

8. Include discussion and spreadsheet outlining your visitors/guests to your site and programs.

9. Include the **Checklist** with each copy of the application package.

10. Scan the entire application, including support materials into one (1) PDF document and email the file to Heritage@co.morris.nj.us by the deadline.

Applications are due to the Heritage Commission office
no later than 1:00 p.m., April 6, 2023.

Send to: Morris County Heritage Commission
Mail address: P.O. Box 900, Morristown, NJ 07963
Street address (FedEx, UPS, etc.): 30 East Hanover Avenue, Whippany, NJ 07981

Commission staff can be reached by telephone at 973.631.5456 and email at *heritage@co.morris.nj.us*.

Declaration of Intent Form

Due March 15, 2023

Organization Name: _____

Street Address: _____ City _____ Zip Code_____

Mailing Address: PO Box _____ City _____ Zip Code_____

President: _____

Treasurer: _____

Telephone: _____

Email: _____@_____

Website address: _____

Social Media:

- ❑ Facebook
- ❑ Twitter
- ❑ YouTube
- ❑ Instagram
- ❑ Snapchat
- ❑ Other

Type of Organization (Check all that apply)

- ❑ Historical Society
- ❑ Historic Site
- ❑ Historic Preservation Organization
- ❑ History Museum
- ❑ Art Museum
- ❑ Other Museum – Explain _____
- ❑ Library/Archives
- ❑ Fraternal Organization
- ❑ Veterans' Organization
- ❑ Men's/Women's Club
- ❑ Scouts/Youth Organization
- ❑ Ethnic Organization
- ❑ Civic Organization
- ❑ Other: _____

Please identify and list the zip codes that fall within a 20-mile radius from your organization's headquarters. If possible, please provide audience and membership percentages from each zip code in your membership roster and guest book.

Zip Code	Membership	Audience

Do you have an active project grant from the New Jersey Historical Commission? ☐ Yes ☐ No

If yes:

What is the amount of the grant award? $_____

Briefly describe the project:

Do you have an active GOS grant from the New Jersey Historical Commission? ☐ Yes ☐ No

Do you have an active grant from the Morris County Historic Preservation Trust? ☐ Yes ☐ No

Have you had a grant from the Morris County Heritage Commission in the past? ☐ Yes ☐ No

If yes, when? _____

Amount of award? $_____

Purpose of award (Project or GOS) _____

Other Grant awards received in last five (5) years:

Grantor_____ Date_____ Purpose_____ Amount _____

Grantor_____ Date_____ Purpose_____ Amount _____

Grantor_____ Date_____ Purpose_____ Amount _____

Grantor_____ Date_____ Purpose_____ Amount _____

Grantor_____ Date_____ Purpose_____ Amount _____

Provide a brief description of the organization, its mission, whom it serves, and the proposed purpose of the re-grant award on a separate sheet of paper. The description should not exceed two paragraphs.

Checklist

Organization Name: _____

Please submit **one electronic copy in PDF format** of the complete application and support materials via email to Heritage@co.morris.nj.us and mail the original and one (1 copy) with items **IN THIS ORDER** by the deadline:

Paper copies of the applications may be stapled or in folders – do not submit applications and materials in binders. Applications should be stamped "Original" and "Copy"

- ❑ Checklist (on top of each set)
- ❑ Application Form: (one set must include the signed original)
- ❑ Narrative Form
- ❑ Budget Form with your organization's most recent fiscal budget attached
- ❑ List of board members with a two-sentence description of each person's expertise or affiliations
- ❑ Short resume' or CV (one page) of anyone who will be paid as part of the grant
- ❑ For any budget item over $1,000, copy(s) of the proposal or bid is required
- ❑ Required supplementary material such as long-range plan, ADA compliance plan, CAPES report, AAP Report, project plans, publication drafts, outlines, or Certificate of Eligibility, as appropriate
- ❑ For GOS applications, copies of the previous year's billing are required (e.g., oil bill, electric bill, insurance statement)
- ❑ Copy of IRS exemption determination letter (501c3)
- ❑ Letter of support from the lessor

You may include optional support materials. However, no more than three items per set may be sent with the application package. Examples of optional support materials:

