

Community-Based Art Grant Program 2023 Notice of Funding Opportunity

Application Checklist:

- Cover page
- Application Checklist (this form)
- Narrative Statement
- Resumes of Key Personnel
- Proof of Non-Profit Organization Status or Tax-Exempt Status
- Budget Chart



March 27, 2023

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

Table of Contents

How to Apply	1
Questions About Application	1
Application Submission	1
Requirements for Final Approval and Funding	2
Background	2
Expectation of Community-Based Organizations	3
Where the Work Will Take Place	4
Amount of Funding	5
Community-based Organization Eligibility Requirements.....	5
Evaluation Criteria	6
Community-Based Art Installation Grant Program Timeline.....	7
Application Requirements	7
Additional Application Process Information	10
Appendices	
Appendix A: Budget Chart	12

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

This Notice of Funding Availability (NOFA) solicitation seeks up to four (4) community-based organizations or units of a government entity, college, or university (collectively referred to as “CBOs” and individually as “CBO”) that will each be paired with one artist team¹. This is not an opportunity to propose artwork – it is a funding opportunity to partner and work with an artist, once selected through this grant program.

The selected CBOs will be responsible for hosting and promoting the art installations within each community they serve, including but not limited to: a community event showcasing the artwork; and managing the grant award and funds. Grant award/fund management may include but not be limited to acting as the primary point of contact for the artists, supporting the artists to develop art installations, and paying artists and project costs with the funding awarded through this NOFA.

This NOFA solicitation offers funding for a new round of grants as part of the [Community-Based Art Grant Program](#).

How to Apply

All funding application requirements must be completed and submitted in accordance with the Application Submission requirements below. For Application Requirements, please see page 7.

Questions about Application

Any questions about the funding application process should be submitted in writing via email to NJCZM@dep.nj.gov by **5:00 P.M. EST on June 2, 2023** to be eligible to receive a response. Staff are not able to answer any questions about the grant application process over the phone or email.

Applicants seeking assistance are advised to submit questions well in advance of the deadline. Prior to submitting questions, applicants should read the application requirements thoroughly.

Responses to application process questions will be posted to the grant program’s website, <https://www.state.nj.us/dep/cmp/grants.html> on **June 9, 2023** with a follow-up notification to the submitting applicant.

Application Submission

Applications and all required/associated documents must be submitted electronically to the New Jersey Department of Environmental Protection (DEP), New Jersey Coastal Management Program (CMP) at NJCZM@dep.nj.gov by **5:00 P.M. EST on June 30, 2023** to be eligible for funding.

A notification of receipt will be provided to the applicant by email. Any incomplete application shall be deemed ineligible.

¹ Artists will be selected through a separate and open process.

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

Requirements for Final Approval and Funding

The announcement of and notification to all grant recipients will occur by **July 14, 2023**. Prior to final approval and the award of funding, all participating entities must provide a final statement of work and budget agreed to by the applicant and (CMP).

Background

Risk can be perceived very differently by populations that experience similar kinds of events based on culture, economic practices, education, and length of events. It is not enough to relay to people that they are at risk; it is necessary to help them understand, through compelling and clear messaging, what can be done so they feel empowered to take action. The CMP wishes to adopt new methods of communication to have a more wide-spread and effective approach to communicating risk about climate change.

To achieve this, the DEP/CMP is partnering with the New Jersey State Council on the Arts (State Arts Council) to implement a Community-Based Art Grant Program (Grant Program). The Grant Program is intended to increase awareness about the risks and impacts of climate change in New Jersey by engaging the public in the development and presentation of art installations and associated communication efforts and events in geographically diverse locations throughout New Jersey.

The purposes of the Grant Program are to:

- Increase public awareness of how individuals will be impacted by climate change and what they can do about it;
- Use innovative approaches, outreach methods, and materials that are tailored to the needs of local communities throughout New Jersey's coastal zone;
- Elevate awareness of the risks of climate change, including but not limited to increased temperature, drought, flooding caused from sea-level rise, coastal storms, and precipitation;
- Advance resilience planning efforts in New Jersey through effective risk communication methods, materials, and actions; and
- Effectively communicate the necessary behavior changes that will make New Jersey more resilient to climate change.

Art installations may be temporary or permanent, depending on the need of each community-based organization and the type of art installation. Any plans for a community-based organization to permanently keep the artwork onsite will need to be discussed with the artist and will not be funded through the Grant Program.

