NJSCA FY17 General Operating Support (GOS)

Support for the overall operations of non-profit organizations whose missions are exclusively devoted to the public presentation of the arts, and which uphold high standards of artistry, public benefit, outreach, management, and accountability. Review and consideration of GOS requests will occur every three years. Receipt of a GOS grant usually carries the commitment of the Council to fund the organization over a three-year period, although the funding level will be determined annually.

Deadlines and Schedule for FY17 Grant Application Process

Applicant Submits Notice of Intent (NOI)*	**Wednesday, December 16, 2015** must be efiled by 11:59 PM
Applicant Responds to NOI issues, if needed	**First week of January 2016**
Applicant Submits FY17 Application	**Wednesday, February 3, 2016** must be efiled by 11:59 PM
Applicant Sends Signed Application Page	**Friday, February 5, 2016** postmarked or delivered
Peer Panel Deliberation and Review	**March/April/May 2016**
Council Grants Committee Review	**June 2016**
Council Votes on Award Recommendations	**Annual Meeting July 2016**

Reminder: Current FY16 GOS grantees applying for GOS in this cycle are not required to file a Notice of Intent. All other potential applicants must submit a Notice of Intent. The Council will not accept an application that is not preceded by a Notice of Intent, if one is required.

Requests for extensions to the deadlines will be permitted only in extreme circumstances. To request an extension, complete the Extension Request Form at least one week prior to the deadline. Late applications that do not have an approved extension may be disqualified.

Eligibility Criteria
To be eligible to receive a grant under this program, an applicant must:
- have a clearly articulated artistic mission and focus for the organization seeking support
- be incorporated in the State of New Jersey as a non-profit corporation
- be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501(c)3 or (c)4
- be registered with the NJ Charities Registration Bureau
- at the time of application, have been in existence and actively providing public programs or services for at least the past two years
- have a board of directors empowered to formulate policies and be responsible for the governance and administration of the organization, its programs and finances

- demonstrate **regional or statewide** public impact through the organization's programs or project

Please Note: Regional is defined as serving audiences across a two or more county region of New Jersey. Those organizations that are local in impact should apply for State Council support through their respective County Arts Agency, which receives a Local Arts Program grant for this purpose. Local impact is defined as serving audiences primarily from communities within a single county. Generally, if less than 25% of the audience currently served is from outside the county, the organization would be classified as local in impact. An organization located near a county border that may serve audiences in an adjacent county or counties may still be regarded as local based on the limited number of communities within those counties which are served by the organization.

Reminder: In the Notice of Intent to Apply the applicant must demonstrate that the organization <u>already serves a regional audience</u>.

Applicants may apply either to the Council or to the County Arts Agency, not both, in a given year.

Prospective NJSCA applicants currently receiving support through their County Arts Agency should attend a scheduled NJSCA grant workshop, work closely with Council staff and their County Arts Agency in filing a Notice of Intent to Apply, and may also want to schedule a meeting early in the process with Council staff. Because the funding periods for most County Arts Agency grants and the State Council grants overlap by six months, applicants should discuss their situation in advance of the Notice of Intent to Apply with the State Council to determine eligibility.

Comply with all pertinent state and federal regulations including, but not necessarily limited to Fair Labor Standards (regarding the payment of fair wages and the maintenance of safe and sanitary working conditions), the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (all barring discrimination on, among other things, the basis of race, color, national origin, disability, age or sex); the Drug-Free Workplace Act of 1988 (guaranteeing the maintenance of same); and Section 1913 of 18 U.S.C. and Section 319 of P.L. 101-121 (barring lobbying when in the receipt of federal funds). Apart from all other provisions of law, particularly the requirements of the Americans with Disabilities Act, which bear upon all Council grantees, those grantees whose Council grant is composed all or in part of funds derived from the National Endowment for the Arts will be required to be in compliance with Section 504 of the Rehabilitation Act of 1973 at the time of and as a condition of receipt of the grant under penalty of rescission and any others set forth under law.

Panel Categories for General Operating Support

To start the process, all applicants must identify which one of the following panel categories best applies to the organization for which support is being sought:

Dance	Media
Music	Literature
Opera/Musical Theatre	Folk Arts*
Theatre	Multidisciplinary*
Visual Arts	Arts Basic to Education*
Crafts	Performing Arts Presenters*

* You may wish to consult the Glossary for the definition of applicants to this category.