- ❑ Brochures
- ❑ Catalogs
- ❑ Program announcements
- ❑ Newsletters
- ❑ Other publications

I understand that these pages and attachments constitute part of this application. I certify that all statements in this application are true to the best of my knowledge; and I hereby release the Board of Chosen Freeholders of the County of Morris, its employees, and agents from any liability and/or responsibility concerning any submission of materials to the program. I further certify that any funds received under the Morris County History Re-grant Program will be used exclusively for the purpose set forth in this application. I understand and agree that submission of an application signifies intention to comply with Title VII of the Civil Rights Act of 1964 (PL 88-352), with Labor Standards under Section 501 of the National Foundation on the Arts and Humanities Act of 1965 (PL 185-209), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

_____

Signature Title Date

Application Form for
Morris County Heritage Commission
FY 2023 Re-Grant Program

Applicant Information

Type of Organization
– Check all that apply–

- ❑ Historical Society
- ❑ Historic Site
- ❑ Historic Preservation Organization
- ❑ History Museum
- ❑ Art Museum
- ❑ Other Museum – Explain _____
- ❑ Library/Archives
- ❑ Fraternal Organization
- ❑ Veterans' Organization
- ❑ Men's/Women's Club
- ❑ Scouts/Youth Organization
- ❑ Ethnic Organization
- ❑ Civic Organization
- ❑ Other: _____

Applicant organization: _____

Mailing address: _____zip code_____

Street address: (if different than mailing address)

_____zip code_____

Website address: _____

Municipality: _____

Contact person #1 (print/type name): _____

Contact's daytime phone: _____ email:_____@_____

Contact person #2 (print/type name): _____

Contact's daytime phone: _____ email:_____@_____

Federal ID # of applying organization: _____ # of members: _____

Total operational budget for the current fiscal year: _____

or

Projected operational budget for next fiscal year: _____ Amount requested: _____

Accredited by American Association of Museums? ☐ Yes ☐ No

Fiscal Year End _____

Do you have an active grant from the New Jersey Historical Commission? ☐ Yes ☐ No
Do you have an active grant from the Morris County Historic Preservation Trust? ☐ Yes ☐ No
Have you had a grant from the Morris County Heritage Commission in the past? ☐ Yes ☐ No

If yes, when? _____
Amount of award? $_____
Purpose of award (project or GOS) _____

Other Grant awards received in last five (5) years

Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____

General Operating Support Information
(History organizations only)

GOS funds will be used for:_____

Name of GOS administrator: _____ Title: _____

Contact Information: Phone: _____ email: _____@_____

Dollar amount you are requesting for GOS: _____

Dollar amount you will spend on GOS from your own organization's funds: _____

Total cash value of GOS, calculated by adding the above figures together: _____

Name of GOS Director: _____

Estimated number of people to be served by the GOS funding: Adults: _____Under 18: _____

GOS Director Signature: _____

(Signature) (Date)

I certify that the budget information in this application is accurate to the best of my knowledge.

Chief Financial Officer: _____

(Type or print name) (Type or print title)

_____

(Signature) (Date)

Project Information

Project Title: _____

Name of Project Director: _____

Project Director Contact Information: Phone: _____email:_____@_____

Estimated number of people to be served by the project: Adults: _____ Under 18: _____

Dollar amount you are requesting for project funding: _____

Dollar amount you will spend on project from your own organization's funds: _____

Total cash value of your project, calculated by adding the above figures together: _____

Project Director Signature: _____

(Signature) (Date)

I certify that the budget information in this application is accurate to the best of my knowledge.

Chief Financial Officer: _____

(Type or print name)

_____

(Signature) (Date)

Project Re-Grant Narrative Form

Answer **every** question from 1 to 13 below. Respond to questions 14 to 18 if applicable. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Use no more than three typed pages, single-sided, single-spaced, one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

1. **Provide a brief description of your organization.**

2. **What is your group's purpose and in what ways do you serve the public?** Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need.

3. **Why are you seeking a grant?** Tell us about your project support needs. How will this grant help your organization's objectives?