This Grant Program is funded by the National Oceanic and Atmospheric Administration (NOAA) and the DEP/CMP in partnership with the State Arts Council.

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

Note: The DEP/CMP, State Arts Council, CBOs, and NOAA will have rights to take and use images and videos of the artwork produced from this Grant Program. Artists will retain the rights to the artwork itself.

Expectations of Community-Based Organizations

The selected CBOs will be responsible for hosting and promoting the art installations through each community they serve, including but not limited to: an in-person community event showcasing the artwork; and managing the grant award and funds. Grant award/fund management may include but not limited to acting as the primary point of contact for the artists, supporting artists to develop art installations, and paying artists and project costs with the funding awarded through this NOFA.

The intent of the Grant Program is to engage communities around the development and display of artwork and provide an innovative approach to effectively communicate the risks of climate change. The CBOs will be awarded funding to:

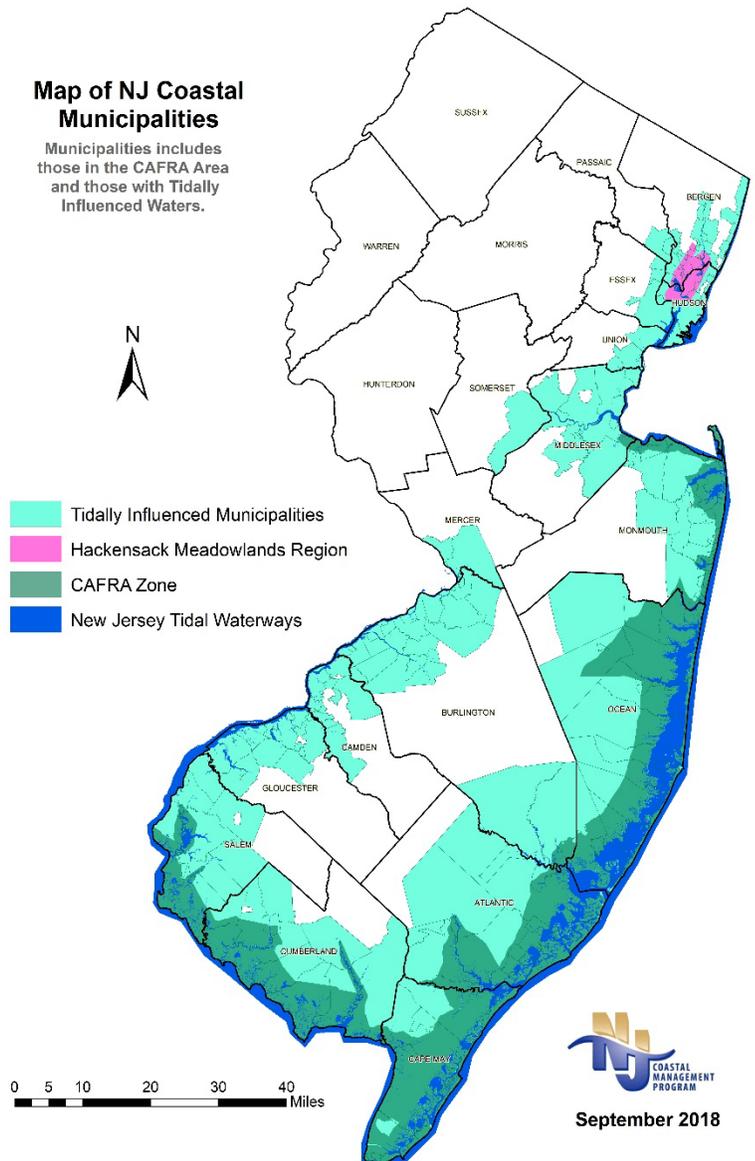
- Directly work with the State Arts Council during a scheduled meeting to inform the call for artists, attend a jury orientation, and participate on the artist selection panel (which will be held virtually if necessary) through the State Arts Council to assist in the selection of an artist that will work directly with the CBO to complete work under the Grant Program;
- Manage all necessary documentation required for the grant agreement, including invoicing, providing proof of payment, and proof of work;
- Directly work with, act as the point of contact, organize, and provide funding awarded through this NOFA to one artist for development of a community-based artwork. Up to four (4) CBOs will be selected through this NOFA. Artists will be selected through the State Arts Council's solicitation process;
- Work with the selected artist(s) to determine the most suitable location for the artwork;
- Develop a detailed work plan for approval by CMP and the State Arts Council. The work plan must identify the CBO project lead who will work closely with the artist and be in direct contact with CMP and State Arts Council throughout the duration of project. The CBO project lead is responsible for ensuring CMP and the State Arts Council are updated monthly on the progress of the project and must attend all meetings. The work plan must also outline a proposed timeline for promoting and holding the community event, development of the artwork, and when update meetings will be held. Changes to the work plan must be approved by CMP and the State Arts Council in advance of implementation;
- Advertise community events through social media and any preferred platforms, tagging CMP and the State Arts Council in posts. Social media content, flyers, and any other promotional material must be approved by CMP and the State Arts Council in advance;
- Host an in-person community event(s) to showcase the artwork;