What Makes a Complete GOS Application

All applications are composed of the same basic parts. Forms, Charts and Narrative, as well as required and optional support material, will be submitted through SAGE. A signed Application Form is to be mailed or delivered.

The basic application is as follows:

Organizational Profile Form: provides the essential information about the applicant organization/sponsoring organization. This form is created in SAGE by the information you verify, update and enter when you first register on the system and when you log in to submit applications, reports, or contracts.

Application Form: provides the essential information about the particular request being made. Be careful to complete all information accurately. You will need to print, sign and mail an original Application Form after you have submitted the application in SAGE.

Purpose of Funding: the Application Form requires a 50 word statement on the purpose of funding for publication, which will be used in press releases and for other public inquiries. It should contain the basic who, what, where, and when information as well as the outcome expected.

> ***For example:*** *"This NJSCA grant will help support the Sample Theatre Company's main stage season of four productions serving an estimated audience of 13,000 northern NJ residents; a six-play summer reading series for an invited audience of 3,000; a Youth Conservatory serving 75 young people and a Saturday Children's Series."*

Narrative: is the heart of the application. It is your opportunity to communicate to the panel the context, goals, standards, plans, methods, processes, controls, public impact and benefit of your organization, program or project – in other words, the who, what, when, where, why, and how.

> ***Reminder:*** *In composing the narrative and assembling support materials pay close attention at all times to the evaluation criteria, as well as to the Council's*

funding considerations and priorities. Look on the specified section topics of a narrative as the opportunity to tell your full story and not as limits to what needs to be communicated.

There is a limit of no more than 8 pages (32,800 characters or less) that addresses the "Narrative Topics" (see below). It is a good idea to craft the narrative in a Word document and then paste it into the SAGE narrative screen. It is in the applicant's best interest to make the information as clear and easy to follow as possible employing a font no less than 12 points. Do not use formatting or fancy fonts as these will not translate effectively to SAGE. Use the section and narrative topic headings to organize your narrative. Refer to your support materials in the narrative.

Board Chart: current board (please be sure to update if already completed in SAGE).

Staff Chart: current staff

Finance Charts (4): two Income and two Expense Charts including three years of financial information. <u>Use the notes feature to describe or explain your finance charts,</u> particularly if there are unusual increases or decreases represented.

Optional In-Kind Contributions Chart: documents any in-kind goods or services received/to be received by an applicant. Applicants are reminded that in-kind goods and services may not be counted toward the match.

> ***Please Note:*** *The Optional In-Kind Contributions Chart is not required but it may be helpful for panelists to understand the extent and specifics of an applicant's in-kind contributions, particularly when an essential function's costs are not showing up on the Expense Charts due to the function being made possible by an in-kind contribution. In-kind contributions listed on the form should be documented/documentable and based on fair market value for those goods or services. Over-inflated values may negatively affect your application in this area.*

Audits/Financial Statements: private, non-profit organizations must upload the two most recently completed audits or reviews of financial statements. The reports provided should be at minimum an independent corroboration and review of finances and internal controls conducted by a CPA or by a Public Accountant certified before 12/31/70, and be in accordance with Charities Registration Bureau requirements and any other state and federal requirements.

Current GOS grantees do not need to submit if they are up to date with this requirement.

Colleges, Universities and units of government are exempt from this audit requirement.

> ***Please Note:*** *In all cases in which a management letter is referenced in the audits, a copy should be submitted. An applicant's response to any audit findings may also be included and submitted with the report. If the audit/financial review for an organization's 2015 fiscal year is not completed by the application due date, but will be available by March 1, 2016, the applicant should substitute a*

memo noting this fact and then must submit the FY15 report to the Council by March 1.

Required and Optional Support Materials: support materials vary according to discipline; please see the detailed information below describing support materials.

To Prepare an Application

As you prepare the narrative, charts, forms, required documents and support materials that make up a complete application, please refer to the Evaluation Criteria to be sure that the various components of your application tell the same story, are reflective of your organization at its best, and reference the established criteria by which your application will be evaluated. Review the Evaluation Criteria and use the following sections on Narrative Topics and Support Material to help you create a strong application.

Evaluation Criteria

High artistic quality throughout the organization's programs in pursuit of an organizational mission that provides/creates public benefit and value. Panels will look for evidence of commitment to artistic excellence and the ability of the organization to achieve and sustain it, and connect its programs to people and communities in meaningful ways.

