

New Jersey Cultural Trust
CAPITAL HISTORIC PRESERVATION
GRANT PROGRAM
2023 (FY24) Grant Guidelines



New Jersey Cultural Trust

NJ Department of State
P.O. Box 305
Trenton, New Jersey 08625
Phone (609) 633-0522



New Jersey Historic Trust
NJ Department of Community Affairs
P.O. Box 457
Trenton, New Jersey 08625
Phone (609) 984-0473 Fax (609) 984-7590
njht@dca.nj.gov www.njht.org

***Applications must be completed using
New Jersey System for Administering Grants Electronically (SAGE)
Application for funding due by April 4, 2023 at 4 pm***

New Jersey Cultural Trust

Capital Historic Preservation Grants

2023 (FY24) Guidelines

INTRODUCTION

The New Jersey Cultural Trust Capital Historic Preservation Grants Program is collaboratively administered by the New Jersey Historic Trust for and with the New Jersey Cultural Trust. The Cultural Trust Act (2000) created a Trust Fund, from which grants may be awarded to support capital projects, endowments and institutional and financial stabilization of qualified organizations. The Act directs the New Jersey Historic Trust to design and administer programs that recommend capital projects to the Cultural Trust.

All history, arts and humanities organizations with stewardship responsibility for historic resources that are listed on the New Jersey Register of Historic Places, and qualified by the New Jersey Cultural Trust, are eligible to apply for 2023 (FY24) capital historic preservation funding.

The New Jersey Cultural Trust was established by law in July 2000 to develop a permanent source of funding for arts, history and humanities organizations. The New Jersey Historic Trust was established by statute in 1967 as a nonprofit historic preservation organization created to preserve and protect New Jersey's historic resources. Through its programs and activities, the Historic Trust assists, supports, and safeguards historic structures throughout the State.

To be eligible for funds, an organization must be a New Jersey-based, nonprofit organization that has been qualified by the Cultural Trust by March 15, 2023. In order to become qualified by this date, **qualification applications must be postmarked no later than February 17, 2023 and submitted to the Cultural Trust.**

Call the NJ Historic Trust at (609) 984-0473 with questions regarding eligibility, the application process, and one-on-one applicant consultations. Information is also posted on the Historic Trust website <http://njht.org/dca/njht/programs/ct/>.

Qualification Process

In order to be eligible for funds in this program, organizations must first be designated *qualified* by the New Jersey Cultural Trust. Applications for qualification are available from the [Cultural Trust website](#) or from its office by calling 609-633-0522. Please note that the qualification application is a paper form and must be mailed to the Cultural Trust, with all

required attachments. In order to remain eligible to apply in this round, applications for qualification must be **postmarked no later than February 17, 2023**.

Organizations can check if they are already qualified by the Cultural Trust by consulting the list of qualified organizations on the [Cultural Trust's website](#).

To become qualified, an organization must demonstrate that it:

- fulfills a primary arts, history, or humanities mission through active programs and services;
- is New Jersey-based;
- has been in operation for a minimum of four years;
- has a functioning board that provides financial oversight to the standards set by the Cultural Trust;
- is a tax-exempt nonprofit organization;
- is current with Charities Registration and Division of Revenue filings;
- and, is able to submit the required support material as described in the application.

Schools, units of government and religious organizations are not eligible to be qualified by the Cultural Trust.

Any questions about the qualification process should be directed to the Cultural Trust:

Isabel (Izzy) Kasdin
Executive Director
New Jersey Cultural Trust
isabel.kasdin@sos.nj.gov
609-633-0522

FY24 Grant Round

SAGE

The New Jersey Cultural Trust requires all applicants to register on the New Jersey System for Administering Grants Electronically (SAGE). The grant application (due April 4, 2023 at 4 pm) must also be submitted on SAGE. The name of the application is "Historic Trust Capital 2024."

Priority

In 2023 (FY24), the New Jersey Historic Trust's priority will be projects that can be completed for \$100,000 or less. These projects will be carefully considered in relation to other criteria for funding.

Eligible Applicants: To be eligible for funds, an organization must be a New Jersey-based, nonprofit organization that has been qualified by the Cultural Trust as of March 15, 2023. **Applications for qualification must be postmarked no later than February 17, 2023.** Please see above “Qualification Process” for details.

If an organization is deemed ineligible through the Cultural Trust’s qualification process, its application will not advance to the panel process.

Eligible Properties: Properties for which funding is requested must, at the time of application, be

- Individually listed in the New Jersey and/or National Register of Historic Places; or
- contribute to the significance of a historic district listed in the New Jersey and/or National Register of Historic Places

All eligible properties must be listed on the NJ Register of Historic Places at the time of application in order for the application to be considered for funding in this grant round. Contact Andrea Tingey at the Historic Preservation Office at (609) 984-0539 or andrea.tingey@dep.nj.gov with questions regarding historic register eligibility.

