Middlesex County Board of Chosen Freeholders
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Charles E. Tomaro, Freeholder Deputy Director
Kenneth Armwood, Chair, Business Development and Education Committee
Charles Kenny
Leslie Koppel
Shanti Narra
Bianquita B. Valenti
John A. Pulomena, County Administrator
Kathleen R. Shaw, Department Head, Business Development and Education

Middlesex County Cultural & Heritage Commission
Ronald L. Becker, Chair
Michelle T. Chubenko, Secretary
Joan M. Conway
Lindsay Erben
Reginald Johnson
Janet Perrineau

Middlesex County Office of Culture & Heritage
Isha Vyas, Division Head, Arts and History Program Services
Michael Moran, History Services Coordinator
75 Bayard Street, New Brunswick, NJ 08901
732.745.4489 (Voice), 732.745.3888 (TTY)
Mark Nonestied, Division Head, Historic Sites and History Services
1050 River Road, Piscataway, NJ 08854
732.745.3030, email: culturalandheritage@co.middlesex.nj.us

2018 History Grants
Guidelines & Instructions for the Grant Cycle
January 15, 2018 to December 31, 2018
Middlesex County Board of Chosen Freeholders
New Jersey Historical Commission
Middlesex County Office of Culture & Heritage
Division of Arts & History Program Services
75 Bayard Street, New Brunswick, NJ 08901
Voice 732.745.4489, TTY users only 732.745.3888

Applications are due on or before
Friday, July 7, 2017 - Midnight
To apply, go to our website www.middlesexcountynj.gov
Search for History Services and Grants

Grant Writing Workshop
Tuesday, June 13, 2017 - 5:30pm
East Jersey Old Town Village
1050 River Road, Piscataway

To register for the workshop
Please contact us at 732.745.4489
or culturalandheritage@co.middlesex.nj.us
The Middlesex County Division of Arts and History Programs is pleased to offer History Grants for project, technical assistance and staffing needs. The purpose of these grants is to increase access and expand knowledge of New Jersey history.

Who Can Apply?

All applicants must be based in Middlesex County and have their grant-funded activities take place in Middlesex County only. Applicants may include Nonprofit organizations with a FEIN/EIN Employer Number or municipal agencies. Organizations may apply for only one grant during each cycle.

<table>
<thead>
<tr>
<th>Organizations Eligible to Apply</th>
<th>Eligible Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Societies/Historical Commissions</td>
<td>Project  Staff  Technical Assistance</td>
</tr>
<tr>
<td>Preservation Groups/Cemetery Preservation Groups</td>
<td>X       X          X</td>
</tr>
<tr>
<td>Historic Sites/Museums</td>
<td>X       X          X</td>
</tr>
<tr>
<td>Libraries</td>
<td>X       X          X</td>
</tr>
<tr>
<td>Depts. of Parks &amp; Recreation/Other Municipal Groups</td>
<td>X       X          X</td>
</tr>
<tr>
<td>Human Relations Groups/Civic Groups</td>
<td>X       X          X</td>
</tr>
<tr>
<td>Community Organizations/Other Cultural Groups</td>
<td>X       X          X</td>
</tr>
<tr>
<td>Arts Commissions/Celebratory Commissions</td>
<td>X       X          X</td>
</tr>
</tbody>
</table>

• Increase access to New Jersey history
• Expand knowledge of New Jersey history
• Represent local history to include women and/or diverse populations
• Serve culturally diverse populations and constituents with disabilities
• Present New Jersey history through innovative projects, collaborations and approaches
• Engage young people in the process of historic interpretation or critical thinking
History Project Grants must have a specific start and end date and will rarely extend past 12 months. A project is narrowly focused, with a definitive goal or theme. A project happens once, although an annual event is acceptable, such as a festival or holiday program. A project may be a series of lectures or presentations, if this series is integrated by a narrow theme.

Examples of Funded History Projects
- **Original Research** for and preparation of nominations to the National or State Register of Historic Places or research for historic preservation projects
- **Oral History and Transcriptions** documenting untold histories including women, veterans and diverse communities
- **Publications** – Research to prepare, write, and edit and for printing costs
- **Public Programming** – lectures, exhibitions, symposia on local or state history
- **Educational components in support of commemorative events**
- **Research Tools** – Indexes, cemetery locators and databases
- **Digital Media** – Digitization of historic material to make it available to the public
- **Conservation/Preservation of Historic Materials** – Manuscripts, books, clothing, furniture, photographs, film and video

Use the Project Application Form
**Contact the History Services Coordinator to discuss your project activities**