Significant public benefit and broad accessibility based on a sound understanding of who is/will be served by the organization's programs. Public benefit must be clear, measured, and documented. Panels will look for evidence of the organization's responsiveness to the needs of both local and regional communities, the involvement of communities to be served in organization planning and development, broad accessibility, active efforts to identify and remove barriers to building broader, more diverse audiences and deeper arts experience, and efforts to make the arts an integral part of community life.

Sound governance, management and operations based on good strategic planning. Panels will look for evidence of a committed, well-organized and appropriately composed board; adequate and qualified human resources; sound management practices, and a strategic plan that includes and responds to community input and is regularly monitored and evaluated.

Sound finances and full accountability. Panels will look for evidence of quality financial planning and management; a credible and responsible operating budget that shows active fundraising; broad-based and diverse sources of earned and contributed income; appropriate allocation of resources; and of financial stability and solid planning toward that goal.

Commitment to arts education and to providing opportunities for meaningful arts learning. Panels will look for evidence of specific arts education programs and functions provided by the organization; work undertaken in and with schools and in community

education settings; and efforts made to educate audiences and patrons about the artistic products it provides.

Commitment to raising public understanding and valuation of the arts, artists and arts education and advocating for their support. Panels will look for evidence of organization and board involvement in local, state and national advocacy efforts; communications developed on the public benefits the organization provides and on the arts overall; and of efforts to include and educate the public, in particular public officials, on the value of the arts.

Leadership in meeting statewide Council Priorities and developing and sharing models and best practices. Panels will look for specific and notable examples of dedication and significant accomplishment from among the many priority areas identified by the Council, and for the ways that the organization seeks to share and assist others in the field in achieving that success.

Narrative Topics

The Narrative Topics (**in bold below**) are provided as the framework for writing your narrative. Compose a narrative that will provide a reader who does not know your organization the ability to assess it against the Evaluation Criteria and Council Priorities. If you have unusual or unique circumstances that are not specifically queried, do not hesitate to present them in the appropriate section. Use the Sections and Narrative Topics as your outline to complete the narrative.

SECTION ONE
Artistic Quality and Public Benefit

Mission/History/Artistry/Programming
State the organization's mission and briefly articulate its goals as adopted by the board and detailed in the long range strategic plan. Provide a brief history of the organization, particularly as context for understanding current activities and future plans.

State the philosophy or vision that drives the artistic decision making process. Describe the process by which artistic decisions are made. Include information on the artistic decision-makers, the organization's connection to the audience or the community served by the artistic work, and how the organization itself measures artistic quality.

> *Please Note: "artistic quality" is relative to the organization's stated mission and goals. Therefore an arts education organization would focus its description on the quality of its education programs, or a service organization on the quality of its programs and services.*

Provide a link to your organization's website. If not highlighted on the website, describe the venue(s) in which you work and how it impacts programs. Describe current major programs in sufficient detail to express their purpose, quality and scope. Discuss how programming will grow or change over the next three years. Include here any special achievements or recognition for the artistic work of the organization.

Public Benefit and Access

Describe in geographic and demographic detail the communities currently served by the organization and the same for the current participants in the organization's arts programs and services. Provide numbers, as well. How does the organization identify, measure and document its public benefit? State the organization's established goals for broadening, deepening and/or diversifying that participation and reach, as well as any specific efforts and strategies undertaken or planned in those regards.

Describe the methods you employ to market your programs and services and communicate with potential participants, as well as the outcome of those efforts.

For performing arts organizations, it is important for the panel to understand the number of seats filled by paid ticket buyers versus those occupied as a result of complimentary tickets or ticket giveaways. It is also important to clearly describe the basis for the audience attendance figures you have achieved and/or project.

Describe any efforts to eliminate barriers to participation and to increase access for and outreach to underserved communities, including but not limited to persons with disabilities. What other barriers to participation (economic, geographic, cultural, linguistic, perceptual, etc.) has the organization identified, and what strategies are in place to overcome them? How does the organization work toward making the arts an integral part of community life?

SECTION TWO
Governance, Management, Planning, and Finances

Governance/Management and Operations/Strategic Planning

In conjunction with the information provided on the Board Chart, describe the composition and structure of the board, including demographics and any other key defining features. Detail the board's roles and responsibilities, particularly in the areas of governance, fundraising, development, and advocacy. Describe the committee structure and the activities of the board in both its general duties and that of committee work? Are there term limits for the board and what is the average tenure of board members? Cite any organizational goals for board growth and development. Does the organization rely on advisory boards or other types of volunteer groups to carry out the work of the organization? If so, describe the services provided or jobs undertaken by volunteers.