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

- Photograph and document artwork and all events for future use; and
- Acquire all required local, county, state, and/or federal permits required to hold any community event(s).

Where the Work Will Take Place

Art installations will be located in existing public spaces within the coastal zone. Installations may include but are not limited to the following: murals; light displays; installations created by the community with artist-collected trash; performances (dance, music); or performance art. The installations can be located on the CBO's property or on other publicly accessible locations, in which case sufficient proof of any rights necessary to use such land is required. In all cases, the CMP is required to approve final installation locations. The location of installations cannot create any new environmental disturbance resulting from the installation, and installations will not be located in, or cause impact to, environmentally sensitive areas, such as wetlands, sand dunes, threatened and endangered species or habitats, historic preservation sites, or marine mammal habitats. Due to the importance of protecting the environmental and historic integrity of any site, the proposed location of art installations shall undergo a National Environmental Policy Act (NEPA) review by NOAA through CMP on behalf of all selected CBOs and artists. Project installation cannot begin until NEPA review is approved by NOAA and CMP notifies both the CBO and the artist.



Click on the link [here](#) to view the list of New Jersey municipalities that are located in the coastal zone, which include those in the CAFRA area and those with tidally influence waters.

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

Amount of Funding

CBOs will be awarded funding to reimburse administrative expenses and supply costs for promoting and hosting community event(s), as well as funding for artists to accomplish the expected actions noted above. Up to four (4) CBOs throughout New Jersey's coastal zone may be selected under this solicitation. Each CBO will be paired with an artist(s) selected through a panel administered by the State Arts Council.

The total funding available for this grant program is \$80,000. Each CBO is eligible to be awarded \$20,000². Of that award, a minimum of \$12,000 must be provided to the artist(s) the CBO is partnered with for the reimbursement of materials and for development and presentation of the art installation selected. Up to \$8,000 may be utilized by each CBO for reimbursement of its documented costs, such as staff time, location fees, and materials.

CBOs will be selected based on the selection criteria and funding available. The CMP and State Arts Council will serve as the review team to consider each CBO's submitted budget and proposed costs and will recommend an award amount, which may differ from the requested amount. CMP will make the final determination regarding the award of funding.

Community-Based Organization Eligibility Requirements

To be eligible for the Grant Program, each CBO applicant must either:

1. Be incorporated in the State of New Jersey as a non-profit corporation [and in good standing] or be a unit of a government entity, college, or university; or
2. Be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501(c)3 or (c)4.
3. Each CBO applicant also must:
 - a. Be an organization in "good standing" with the State of New Jersey; and
 - b. Have established programs that occur and impact communities within New Jersey's coastal zone (see the map on page 5 for reference); and
 - c. Have the ability to submit required contract reporting and invoicing; and
 - d. Have at least one half-time administrative staff person on payroll (not a combination of staff);
 - e. Have the ability to promote and support community understanding of and engagement in the art installation, either in-person or virtually; and

² If less than four (4) eligible CBOs submit applications, this amount is subject to change. Funding may be reallocated to those CBOs that meet all NOFA requirements. In such cases, CBOs will be eligible for additional funding to: undertake supplemental efforts associated with supporting the artist(s), community event(s), and/or art installation(s); and/or partner with an extra artist and promote a separate, unique art installation.