Eligible Activities: In the 2023 grant round, eligible activities include stabilization, repair, restoration, adaptive reuse and improvements to cultural or historic properties, including adapting for increased accessibility. All projects must be in conformance with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*. The project budget may also include proposed non-construction expenses for architectural or engineering services. Proposed non-construction activities are limited to 20% of the proposed construction budget.

Ownership: For all requests other than acquisition, applicants must demonstrate control of the property through a deed or valid lease.

Grant Size: The maximum grant award for this round is **\$40,000**.

Grant Period: All grant-funded activities must occur during the period January 1, 2024 through December 31, 2024. Please consider this timeframe when considering the project for which you will seek funding.

Match and Financial Requirements: There is **no** matching requirement. However, if an organization’s project costs more than is being requested, the proposal must clearly demonstrate the organization’s ability to provide the remaining necessary funds.

Criteria

The following criteria will be used in the evaluation of the proposal:

1. Significance of Resource

- a. **Significance of resource.** At the time of application, property must be listed in the New Jersey and/or National Register of Historic Places, or be a contributing resource to a listed Historic District. For questions about listing or historic register eligibility please contact the State Historic Preservation Office at (609) 940-4312.
- b. **Physical condition of property.** Threat of immediate collapse, demolition or inappropriate use or development; notice of code violations; and deterioration requiring stabilization are considered. Under this criterion, priority is given to resources where deterioration or threats have not resulted from the actions or negligence of the applicant.

2. Project Concept and Team

- a. **Quality of project.** Clarity, thoroughness and applicability of the proposed scope of work, as well as degree to which the project complies with the *Secretary of the Interior's Standards*.
- b. **Proposed consultant(s).** The credentials and experience of the project team and consultants are considered in relation to the proposed scope of work. Archaeologists, architectural historians, architects, historic architects, and historians must demonstrate that they meet or exceed the minimum professional qualifications defined in the Code of Federal Regulations (36 CFR 61, Appendix A). Other consultants must demonstrate that they meet or exceed accepted professional qualifications in their respective fields.
- c. **Budget and schedule.** These must be realistic and feasible based on the work proposed for funding and allow sufficient time for review of funded work by the Historic Trust.

3. Organization Ability

- a. **Applicant.** The ability of the applicant to carry out the proposed work, develop programs to sustain and interpret the property, keep the property accessible to the public, and provide for the long-term protection and stewardship of the property.
- b. **Match.** The availability of funds to cover project costs greater than the funding request is considered.
- c. **Long-term preservation.** Financial plans for the continued preservation of the structure after the expenditure of capital preservation grant money.

4. Public Benefit and Distribution

- a. **Impact of project,** which includes:
 - i. Potential to promote other cultural and historic preservation activity.
 - ii. Proposed use for the site.
 - iii. Degree to which the proposed project represents innovative design or programming for a historic site and the degree to which the project reaches new audiences.
- c. **Community Support.** Demonstration of community support for the proposed project and the site's activity, use and future preservation.

- d. **Distribution.** Allocation of funds to achieve a geographical balance as well as a balance among sizes and types of projects, diversity of audiences served by projects, and diversity of historical or cultural periods.
- d. **Funding Impact.** The ability of this grant to make a difference in the quality of the project.
- e. **Interpretation.** Project includes creating public history programs and education opportunities.

Directions for Applying in SAGE

All applicants to the Capital Preservation Grants must register on the [New Jersey System for Administering Grants Electronically](#) (SAGE). The grant application (**due April 4, 2023 at 4 pm**) must be submitted on SAGE. If you already have an account in the SAGE system tied to your organization, you do not need to register again. If you do not have an account, please follow the instructions below in order to set up your account.

SAGE Registration

- Click the [New User link](#) to request access to the site.
- Complete the registration form.
 - For “Granting Department/Agency,” select “Department of State – Cultural Trust”
 - Double check your EIN number and organization name for accuracy. It is difficult to change this after registration and errors could impact the processing of your application.
- Please note: Registration is not automatic. You must wait for an email message confirming your account has been validated before you can log in to SAGE.

Initiating an Application

- Log in to SAGE.
- Go to “View Available Opportunities” section of home page.
- Click “View Opportunities.”
- Opportunities from across the State will be listed alphabetically.
- Scroll down to, “Historic Trust Capital 2024.”
- Click “Apply Now.”

Assistance with SAGE

Applicants are strongly urged to register on SAGE well in advance of the application deadline. There are resources available to orient a user on SAGE:

- SAGE: <https://njsage.intelligrants.com>
- IG16 Grantee Tutorial Video (on SAGE under “Training Materials”)
- On-line Grantee User manual on Department of State’s SAGE web site: http://www.nj.gov/state/dos_sage.html

- Additional resources will be posted on the Trust's web site:
<http://njht.org/dca/njht/programs/ct/>

For SAGE technical assistance, contact the Cultural Trust at:

Isabel (Izzy) Kasdin
Executive Director
New Jersey Cultural Trust
isabel.kasdin@sos.nj.gov
609-633-0522

Required Attachments Details

Narrative: In an attachment of *no more than 12,500 characters in length*, provide a narrative that addresses the following:

1. Organization: Describe your organization, its mission, programming, audience, recent accomplishments, and the major challenges to its future growth and development.
2. Property: Describe the property's use and accessibility, including hours open to the public. What is the property's historic and/or architectural significance? How will the proposed project benefit the property's preservation and/or use? Describe any threats or conditions of compelling urgency.
3. Proposed Project: Describe the proposed project including need, goals, and project team. How will the project be accomplished? What resources (including staff or other sources of funding) will be used? If the project will cost more than the grant request, how will the funds or additional resources be obtained and when will these resources be in place?
4. Project Benefit: Discuss why the project is a priority and how it fits into your organization's stewardship plans and strategic planning. How will it advance the organization's mission, programming and sustainability? What other constituents or stakeholders will benefit at the project's conclusion?

Recent Organizational Balance Sheet: As an attachment, please provide a recent organizational balance sheet (from within the last 12 months) that shows the organization's full assets and liabilities. In SAGE, you may indicate whether the financials included on the balance sheet have been audited.

Project Specific Materials

Photographs: This will be the only way the application evaluators will see your property. Upload up to ten good-quality images that show the overall property and building(s) and areas of concern for both the exterior and interior. Additional images may be uploaded in "Miscellaneous Attachments", if necessary.

Map/Site Plan: Upload a map, site plan, or sketch that includes all property outbuildings and site features.

National Register nomination: Include the entire nomination for a single property or the relevant pages of a historic district nomination.

Completed planning documents: Include any reports relevant to the proposed project including conditions assessments, preservation plans, engineering studies, feasibility studies, etc. Upload only the executive summary or summary sections, if the document is too large.

Construction documents/manual: Include drawings both in plan and elevation with details and the specifications bid manual (if available).

Project manager resumes: Include short resumes or brief bios of the key organizational participants in the project (staff, volunteers, board members) who will be overseeing the construction project and grant administration.

Scope statement or proposal: Include the project's scope statement or proposal from the consultants and/or contractors who are proposed for the project. The statement should include a summary of the project's scope, a breakdown of the non-construction and construction project costs, and qualifications of professionals on the project team.

Evidence of additional funding: If project costs are greater than the amount of the grant request, provide evidence of funds in hand to cover the remainder of the project costs. Acceptable evidence is account statements, letter of commitment from additional public or private funding sources, or plan for fundraising.

Evidence of support: Upload up to three attachments of letters of support that illustrate public programs and services from stakeholders and/or constituents that benefit. Additional examples may be uploaded in "Miscellaneous Attachments".

IMPORTANT: Applications that contain missing materials and/or contain corrupted/password protected files will be deemed incomplete and may not move to the panel process.

Deadlines and Schedule for Application Process

Application and Awarding Process: Applications from eligible organizations will be reviewed and evaluated by an independent panel of qualified persons employing uniform evaluation criteria. The process is as follows:

- Applications will be reviewed by the New Jersey Cultural Trust, and only applicants that are qualified by the Cultural Trust will be determined eligible for review.
- Eligible applications will be reviewed and evaluated by the New Jersey Historic Trust staff and by a panel of independent evaluators. The Historic Trust's Grants and

Loans Committee will make grant recommendations based on the independent evaluators recommendations to be voted on by the New Jersey Historic Trust Board of Trustees.

- The Historic Trust will forward to the Cultural Trust Board a list of projects recommended for funding.
- The Cultural Trust Board may delete projects from the list and will explain its reasons for any deletion and allow for appeal.
- The Cultural Trust reserves the right to place other conditions upon any grant as they may relate to monitoring and reporting.
- Announcement of grant awards will be made by the Cultural Trust Board.
- Contracts will be issued to successful grantees by the Cultural Trust.

Schedule

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| December 16, 2022 | Guidelines released |
| January 6, 2023 | Application available in SAGE |
| January 17, 2023 | Qualification application workshop (to be recorded) |
| January 26, 2023 | Grant application workshop (to be recorded) |
| February 17, 2023 | Deadline for Qualification applications to be postmarked to the Cultural Trust. Requests for extensions to the deadline will not be permitted. |
| March 15, 2023 | Cultural Trust Board Meeting to approve qualifications |
| April 4, 2023 | Grant application due in SAGE by 4:00 pm. Requests for extensions to the deadline will not be permitted. |
| August/September 2023 | Historic Trust convenes independent panel to review grant applications and makes recommendations |
| September 2023 | Historic Trust Board votes on grant award recommendations |
| November 2023 | Cultural Trust Board votes upon and announces final grant awards |

Contact for Assistance

For information regarding applicant qualification and for questions regarding SAGE, contact the New Jersey Cultural Trust at (609) 633-0522.

For information and assistance regarding the grant process, guidelines and application, contact the New Jersey Historic Trust at (609) 984-0473.

Application Deadline

The application deadline is **April 4, 2023 at 4 pm**. Late submissions will not be accepted for any reason, including technical or human error. Requests for extensions to the deadline will not be permitted. Applicants are strongly encouraged to begin work in SAGE and submit applications well before the deadline.