4. **Provide information on audience participation.** Please provide information on levels of public program activities for the period January 1 to December 31, as indicated in the table provided. Discuss any significant increases or decreases in participation as compared to the previous year and projected participation through the end of 2022.

	2020	**2021**	**2022**
Total number of all visitors to your site or sites			
Attendance at sponsored programs held offsite			
Total number of virtual visitors (web and social media)			
Total number of social media visitors			
Total number of email research inquiries			
Children served (preschool to grade 12)			
Senior citizens served			
Total number of visitors (on-site, off-site, and virtual)			

5. **Who are the visitors to your site?** Provide a discussion of your visitor demographics, programs, and attendance.

6. **Is your organization bilingual or multilingual?**

7. **Does your organization offer materials in languages other than English?**

8. **Describe your organization's primary audience.** Include geographic area, age, and other important characteristics.

9. **Describe the primary audience for your project.** Include geographic area, age, and other important characteristics such as language.

10. **Who are the professionals involved in your project?** Tell us who the historians, lecturers, consultants, archaeologists, or other professionals are and what their role is in your project. Include a one-page resume' or CV or biography for each person.

11. **What gives your project merit?** Tell us why your project is important to the community and your organization.

12. **Explain in detail how the project will be implemented. Include a schedule of project activities.** Explain where and when the project will take place.

13. **How will you promote your event or organization?** Tell us how your public relations efforts will reach your intended audience and encourage broad participation.

14. **If your organization is requesting funding for an educational initiative:** Describe your project and explain why it is needed. How will you evaluate student learning and achievement? What age group is the project directed towards?

15. **If your organization is applying for funding for site research or archaeology:** Elaborate on the direct public benefit of the research. How will you make the research findings available to the public?

16. **If your organization is applying for funding to reprint a historical publication:** When was the historical publication originally published and how has your organization updated it? Tell us what changes you have made according to current standards (introductory essay, annotation, index, etc.) and how the activities of all segments of society have been reflected in any new content.

17. **If your organization is applying for funding to preserve archival material:** Please submit a copy of the CAPES, AAP, or other professional archival evaluation.

18. **If your organization received funding from the Morris County Heritage Commission in the past**:
    a. Discuss when the re-grant was funded
    b. Discuss how the funding was used (project/GOS)
    c. Discuss how that funding strengthened your organization

General Operating Support Narrative Form

(History Organizations only)

Answer **all** questions below. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Use no more than three typed pages, single-sided, single-spaced, one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

1. **Provide a brief description of your organization.**

2. **What is your group's purpose and in what ways do you serve the public?** Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need. Include your mission statement.

3. **Why are you seeking a grant?** Tell us about your General Operating Support needs. How will this grant help your organization's objectives?

4. **How will the public benefit from the award**? For example, will you be able to increase or extend your opening hours or extend your season for visitors? Increase your newsletter mailing? Cover costs associated with an Internet Service Provider (ISP) to host your organization's web page, email, and social media accounts?

5. **Have you applied to any other organizations for General Operating Expense funding for FY 2019?** If so, please list them and the amount awarded (or amount applied for).

6. **If you received re-grant funding from the Morris County Heritage Commission in the past, discuss the funding in the following order:**
   a. When the re-grant was funded
   b. How the funding was used (project/GOS)
   c. How that funding strengthened your organization

7. **Describe your staff.** Who are your Officers? Who is the Director? Do you have paid staff? Where do you draw your volunteer base from? Please include a brief description or resume' for paid and volunteer professional staff and officers.

8. **Do you have a museum, research library, and/or archival holdings**? If so, please describe them.

9. **How many members support your organization?**

10. **What is your annual attendance?** Include member attendance at organizational meetings.

11. **Is your organization bilingual or multilingual?**

12. **Does your organization offer materials in languages other than English?**

13. **How many website visitors do you have annually?**

14. **Who is your organization's audience?** Describe by geographic area, age, and other important characteristics.

15. **Who attends your programs?** Discuss the programming your organization provides. Include attendance and demographic details.

16. **Provide information on audience participation.** Please provide information on levels of participation as indicated in the table provided.