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

- f. Have the ability to submit a Project Accessibility (ADA) Checklist when the grant agreement with CMP has been executed. The Checklist is available here: <https://njtheatrealliance.org/resources/self-assessment>; and
- g. Register in NJSTART, if selected for award. If you are a new grantee (not in the State's Treasury system) or an existing grantee with a new payment address or wish to receive direct deposit, you must register/update information at <http://www.njstart.gov> in order to process a contract; and
- h. Have an independent board of directors responsible for the governance and administration of the organization, its programs, and finances if the applicant is not an arts missioned organization; and
- i. Serve a large and diverse population beyond staff, residents, enrolled students, and faculty if the applicant is a college, university, or municipal government.

Evaluation Criteria

Applications shall be evaluated based on their compliance with and responsiveness to the requirements set forth herein, including but not limited to the eligibility and application requirements. The evaluation shall also consider, and CMP may make awards under this solicitation, to ensure that the Grant Program reaches a broad and diverse range of communities and populations across the state in consideration of all the following criteria:

1. the geographic locations of proposals with the intent to represent a balanced distribution of messaging across the coastal zone;
2. the vulnerability of the communities being served by the CBOs to the current and anticipated impacts of climate change;
3. the potential for selected art installations to be accessible by socially vulnerable communities and populations;
4. high programmatic quality throughout the project, as related to the Grant Program's purpose;
5. a commitment to providing meaningful and innovative opportunities for selected artists and communities to work together;
6. appropriate programmatic planning, including governance, management, and human resources as they relate to the Grant Program;
7. an appropriate project budget that includes sufficient resources and a demonstration of fiscal responsibility;
8. a sound understanding of who is/will be served by the project that is clear, measured, and documented;
9. a commitment to broad accessibility and service to a diverse group of artists and community members in pursuit of the Grant Program's purpose;

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

10. the demonstration of current community impact through established programs that will help bring new audiences to the CMP's risk communications;
11. the demonstration of current/recent involvement with activities of municipalities located in the coastal zone;
12. an understanding of how climate change impacts the community and why resilience is important to the organization and the community at large;
13. a demonstrated history of providing public programs or services for at least two (2) years prior to the application submission;
14. a demonstrated ability to provide public programs and services virtually;
15. a demonstrated ability to partner with other agencies/organizations, work with an artist, and serve as a project lead.

Community-Based Art Installation Grant Program Anticipated Timeline

- **May 22 2023:** NOFA Announcement
- **June 2, 2023:** Questions about Application Deadline
- **June 9, 2023:** Question and Answer Document Provided
- **June 30, 2023:** NOFA Submission Deadline
- **July 14, 2023:** NOFA Awardees Announced
- **July 14- July 28:** State Arts Council and CBO Meeting to Discuss Call for Artist
- **July 28, 2023:** Call for Artists Announcement
- **Aug 24:** CBO Call for Artist Jury Orientation
- **Aug 25:** Artist Q&A Session Lunch Meeting
- **Sept 5, 2023:** Call for Artists Submission Deadline
- **Sept 8- Sept 29 , 2023:** Artist Selection Panel Preliminary Review of Artists' Submissions
- **Week of Oct 9, 2023:** Artist Selection Panel Selection of Artists In-person Meeting
- **October 30, 2023:** Selected Artists Notified
- **Spring to fall of 2024:** Community Events and Installation of Artwork

Note: The date of the in-person community event(s) promoted and hosted by the CBO will be dependent on when the art installations are completed.

Application Requirements

All applications shall address all requirements of this solicitation, including but not limited to the evaluation criteria, as set forth below.

For Application Submission and Instructions, please see page 1.

- Cover page**
 - Name of the project

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

- Applicant organization
- Point of contact name and contact information (mailing address, email, phone)

Application checklist

Narrative Statement

This statement is limited to five (5) pages, not including the project budget, and supporting materials. It should clearly and concisely communicate your organization's project to the panel and provide context for the other materials in the application. The narrative should directly address all requirements of this solicitation, including but not limited to the Evaluation Criteria, your organizations' history of experience and capacity to successfully complete the tasks outlined in this NOFA, and how the represented community will benefit from a better understanding of its risks to climate change. Successful narratives are clear, convincing, and supported by budgets and links to support materials. Each narrative must include the following.