Reminder: It is important to use the narrative to fully explain any unique governance structures or any significant changes to current board operations.

In conjunction with the information provided on the Staff Chart, describe the composition and structure of the staff, including division of duties and the qualifications of key management, operations, and other related staff members. If key staff positions are

currently vacant, describe the process and timeline for filling positions, as well as the qualifications to be sought in potential candidates.

Describe the organization's strategic planning process, including when and how it is undertaken, who leads the process, and who has input into the process, including how community input is achieved. Indicate exactly where the organization is currently positioned regarding the plan, such as first year, last year, etc., and describe any major accomplishments or setbacks that have informed or revised the plan.

> ***Please note:*** *Evidence of solid planning to guide operations and development for the next three years will be important to successfully obtain a three-year funding commitment. Be sure that the strategic plan includes specific goals, assignment of tasks to achieve goals, a timeline and attention to adequate resources to ensure success.*

If the organization is currently operating without a strategic plan or will soon enter into a new one, use this section to fully describe the process that will be employed to achieve a plan.

> ***Reminder:*** *Please upload brief bios of management leadership and the current strategic plan with the required support materials. It may also be helpful to include other current planning documents, such as marketing, fundraising, audience development, or arts education, etc. as optional support materials.*

Fiscal Soundness/Financial Resources
In conjunction with the information provided on the Finance Charts and included in your audits, describe the current financial picture of the organization and explain the financial planning that leads to budget development and monitoring. Discuss the sources of income, earned and contributed, and explain any significant increases or decreases projected. If the organization receives significant in-kind contributions, provide detail on the In-Kind Contributions Chart and explain how these goods and services impact the organization. Detail any assets and/or financial instruments that contribute to fiscal soundness, such as an endowment, property, cash reserve, investments, or line of credit. Discuss any significant upward or downward income or expense figures from year to year. Describe the organization's policies and procedures for ensuring adequate fiscal controls. Is the board involved in financial review and how often are financial plans reviewed?

If the organization is projecting an operating deficit, or has an accumulated deficit, provide information on its cause, how it is being addressed, if there is a board approved deficit reduction plan, and when the deficit is projected to be eliminated. Also, provide information on any issues or notes that are raised in the organization's audits.

Describe contributed income and your development and fundraising strategies to achieve projected goals. Be specific, particularly regarding new sources and targets. Who leads this effort? Is the board required to contribute? Describe its role and obligations in fundraising and developing income.

Describe your sources of earned income and your strategies for developing its potential.

> *Reminder: Please upload the organization's audit, if required. If applicable, upload the board approved deficit reduction plan as optional support material. It may also be helpful to include any other documents which provide significant information about the organization's fiscal soundness or fundraising strategies as optional support material.*

SECTION THREE
Arts Education, Advocacy, and Leadership

Arts Education/Arts Learning
How is arts education a part of your organization mission, goals, programs, and operations? Describe any specific arts education programs or activities.

For school-based, school-time, hands-on arts learning activities that support school core curriculum led by teaching artists, provide details on the schools or school districts, students and teachers served. Is teacher and teaching artist training part of this program, and if so, how is it accomplished? How are outcomes measured?

For arts education programs such as classes and workshops held in community settings or on-site led by artists that provide sequential, hands on, participatory activities for any age that support high quality lifelong learning in the arts, describe how the organization is an educational resource for its community.

For enrichment learning activities, such as lecture/demonstrations, docent tours, pre- or post-performance discussions, and gallery talks, describe how these activities deepen the experience for participants.

> *Reminder: Upload as required support material the credentials for those providing arts education leadership and teaching artists engaged for the programs. Consider including as optional support material examples that demonstrate the artistic and educational quality of the education programs such as curriculum or educational materials, examples of teaching artist and student work, or letters of support from schools or participants.*

Public Understanding/Advocacy
How does the organization advocate for support of the arts in New Jersey? Describe all specific ways that the organization communicates to public officials, educators, business, and community leaders and others not already connected to the work of the organization about the public value of its work and of the arts in general. Describe any programs or services offered that contribute to better public understanding of the value of the arts. Describe any partnerships or collaborations with non-arts organizations that contribute to advancing greater public value for the arts.

What is the role of the board in advocacy efforts for the organization as well as in promoting the value of the arts in general? Describe specific strategies or plans for increasing public understanding and appreciation of the arts.

