

## The New Jersey Cultural Trust

### Guidelines for designation as “Qualified Organization”

*The New Jersey Cultural Trust is pleased to issue the forms to apply for designation as a qualified organization. Designation as a qualified organization is required to take advantage of funding opportunities provided by The New Jersey Cultural Trust.*

#### **Trust’s Purpose:**

Established by The New Jersey Cultural Trust Act (N.J.S.A. 52:16A-72 et seq.), the Trust was created to build a permanent, stable, and additional source of funding to support private, non-profit arts, history, and humanities organizations. The Trust’s purpose is to help build endowments, create institutional stability, and fund capital projects.

#### **Designating Qualified Organizations:**

The Qualified Organization Designation Form will be used to determine if an organization meets the requirements set forth in the Act to participate in and benefit from the Cultural Trust programs. **(A qualified organization is defined as a separately incorporated, tax-exempt under the Internal Revenue Code of 1986, nonprofit organization whose primary mission is to promote the performing, visual and creative arts in New Jersey or to promote or preserve New Jersey history and humanities in New Jersey. The term shall not include private, State, county, or municipal colleges, or universities. The term shall not include State, county, or local governmental units, authorities or corporations created by such units and shall not include a “qualifying governmental body” as defined in section 2 of P.L. 1985 c. 410).** The form specifies all information that must be provided to seek this designation. The Trust reserves the right to require any additional information needed to make the determination. A designation is valid for a minimum of three years.

#### **Deadlines and Process:**

Applications for designation as a “qualified organization” will be accepted on an ongoing basis and will be forwarded to the Cultural Trust Board for its consideration at the first available opportunity.

Faxes and e-mails are not acceptable submissions. Only complete applications can be considered.

All materials if mailed should be addressed to:

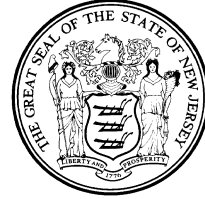
The New Jersey Cultural Trust  
PO Box 305  
Trenton, NJ 08625-0305

Hand-delivered materials should be brought to:

The New Jersey Cultural Trust  
225 West State Street, 2<sup>ND</sup> Floor  
Trenton, NJ

Please contact the office of the Cultural Trust with inquiries: 609-984-6767

Check out our website at [www.nj.gov/state/culturaltrust/index.html](http://www.nj.gov/state/culturaltrust/index.html)



# The New Jersey Cultural Trust Qualified Organization Designation Form

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Please complete this form to be designated a “qualified organization” under the rules of The New Jersey Cultural Trust. You may submit this form at any time. Your application to be designated “qualified” will be considered at the next scheduled board meeting.

Please note that all information submitted to The New Jersey Cultural Trust is subject to the Open Public Records Act and will be made available upon request for public access with the exception of materials exempted by law, executive order, or by rule.

Name of organization: \_\_\_\_\_

FEI (Federal Employers ID #): \_\_\_\_\_ Charities Registration # \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail address \_\_\_\_\_

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Year incorporated: \_\_\_\_\_ How many consecutive years have you been operating? \_\_\_\_\_

**Note:** *Cultural Trust rules require 4 consecutive years of operation in order to qualify.*

NJ Legislative District: \_\_\_\_\_ Congressional Legislative District: \_\_\_\_\_

County: \_\_\_\_\_ Fiscal Year-End \_\_\_\_\_ Web Site Address: \_\_\_\_\_

## The following attachments are required:

- A copy of the board-adopted mission statement clearly identifying organization as one with a primary purpose of arts, history or humanities.
- Proof of current non-profit corporate status with the State of New Jersey – a copy of the last annual report form filed with the Division of Revenue, formerly the Division of Commercial Recording.
- Proof of tax-exempt status from Internal Revenue Service (copy of IRS tax determination letter).
- Organization’s annual reports or summary of activities for the past two years describing major programs and services.
- Documentation, such as event calendars, brochures, educational outreach materials, and performance and exhibition calendars, that support the organization’s mission and verifies its services to the public

1. Organizations with an annual budget in excess of \$100,000 but under \$250,000 must submit independent financial reviews for their past two completed fiscal years. Organizations with annual total gross income of \$250,000 or more must provide certified audits for their past two completed fiscal years, or the same financial documentation as is required by the New Jersey Division of Consumer Affairs Charities Registration Section for annual reporting for the past two completed fiscal years. \*
2. Organizations with annual budgets under \$100,000 and no endowment or no endowment holding in excess of \$100,000 must submit copies of their tax returns for the past two fiscal years and their past two annual budgets as approved by the organization's board of directors.
3. Organizations with annual budgets under \$25,000 and no endowments or no endowment holding in excess of \$100,000 must submit copies of board approved annual budgets for the last 2 years.

**Certification:**

**We the undersigned attest to and certify that all statements made with this submission or provided as proof and corroboration of statements made with this submission are to the best of our knowledge and belief true and accurate.**

**Two signatures are required.**

\_\_\_\_\_  
**Authorizing Official's Signature**

\_\_\_\_\_  
**Printed Name, Title, Date**

\_\_\_\_\_  
**Authorizing Signature of Board**

\_\_\_\_\_  
**Printed Name, Office, Date**

**\* Organizations in this category will be considered for provisional qualification, pending final approval of rule changes. If qualified provisionally, they may still apply for funding.**