	2020	2021	2022
Total number of all visitors to your site or sites			
Attendance at sponsored programs held offsite			
Total number of virtual visitors (web and social media)			
Total number of social media visitors			
Total number of email research inquiries			
Children served (preschool to grade 12)			
Senior citizens served			

Morris County Heritage Commission

FY 2023 Re-Grant Program

Requested Re-Grant Funding Budget Form

Budget Form A

Use this form to outline how grant funds will be spent

Organization: _____ Date: _____

	Category of Expenditure	**Grant Funds Requested**	**Estimated In-Kind Contribution**	**Explanation** (Use extra sheet if necessary)
A.	Transportation			
B.	Food, lodging			
C.	Photocopying, photography			
D.	Purchase/rental of equipment			
E.	Wages/benefits			
F.	Professional services or fees			
G.	Typesetting, graphics, printing			
H.	Postage, telephone			
I.	Materials and supplies			
J.	Word processing, transcribing			
K.	Insurance, audit			
M.	Other (specify)			
	TOTAL:			

Morris County Heritage Commission

FY 2023 Re-Grant Program – Budget Form B-1

Organization: _____ **Date:** _____

Organization Income Statement

Income Category	2021 Actual Budget	2022 Actual Budget	2023 Projected Budget
Memberships			
Program admissions, fees			
Store/shop income			
Fundraising events			
Museum or tour admissions			
Publication sales, royalties			
Grants, government			
Grants, corporate or foundation			
Individual contributions			
Support from parent organization--if applicable			
Investment, interest income			
Endowment			
Loans			
Other (itemize)			
TOTAL:			

Morris County Heritage Commission

FY 2023 Re-Grant Program - Budget Form B-2

Organization: _____Date: _____

Organization Expenses

Expense Category	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
Salaries and wages			
Benefits			
Professional services			
Professional development			
Travel			
Mortgage, space rental			
Equipment rental/purchase			
Publicity, marketing			
Supplies			
Telephone/communication			
Postage			
Utilities			
Heat, air conditioning			
Facility maintenance			
Professional dues, memberships			
Insurance, accounting services, audit			
Other (itemize)			
TOTAL:			

Legal Compliance

Applicable Law
Grantees must comply with all applicable state and federal laws and will be required to agree to the same in their grant contract. Grantees shall maintain good standing with all state and federal filings, as required by law.

Americans with Disabilities Act (ADA)
The ADA law was enacted more than 20 years ago and applies to you! ADA is civil rights legislation. If you are not in compliance with the law, you are denying a person with a disability their civil rights. Historic sites are not exempt from ADA compliance. All grantees must be ADA compliant. All grant applications must include an ADA Accessibility Checklist for compliance with the Americans with Disabilities Act. Accessibility includes the physical space in which the program or operation occurs (whether owned, rented or free), programming, audience and audience development, marketing, sensitivity training for staff, and printed and online materials.

All printed and online materials must indicate ADA accessibility and list all special services the organization provides, accompanied by the appropriate universally accepted symbol(s). If the venue has limited access or is not completely ADA accessible, the organization must provide a phone number patrons may call to inquire about their specific needs and how they can be met.

Grant Evaluation Process

1. All CHPP Re-Grant applications are reviewed by the Commission's staff for completeness and then forwarded to the Commission's independent CHPP Review Panel (Panel) for evaluation based upon the criteria and priorities stated in these Guidelines. The review panel is comprised of professionals with history backgrounds and experience in implementing history programs and projects and are not residents of Morris County. The Commission strives to select panelists with backgrounds that are representative by project type, demographics, etc. of the organizations whose applications they are going to review. The MCHC staff does not evaluate applications.

2. The Panel meets to review and assign a score to each application based upon how well the applicant meets the criteria stated in these Guidelines. The Panel recommends specific award recommendations based upon the CHPP funds awarded to the MCHC by the New Jersey Historical Commission.

3. The Panel's recommendations are subsequently reviewed and voted upon by the MCHC's Grant Committee and forwarded with recommendations to the full Commission. The Grant Committee's recommendations are then reviewed by all members of the Commission at the next monthly meeting and, upon approval, submitted to the Board of Chosen Freeholders for final approval. Upon final approval, the re-grant awards are incorporated into the MCHC's CHPP Grant contract with the New Jersey Historical Commission.

