



**New Jersey Historical Commission (NJHC)
Diversity, Equity, Accessibility, and Inclusion (DEAI) Grant Program Guidelines
Fiscal Year 2022**

Background: The New Jersey Historical Commission (NJHC) is committed to an ongoing, multifaceted strategy to make New Jersey history more accessible, inclusive, and relevant to diverse, 21st-century residents and visitors. By encouraging the use of new strategies for developing history programming, assessing audience engagement, and ensuring equity in the staffing and leadership of organizations, this approach will not only benefit history groups today, but create stronger institutions tomorrow. The creation of Diversity, Equity, Accessibility, and Inclusion (DEAI) Grant Program will provide the next, vital step to ensuring our history stakeholders are implementing DEAI best practices in an effective manner.

The DEAI Grant Program will lay the groundwork for the future, as the development and implementation of DEAI will be a future criterion for NJHC funding.

(Please note that the NJHC's definition of Diversity, Equity, Accessibility, and Inclusion (DEAI) mirrors that of the American Alliance of Museums (AAM), which can be found here: [AAM DEAI Definitions \(aam-us.org\)](https://www.aam-us.org/DEAI-Definitions))

Mission: The goal of the DEAI Grant Program is to establish an opportunity for eligible New Jersey history nonprofits to access qualified DEAI consultants to inform and train leadership, while promoting best practices for institutional and programmatic diversity. Grants will be awarded to offset the costs associated for NJHC-approved DEAI consultants to work closely with organizations to maximize success and welcome ongoing progress in these critical areas.

Grant Amount: The value for each DEAI grant is approximately \$20,000. This will cover services related to bias training and assessment of institutional policies and programs. The NJHC will not require an in-kind or cash match for this program.

Eligible Applicants: Any documented 501(c)(3) nonprofit history organizations based in New Jersey with annual income of at least \$50,000 in the last completed fiscal year and an active, ongoing portfolio of history programming throughout the calendar year. (See: *Application Package*, Page 2). Prospective applicants must also be up-to-date and compliant with State of New Jersey commercial recording and charities registration requirements.

Eligible Expenses: DEAI Grant Programs funds can only be used to offset costs associated with the work provided by the NJHC-approved DEAI consultants. (See: *Mission*, above).

How to Apply: All applications and required documents (see below) for the DEAI Grant Program will be submitted via e-mail by the due date to the following e-mail address: njhc.programs@sos.nj.gov. A confirmation e-mail will follow confirming receipt of the materials. Late and/or amended applications will not be accepted beyond the due date.

Due Date: All applications must be submitted by **5 p.m. on Monday, December 6, 2021**.

Application Package: All applications for the DEAI Grant Program will consist of the following required materials. Please make sure all documents are clearly labeled. Any application submitted without any of the following will not be considered.

PLEASE NOTE: If your organization is currently an up-to-date, qualified organization with the New Jersey Cultural Trust, proof of qualification can be substituted for Numbers 1, 2, and 3 below.

- (1) Current Evidence of Not-for-Profit Status:** Applicants must be registered as not-for-profit corporations and provide documentation of current evidence of not-for-profit status. This can be either an IRS determination or a document from the State of New Jersey showing non-profit status.
- (2) One (1) of the following:** (a) the most recent IRS Form 990; (b) an updated professional audit or financial review; or (c) a copy of the last board-approved fiscal year budget.
- (3) Public Benefit:** Documentation such as event calendars, brochures, educational outreach materials, and performance and exhibition calendars that support the organization's history-based mission and verifies its ongoing services to the public.
- (4) Application Narrative:** The application narrative should not exceed four (4) pages in length, must be typed with no smaller than 12-point font, have a minimum of 1" margins on four sides, and spacing at no less than 1.5 lines per line of text. The following questions should be addressed, clearly labeled, and presented in the following order:
 - (a)** The purpose of the DEAI Grant Program is about learning and being open to change. Explain the nature of self-evaluation measures, if any, that your organization has taken in terms of DEAI principles.
 - (b)** Describe what steps, if any, you have taken to broaden DEAI within your organization's leadership, staffing, and programming?
 - (c)** What areas of your institutional operations do you think are the strongest in terms of incorporating DEAI? What areas are most in need of change, and why?
 - (d)** Why is applying for the DEAI Grant Program important to you? What do you hope to gain from the experience working with the consultants?
 - (e)** If you receive a DEAI Grant Program award, who in your organization will be responsible for implementing the recommendations and best practices? How will your organization regularly plan for evaluation and measure progress?
 - (f)** How will you ensure that DEAI will be central to your institution's long-term strategic planning and growth?

Scoring Criteria: All applications will be scored using a point system for the application narrative section. Applicants will be evaluated based on demonstrated commitment to developing

and implementing DEAI policies, and organizational capacity to benefit from the funding provided.

Review Panels and Committees: All applications received by the deadline are distributed to independent evaluation panels composed of experts familiar with nonprofits, their management, and the challenges they face. It is the applicant's responsibility to submit a complete application. Panels will evaluate all proposals against the stated criteria and achieve consensus on the merits of each. Panelists will make recommendations to the NJHC's Grants and Prizes Committee. The recommendations of the Committee will be forwarded to the NJHC for final decision. Awards will be voted on in public session.

Ethical Standards: Staff, review panelists, and NJHC members adhere to the state guidelines on ethical standards. They abstain from commenting or voting on a proposal if they have: (1) any recent relationship, financial or otherwise, with the applicant organization or any persons connected with the proposal; or (2) played a meaningful role in the development of the proposal.

Notification: Applicants will be formally notified in writing of the decisions by the NJHC. Awards may come with specific conditions. These conditions will be explained in the award letter and contract. The NJHC expects to announce the DEAI Grant Program recipients in February 2022.

Appeal Procedure: Applicants who wish to challenge award decisions may make a formal appeal. The appeal must be submitted in writing to the NJHC within 30 days of the date of the notification informing the applicant of the award decision. All appeals must be sent via Certified Mail or other trackable delivery service.

The appeal letter must discuss in detail why the applicant believes the NJHC's decision was in error. The applicant can only base their argument on the proposal provided; the NJHC will not consider revised application materials.

The appeal will be forwarded to every member of the NJHC for consideration at the next regularly scheduled NJHC meeting. The NJHC's decision on the appeal will be based on two elements: 1) the appeal letter; 2) the assessment of the original review panel and any explanatory material requested by the NJHC chairman from the Grants and Prizes Committee and/or the staff. The NJHC has the discretion to request an oral presentation. The applicant will be informed in writing about the NJHC's decision at the earliest opportunity. Should the NJHC revise its original decision and make an award, the amount would depend upon the availability of funding.

Contact Information: Any inquiries and/or additional details on the COVID-19 Grant Program may be directed to the NJHC's Chief Grants Officer Shawn Crisafulli at (609) 826-3945 or Shawn.Crisafulli@sos.nj.gov.

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