Leadership/Council Priorities/Best Practices and Models
Describe any specific areas of operations or programs that significantly advance or contribute to the Council Priorities. These can exist in any aspect of the organization's operations, governance, planning, programs, or services. Briefly reference or highlight areas in your narrative that describe the ways that you share these models and best practices and exert leadership in your field.

Support Materials
Required and optional support materials play a significant part in the evaluation process by reinforcing what is presented in the narrative. They are important tools that provide the peer panel with a more complete picture and a firmer basis for evaluation. Applicants are required to submit specific support materials and have the option of submitting up to five (5) additional pieces of support material that are from the past 18 months, and are current, relevant materials.

Whether required or optional, applicants are strongly encouraged to upload documents or provide links, where applicable. The maximum file size you can upload is 13MB. There is no size restriction for linked work samples.

Artistic quality demonstrated through the materials is important. The links and/or uploaded files (preferred) or CDs/DVDs you submit should present samples of the organization's and associated artists' best work; panelists will assume what you show are the best possible samples. It is advisable to directly reference your support materials in your narrative.

As the Council moves toward simplifying the application process, duplicate sets of mailed-in print materials will be the exception rather than the rule. Should you have questions regarding the new format, please contact Council staff.

Support Material Formats
Outlined below are acceptable formats and size restrictions for work samples.

If it is determined that you need to mail certain support documents, please send **four identical and collated sets** of printed support material and/or **only one audio/visual set**. All printed support material should fit within an 81/2" x 11" format. Do not send binders or large bulky materials. Do not staple or clip material together. Use a two-pocket folder to hold the support materials with required items on one side and optional on the other, so marked.

> *Please note: The Council must retain the support material of all grantees, so please send only copies and not originals. Applicants not receiving an award may pick up support material, or send a self-addressed stamped mailer for its return, which will be mailed after the appeals process has concluded. Materials of unfunded applicants which are not reclaimed will be discarded at the conclusion of the appeals process.*

Required Support Materials
The maximum file size you can upload is 13 MB. There is no size restriction for linked work samples.

Brief Bios of Key Personnel/Artists Credentials (upload document)
The qualifications of persons playing key artistic, administrative, or educational roles, whether paid staff, board members or volunteers, must be provided. Provide artistic and education credentials for artists who are providing instruction or educational services.
- Do not provide long resumes.
- Provide biographical summaries with credentials related to individuals' functions.
- Provide credential summaries (brief biographical sketch) of artists engaged or a sample summary when there are a large number of artists engaged.

Long Range Strategic Plan (upload document)
The Long Range Strategic (LRS) Plan must provide the long-range (three or more years) goals and objectives of the organization. The LRS Plan should:
- provide action steps for the realization of goals;
- place the action steps on a realistic and detailed timeline;
- give thought to the development of resources necessary to realize the goals within the timeline;
- provide an update that briefly notes what goals or objectives have been attained to date.

Those without a LRS Plan or between plans should describe in the narrative the process for the development of a plan, including how the process will be conducted, who will be involved, and a timeline.

> ***Please Note:*** *Applicants that do not demonstrate the ability to plan for the needs of their organization for at least a three-year period will not receive a three-year commitment of support from the Council.*

Audio/Visual Support Materials and Other Discipline-Based Special Information
All applicants proposing to produce or present the arts must provide the documentation of artistic quality required below. The maximum file size you can upload is 13 MB. There is no size restriction for linked work samples. Please remember to provide a link to your organization's website.

All Performing Arts Applicants
It is helpful if the organization's website provides visuals that indicate the venue(s) in which work is produced or presented, as well as an overall sense of the organization's past and current public activities. Selected samples of the organization's work should focus on work produced or presented which best documents artistic quality.

Music and Opera Applicants
List links of sample works performed within the past 18 months that are representative of the applicant's repertoire. A fully detailed corresponding Media Identification Sheet must be provided for the links.

List the selections in the order you wish them to be accessed. The panel will listen to several selections but likely no more than 10 minutes total. It is important for the applicant to submit samples which:
- exhibit a variety of tempos and styles in musical performance.
- showcase the work of the applicant organization ensemble and not solely that of guest artists.

A list of repertoire is also recommended as optional support material. Applicants in Opera may also upload images to demonstrate production values. A fully detailed corresponding Image Identification Sheet must be provided for the uploaded images.