- *Overview* – briefly provide an overview of your organization and its ability to be a good partner for the Grant Program. Describe possible locations where the artwork could be displayed or showcased and where the community event could be held.
- *Project Management* – briefly describe the management structure of your organization and its connection to and oversight of this project. Address the eligibility requirements, as applicable. Be sure to include:
 - all required or otherwise relevant information about the organization's board and any advisory committee responsible for oversight of the project, and identify any staff or volunteers essential to carrying out the project.
 - Qualifications of Personnel
 - Board and Staff Organizational Chart(s)
- *Overview of Network and Coordination* – describe the overall network your organization has access to and works through, along with how that network will benefit this project. Be sure to:
 - Describe how your organization currently works or has had recent involvement with activities in each represented municipality and other organizations.
 - Provide a history of relevant public programs or services to demonstrate your organization's experience with and capacity to complete projects, programs, or services of similar scope, including virtual programming.
 - Describe if/how other partners will help you engage new audiences.
- *Project Budget* – in conjunction with the information provided on the Budget Chart (Appendix A), describe the financial planning for this project. Be sure to detail:

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

- How the awarded funds will be used by the CBO.
- The plans and methods used to earn and raise any additional funds determined to be necessary to accomplish the project.
- Any expenses pro-rated to the project.
- Sufficient resources and a demonstration of fiscal responsibility.
- *Audience Development and Assessment* – describe the audience who is/will be served through this project. How will your organization identify, measure, and document the benefits of this project in a clear manner? Be sure to:
 - Demonstrate a commitment to providing meaningful and innovative opportunities for selected artists and communities to work together.
 - Identify the target community in New Jersey intended to benefit from this project, including its geographic region, total population, and experiences with coastal hazards.
 - Describe how your organization currently impacts the represented community through established programs that will help bring new audiences to the CMP's risk communications.
 - Distinguish between those who will attend event(s) and those who may be served through secondary means, i.e. radio, television, blogs, web-based learning, publications, virtual programming, etc., if applicable.
 - Detail the methodologies by which your organization seeks feedback and how it is integrated into the project's evaluation.
 - Provide an understanding of how climate change impacts the represented community and why resilience is important to that community.
- *Accessibility and Diversity* – describe all the steps your organization will take to ensure wide accessibility to the project and outreach to a diverse group of artists and community members in pursuit of the Grant Program's purpose.
 - Describe how barriers (economic, geographic, cultural, linguistic, physical, transportation, etc.) that may impede access to and participation in the project will be addressed. What strategies are in place to overcome those barriers?
 - Describe what goals and strategies are in place for increasing the number or diversifying the group of artists with which your organization engages.
 - Describe what goals and strategies are in place for deepening the relationship with or the experience of artists.

Resumes of Key Personnel

Proof of Non-Profit Organization status or tax-exempt status

Budget Chart

Additional Application Process Information

1. Any materials submitted after the application deadline will not be accepted.
2. Incomplete applications will be deemed ineligible and will not advance to the review panel process.
3. An applicant's potential project does not need to be regional in scope and can serve a specific or local population; however, the organization itself must demonstrate a regional or statewide impact (see Eligibility Requirements).

Appendix A

Budget Chart

BETWEEN

Community-Based Art Grant Program: 2023 Notice of Funding Opportunity

 (Name of Grantee)
 AND
 THE STATE OF NEW JERSEY
 BY AND FOR
 THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER:

APPROVED PROJECT BUDGET

ACCOUNT DESCRIPTION	TOTAL BUDGET	FEDERAL	STATE	GRANTEE	OTHER
A. Personnel Costs	0.00	0.00	0.00	0.00	0.00
Salaries					
Fringe Benefits	0.00	0.00	0.00	0.00	0.00
B. Consultants and Subcontractors	0.00	0.00	0.00	0.00	0.00
C. Other Costs					
Specify:					
_____	0.00	0.00	0.00	0.00	0.00
_____	0.00	0.00	0.00	0.00	0.00
_____	0.00	0.00	0.00	0.00	0.00
_____	0.00	0.00	0.00	0.00	0.00
_____	0.00	0.00	0.00	0.00	0.00
D. Audit	0.00	0.00	0.00	0.00	0.00
Subtotal Direct Costs	0.00	0.00	0.00	0.00	0.00
Less Program Income	0.00	0.00	0.00	0.00	0.00
Total Direct Costs	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00
TOTAL PROJECT AMOUNT	0.00	0.00	0.00	0.00	0.00