History Technical Assistance Grants are utilized solely to improve and develop internal organization functions for future projects by strengthening management skills, improving board functions, undertaking long-range planning with a consultant or conserving documents or artifacts. Technical Assistance Grants fund the hiring of a planning consultant or a conservator to help preserve artifacts; purchase of archival materials (such as boxes, acid free storage items and acid free papers); and implementation of a conservation plan. History organizations are advised to obtain a free professional assessment service of a collection, to determine a conservation plan by contacting the County’s History Service Coordinator. Caucus Archival Projects Evaluation Service (CAPES) is funded by the New Jersey Historical Commission. Once an evaluation is made, grant funding can be used to follow the recommended conservation plan.

Grant Funding Allowable Uses
- Honoraria to historians, researchers, consultants, speakers and guest curators
- Photo reproduction of images for exhibition or display
- Costs to mount an exhibition
- Development and printing of promotional materials to advertise your event, advertisements placed in local press
- Supplies when directly related to your project
- Supplies for conservation (historic artifacts or documents)
- Postage, telephone and online marketing when directly related to your project (May not be used to fund Internet service)
- Marketing and graphic design costs for a publication, an educational brochure or monograph
- Research toward a publication or public program that you clearly describe in the grant application
- Digitization of material not already readily accessible to the public online through another institution

Grant Funding Disallowable Uses
- Re-enactors or actors for historic re-enactments
- Coloring books, cook books or calendars
- Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques or statues
- Work or time of your board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service
- Equipment or items with a life of 3 years or more
- Supplies for everyday activities of your group
- Maintenance, restoration or renovations
- Deficits or losses from other events or projects
- Research when there is not an obvious public benefit
- Scholarships, prizes or awards of any kind
- Purchase of historic artifacts or replicas
- Food, refreshments or other hospitality costs
- Any project or part of a project that is already completed

Required – History Project/Technical Assistance Supporting Documents must be Uploaded to Online Application
- Resumes or biographies of historians or consultants to be hired
- Brochures, flyers and press clippings of an organization’s activities
- Submit articles of incorporation and IRS 501c3 status letter
Allowable Activities May Include
- Financial duties
- Tour guide functions
- Report writing
- Registrar duties
- Staff must be 18 or older

Or a Combination of the above

Disallowable Activities Include
- Coordinator of fundraising events
- Artists or graphic artists
- Consultants, as these are not staff
- Board members, even if they perform staff functions
- Equipment of any kind
- Food or refreshments
- Travel expenses, conferences, meetings

Grant money cannot be used to hire minors

History Grants are intended to enhance a history project or access to historic sites in Middlesex County. Your organization is required to expend organization funds based upon the cash match requirements outlined for each grant category. The online application requests organizations to list all In-Kind resources that contribute to your project. Utilize the online In-Kind booklet available in the application to determine values.

Budget Requirements for All Grant Types

Cash Match Requirements

History Project Grants/History Technical Assistance Grants
- Organizations with an annual budget of $5,000 or less should provide a cash match equal to 25% of the grant amount.
  (i.e. an organization requesting $2,000 must contribute at least $500)
- Organizations with budgets of $5,001 or more must provide a cash match equal to 50% of the grant amount. (i.e. an organization requesting $2,000 must contribute at least $1,000)

Staffing Grants
All Staffing Grants, regardless of the organization’s budget, require a cash match of 25%.
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 grantee contract. Grantees shall remain in good standing with all State and Federal filings, as required by law.

American 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.

History Grant Review Process

Grants are Reviewed – Summer 2017
Middlesex County Office of Culture & Heritage staff will determine your organization’s eligibility for funding based upon successful completion of an application, past performance, and incorporation status.

A panel of independent professionals, with high quality expertise in history fields, will evaluate your proposal based upon the public benefit of the project, the historical merit of the project, the capacity of the organization to complete the project, and fulfillment of the priorities of this program. The panel of history professionals and the Middlesex County Cultural & Heritage Commissioners prepare recommendations for review by the Middlesex County Board of Chosen Freeholders, who approve all grants.

If you have been denied funding, you will receive a letter explaining why you have not been funded. You may appeal, but only if you can demonstrate that the panel misinterpreted your application. You cannot submit new information. Appeals must be in writing. You will be notified of the outcome.

Grants Awards are Announced in October 2017
Award Letters and Contracts are Emailed – October 2017
Award letters will be emailed to organizations with a copy of the panel’s comments, and notifications of stipulations in the funding award. The grant contract will be emailed to your organization with processing instructions. Once your signed contract is received by the History Services Coordinator, it will be forwarded to the Clerk of the Board and the Freeholder Director for signature.