4. All applicants will be notified of funding decisions no later than May 2023. Successful applicants will enter into a Grant Contract with the MCHC when the grant recipients are notified.

Compliance and Monitoring

1. Re-grantees receiving awards that differ from the amount originally requested must submit a revised project budget and plan (which will be included as part of a grant agreement) before award vouchers are prepared.

2. Funding will be disbursed in two payments: an initial eighty percent (80%) payment, and a final payment of twenty percent (20%).
    a. The first payment will be forwarded to the recipient after the recipient's signed Grant Contract and voucher have been received by MCHC.

    b. The Final Report includes a financial statement, attendance figures, and a narrative. The Final Report must show that the terms of the contract were completed in good form, and include complete documentation (receipts, canceled checks, etc.) for all organizational or project expenses. Photos/and or video are strongly encouraged. After receipt of an acceptable Final Report, the final payment of the remaining twenty percent (20%) of the award will be made.

    c. Payments are subject to, and sent out by, the MCHC contingent upon receipt of funding from the NJHC.

3. The Morris County Heritage Commission and the New Jersey Historical Commission must be credited and the logos of each included in publications, promotional literature (posters, flyers, programs, etc.), media releases and online applications (websites, Facebook, etc.).

   The following language must be used, in crediting the agencies for history grant funding:

   > This project was funded in part by (or General Operating Support was received through) the CHPP grant program from the New Jersey Historical Commission, a division of the Department of State, administered by the Morris County Heritage Commission on behalf of the Morris County Board of Commissioners.

4. Funding to recipients is based on the NJHC's funding of the MCHC. If the actual amount provided to the Commission by NJHC is less than originally awarded the MCHC will calculate the change in the amount awarded.

5. CHPP/History Re-grants are anticipated to be highly competitive. An award for the current year does not guarantee that an organization will continue to be funded in subsequent years, nor does it guarantee that the amount awarded will remain unchanged in subsequent years. Each year, new organizations apply for funding and the amount received from NJHC may change.

6. A site visit will be conducted for both GOS and project grant recipients at mid-point in the grant calendar.

Glossary of Terms

ADA – Americans with Disabilities Act

Admissions – Funds generated through the sale of tickets or other fees.

Applicant Cash – Funds from applicant's present and/or anticipated resources that applicant plans to provide to proposed project/organization which are neither earned nor received during the grant period and will be used towards general operating or project costs or to underwrite overall budget.

Authorizing Official – Person with authority to legally obligate applicant. This usually means the organization's Chairman, President, and Treasurer.

Capital Expenses – Capital expenses (acquisition or improvement of fixed assets, 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; and purchases of equipment having a life expectancy of greater than three years) may be used as part of your match, however, grant funds cannot be used for capital purchases.

CHPP – County History Partnership Program

Contact Person – Person to contact for additional information about the application; the person with immediate responsibility for the project. A secondary contact person is required.

Corporate Support – Cash support from corporations.

DOI – The Declaration of Intent is the first step in most grant applications. The DOI is reviewed to determine eligibility, the type of grant, and the amount being applied for.

Foundation Support – Cash support from grants/donations by private foundations.

General Operating Support (GOS) – General operating support is a grant in support of a nonprofit organization's mission rather than specific projects or programs. General operating support is the working capital nonprofits need to sustain their day-to-day operations.

Government Support – Funds awarded from a government agency. These funds may include, but are not limited to grant awards from the Morris County Historic Preservation Trust Fund, New Jersey Historical Commission, the New Jersey Historic Trust, the New Jersey Council for the Humanities, National Park Service, and the National Trust for Historic Preservation.

In-Kind Contributions – Value of materials or services (for Project applicant contribution(s), must be specifically identified with the project) provided to the applicant by volunteers or outside parties at no cash cost to the applicant. Materials or services should be valued at "market value" or "market rate."

Marketing – Costs for marketing/publicity/promotion specifically identified within the request. Do not include payments to individuals or firms that belong under "Personnel" or "Other Fees and Services." Include costs of newspaper, radio, and television advertising; printing and mailing brochures; flyers and posters; and space rental when directly connected to promotion, publicity or advertising.