Theatre and Musical Theatre Applicants
Applicants are not required to submit a work sample in deference to the rules governing Actors' Equity Association. However, if a work sample is available and its submission is not a violation, the applicant is encouraged to submit it. Applicants are strongly urged to provide in the narrative as much information on artistic vision and decision-making, training and experience of theatre artists and craftspeople, awards and distinctions, and any other information that can substantiate artistic quality. Uploaded images may also be submitted to demonstrate production values. A fully detailed corresponding Image Identification Sheet must be provided for the uploaded images.

Dance Applicants
List links of work performed within the past 18 months (excluding "The Nutcracker"). Promotional videos are strongly discouraged. A fully detailed corresponding Media Identification Sheet must be provided for the links. List the selections in the order you wish them to be accessed. The panel will view several selections but likely no more than 10 minutes total.

Visual Arts and Crafts Applicants (and all Museums regardless of discipline)
Upload 10 to 20 images, including up to four images of the space and/or installation of an exhibit(s) and the rest of exhibited and proposed-to-be-exhibited works by artists who have committed to participation or are under consideration. Floor plans of exhibition spaces are helpful. For exhibitions of contemporary artists' work, samples should be of recent works, unless the exhibition is a retrospective or has an historical perspective. A fully detailed corresponding Image Identification Sheet must be provided for the uploaded images.

Media Arts Applicants
List links of work(s) produced or presented within the past 18 months. A fully detailed corresponding Media Identification Sheet must be provided for the links.

Literature Applicants
Submit sufficient support material to document artistic quality, particularly of any guest writers, workshop leaders, etc. who are engaged for programs. Please contact Council staff to discuss the submission of publications.

Folk Arts Applicants
[Special guidance is provided](#).

Multidisciplinary Applicants
While no specific materials are required, Multidisciplinary applicants are strongly encouraged to provide links based on the different disciplines involved in the program. See "Music," "Dance," and "Visual Arts" sections above for submission selections and instructions. Such documentation of artistic quality is strongly encouraged.

Arts Basic to Education Applicants
[Special guidance is provided](#).

Performing Arts Presenters
Applicants are strongly urged to provide in the narrative detailed information on artistic decision-making and programming, make sure that the organization's website includes past and current information related to the artists presented. It is also important to address how the organization cares for the needs of the artists and companies it presents. If a presenter provides other types of programs or services, such as producing events or artists' services, these should also be covered in the narrative and documented in the support material selected.

Optional Support Materials
In addition to the above required support materials, applicants may provide **up to five (5) additional items of support material** to underscore key points made in the narrative. Applicants should be judicious and select a limited number of its strongest items. Each item is counted as one piece of support material. For example, a multi-page program is considered one piece; each planning document or article is considered one piece, as is each photo, brochure, letter of support, etc.

Application Submission
The main parts of your application will be submitted through the SAGE system. These items include:

> Organizational Profile Form
> Application Form
> Charts/Forms
> Narrative
> Required documents
> Required support materials
> Audio/visual links and/or files
> Optional support material

The items to be mailed or delivered include:

> Signed original Application Form
> Audio/visual materials: CDs, DVDs, if applicable*
> Optional support material, if applicable*

*Please contact [Council staff](#) to determine if this option is essential.

Please do not send cover letters with the mailed application materials. If you feel the need to communicate to the Council, do so under separate cover. If applying for more than one NJSCA grant, package and send each complete submission separately. Please note that any material you wish to include in both submissions must be provided in each submission.

Application Deadline is Wednesday, February 3, 2016. Application deadline must be met by efiling by 11:59 pm on the deadline date.

> ***Please note:*** *You will receive an e-mail confirmation when your SAGE submission has been received.*

Mailed required original signed documents and support materials must be **postmarked or delivered to the Council office by 4:00 p.m. Friday, February 5, 2016.**

Please use <u>street address</u> for carriers such as Federal Express or UPS
New Jersey State Council on the Arts
FY17 Grant Application
225 West State Street, 4th Floor
Trenton, NJ 08608

Please use <u>mailing address</u> for delivery by the US Postal Service
New Jersey State Council on the Arts
FY17 Grant Application
P.O. Box 306
Trenton NJ 08625-0306

General Guidance
- There is a great deal of information to be considered. Please read the guidelines carefully in their entirety.
- When composing your narrative and assembling your application, always keep in mind the Evaluation Criteria, Council Funding Considerations, Council Priorities/Best Practices and Models, and how the grants process works.
- Complete all the required charts accurately.
- Triple check all numerical entries.
- Review the information on support materials, what makes a complete application, and any special guidance to be sure of requirements.
- Use the checklist to assure a complete submission.

Click here for <u>Frequently Asked Questions</u>.