Payments
Miscellaneous Payment Vouchers will be issued and emailed to your organization. Payment will be issued in two installments. First payment, 75% of the award, will be issued approximately 30 days after successful completion of the grant contract and signature of a miscellaneous payment voucher. The second and final payment, 25% of the award, will be issued following the successful completion of a final report and signature of a miscellaneous payment voucher.

Grant Evaluation

On-Site Evaluations
An on-site evaluation will be conducted on our grant recipients by a member of our staff, our Board of Commissioners, or by an evaluator hired for this purpose, assessing quality, public response and ADA compliance. A Project Change Form will be provided to organizations to report changes in dates, locations, or staff. Groups approved for funding must attend at least one (1) Technical Assistance Workshop, offered or recommended by us or the State of New Jersey, during the grant cycle in order to strengthen your skill set and knowledge base.

Final Report – Filed by January 20, 2019
A final report is required for all grant recipients, and must be filed by January 20, 2019. Final payment will not be issued without the mandatory final report. Groups planning to apply for the 2019 cycle must be in good standing in reports and compliance.

Other Resources

Technical Assistance Workshops
Open to all – seminars with recognized experts in all aspects of arts and cultural management, administration and fundraising for staff, boards and other volunteers. Most sessions are offered free of charge but require advance registration.

Art History Preservation Lending Library
A comprehensive lending library is available for loan or reference, consisting of over 2,000 publications. Email culturalandheritage@co.middlesex.nj.us or call 732-745-4489.

For Persons with Disabilities
For all workshops, events, and meetings, assistive listening services are available. Additionally, the services of a sign language interpreter for the hearing impaired are available, provided two weeks advance notice of need is received. Guidelines and brochures are available in large print and Braille. The Office will gladly assist in the preparation of grant applications for persons with disabilities. Grantees may also borrow assistive listening devices for their programs.
Middlesex County Office of Culture and Heritage has added a new smart phone mobile site to promote cultural events, programs and workshops held throughout the County. Visitors can access cultural events from www.middlesexcountynj.gov and from its new mobile phone application. Patrons simply text “culture” to 56512 from their smart phones or tablets to access event information or scan the QR code with your smart phone. Grantees are invited to submit their events, which are promoted on the mobile site through our network of public/private partners. Take advantage of this FREE PUBLICITY opportunity to expand your audience. Come grow with us!

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Credits
In all media announcements and printed and digital materials, such as websites, newsletters, brochures, posters, invitations, monographs, books, press releases, flyers, podcasts, video, TV (broadcast or cable and radio PSAs), you must credit the Middlesex County Board of Chosen Freeholders and the New Jersey Historical Commission/A Division of the Department of State. Local and state officials have supported your efforts – please recognize their assistance with proper credits as seen below and NO SMALLER THAN 10-POINT TYPE!

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Through a grant provided by the New Jersey Historical Commission, a Division of the Department of State

How to Submit an Online History Grant

1. To apply, visit www.middlesexcountynj.gov. Search for History Services and Grants. Add this link to your favorites for easy access.
2. Returning applicants: Please maintain the same account and just login.
3. For new applicants: Click sign-up to register and create a password. Check your email and confirm registration. Begin a new application.

Important Online Settings/Information

Browser Settings
• Internet Explorer 8 or higher is recommended. The application is also compatible with Chrome, Safari and Firefox.
• Set your browser to “accept cookies” as this feature must be activated to complete all forms. You can always return to your preferred settings once the grant is submitted.

Password Access
• If you wish for more than one person to work on the grant (for instance, the treasurer of your group to complete the budget section), then you must use the same password.

Application Process
• For narrative questions, you may copy text from a Microsoft Word document and PASTE the text into the narrative boxes. This feature is for TEXT only.
• Saving your work is done automatically for you when you navigate from one page to the next.
• Be sure to click ‘save and exit’ in order to save your work and go back to the documents at another time.
• All supporting documents will be uploaded as PDF documents. Follow instructions in the forms.
• You will receive an email acknowledging the receipt of your application.
• Print a copy of the receipt for your files as a record of your application.

Application Signature Page: Print and Mail
• Print one copy of the signature page, obtain the appropriate signature and mail this to the Office of Culture and Heritage. It must be postmarked no later than Wednesday, July 12, 2017. This is the only item to be submitted in hard copy.

Middlesex County Culture Goes Mobile
Text “culture” to 56512

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