MCHC – Morris County Heritage Commission

NJHC – New Jersey Historical Commission

Office/Operating Expenses – Non-salary office expenses not entered in other categories and specifically identified with the project.

Outside Fees/Services – Payment to firms or persons for the services of individuals who are not normally considered employees of "applicant" but consultants, or the employees of other organizations.

Personnel/Administrative Staff – Salaries, wages, fees, and benefits specifically identified with the project, for executive and supervisory administrative staff, fund-raisers; clerical staff such as secretaries, typists, bookkeepers; and support personnel such as maintenance and security staff, etc.

Persons with Disabilities – Persons who have visual, hearing, mobility or learning disabilities or life-threatening illnesses.

Private Support – Cash support from the general public, memberships and small businesses.

Rentals – Anything that the organization rents for its project or general operations: sound system, space, ADA devices, tables, chairs, etc.

Sales – Money generated by selling goods or services. This includes gift shop and special event sales.

Space Rental – Payments specifically identified with the project for rental of office, rehearsal, hall, gallery, and other such spaces.

Special Constituency – Persons with disabilities, senior citizens, children, rural populations, persons confined to residential care facilities, economically disadvantaged persons, and minority populations.

Travel/Transportation – (current state mileage allowance is $.31 per mile). Expenses directly related to the travel of an individual or individuals specifically identified with the project. For transportation not connected with the travel of program presenters or consultants. Includes hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage at the current rate, allowances on personal vehicles, car rental costs, etc.

Universal Accessibility Symbols

It is highly recommended that your organization consult the "*ADA Self-Assessment Survey and Planning Tool*" available from https://njtheatrealliance.org/cultural-access-network-project. These symbols should be used, as appropriate, on print, website, social media, and other program marketing materials.

	This symbol means the organization complies with the following architectural features: - Accessible private parking or valet service - At a minimum, an organization has to have the required ratio of disabled-designated parking spaces in a privately controlled lot - An accessible route from the parking area to the accessible building entrance - An accessible entrance to the building or program location - Accessible restroom provision for wheelchair seating
	This symbol indicates the organization has an Assistive Listening System (either Infrared, FM, or Induction Loop) in its assembly area. In some cases, an Assistive Listening System will only be offered if requested within a designated period of time prior to the event.
	This symbol indicates the organization offers print materials in Braille. In some cases, Braille materials will only be offered if requested within a designated period of time prior to the event.
	This symbol indicates the organization offers Large Print programs. In some cases, Large Print materials will only be provided if requested within a designated period of time prior to the event.
	This symbol may be used to indicate access for people who are blind or have low vision, including a guided tour, a path to a nature trail or a scent garden in a park; and a tactile tour or a museum exhibition that may be touched.

Morris County Board of County Commissioners

Stephen H. Shaw
Deborah Smith
Douglas R. Cabana
John Krickus
Thomas J. Mastrangelo
Tayfun Selen
Christine Myers

Morris County Heritage Commission

Kathy Murphy, *Chair*
Larry Fast, *Vice Chair*
Epsey Farrell, *Treasurer*
Martha Wells, *Secretary*
John Dunado
Marty Kane
Carol Barkin
Joe Macasek

Morris County Heritage Commission Staff

Amanda Hefferan, *Director*
Nick Palatucci, *History Program Development Specialist*

For information on the re-grant program, please contact the History Program Development Specialist by phone at 973.631.5456, fax 973.631.5137, or email at *Heritage@co.morris.nj.us*

Please visit our website *at https://mchc.morriscountynj.gov/*

Like us on Facebook at https://www.facebook.com/MorrisCountyHeritageCommission/

Large Print

This application is available in large print.
If you need assistance filing a grant application, contact the Commission's office at 973.631.5456.

The Morris County Heritage Commission received a County History Partnership Program grant from the New Jersey Historical Commission, a division of the Department of State, to make the re-grant program possible. Please visit the NJHC website at www.state.nj.us/state/history/

Morris County Heritage Commission

Mail address:
P.O. Box 900, Morristown, NJ 07963-0900

Street address: (FedEx, UPS, etc.):
Morris County Heritage Commission
30 East Hanover Avenue
Whippany, NJ 07981