

FY 2023 County History Program (CHPP) Guidelines

New Jersey Department of State The New Jersey Historical Commission

GRANT PROGRAM

County History Partnership Program FY 2023 - 2025 CYCLE

Mission and Goals of the New Jersey Historical Commission Grant Program

New Jersey's people and varied resources have helped shape the mid-Atlantic region, the Nation, and the world for more than 350 years. Its notable diversity of inhabitants was evident from its beginning in 1664. Due in no small part to its location, it has seen all the great themes of the Nation's history play out within its borders. Its pivotal role during the American Revolution and early industrialization, and continuing legacy of technological innovation, distinguish it in the historical record. For these and many other reasons, the study of New Jersey history is both engaging and relevant to the state's residents and visitors.

Mission:

The New Jersey Historical Commission (NJHC) is a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history. Established by law in 1967, its work is founded on the fundamental belief that an understanding of our shared heritage is essential to sustaining a cohesive and robust democracy.

The NJHC receives its funding primarily by legislative appropriation. It fulfills its mission through various initiatives, as well as an active grant program. Its grant program includes a variety of different types of grants and prizes as well as free archival and artifact evaluation services called the Caucus Archival Projects Evaluation Service (CAPES) and the Artifact Assessment Program (AAP).

The goal of the grant program is to engage diverse audiences and practitioners in the active exploration, enjoyment, interpretation, understanding, and preservation of New Jersey history. Grants are awarded to activities and organizations that achieve that objective. Successful proposals may do so through one or more of the following:

1. Broadening, deepening, and diversifying the audience for New Jersey history;
2. Strengthening existing New Jersey history organizations or programs;
3. Initiating new programming on New Jersey history;
4. Increasing accessibility of historical resources to diverse communities;
5. Increasing the body and quality of information on New Jersey history available to the public; and
6. Preserving materials for the study of New Jersey history.

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County History Partnership Program Overview

The County History Partnership Program (CHPP) was created in 2015 to extend local re-granting programs to all of the state’s twenty-one counties. The program enables the NJHC to support both existing and emerging local history organizations and practitioners serving diverse audiences. Through the partnership with county re-granting agencies, NJHC support can more effectively reach history organizations, and projects in communities throughout the state.

Re-granting agencies, by resolution of the Board of Chosen Freeholders of their respective counties, bear responsibility for fostering the preservation, understanding, and enjoyment of the local history of their respective counties. They may simultaneously seek support for their own history programming and history re-grants. The NJHC permits re-grants to be used for general operating support (history organizations only) or for projects (organizations and individuals). Agencies may apply for up to a \$5,000 administrative allowance to administer the re-grant program.

FY 23 GOS Application and Reporting Deadlines at a Glance:

	FY 2023	FY 2024 & FY 2025
<i>Intent to Apply</i>	April 1, 2022	n/a
<i>Application Deadline</i>	May 2, 2022	Eligibility is contingent upon the submission of satisfactory Interim and Final Reports for the previous fiscal year, as well as funding availability.
<i>Funding Level for Re-granting</i>	The request should be based on findings from the needs assessment, & if applicable, current re-grant logs. You may apply for up to \$5,000 for an administrative allowance.	
<i>Funding Level for agencies applying for their own programming</i>	Excluding re-grants and the administrative allowance, agencies may apply for up to 33% of the average of the total non-state, history operating income from the last completed fiscal year and current projected year.	Availability dependent on state funding and grantee’s financial reporting from previous year.
<i>Notification of Award</i>	July 2023. All applicants will be notified of grant decisions. Successful applicants will receive notification for FY 2023 and a provisional commitment to fund for FY 2024 & FY 2025.	July 2024 & July 2025, depending on the availability of funds.
<i>Match Requirement</i>	There is no match required for funds that will be re-granted, or for the administrative allowance. There is a match required for an agency’s own history programming which is 3:1. For every \$1 awarded, the grantee must match in <u>cash</u> with \$3	Same for all three years.
<i>Grant Period</i>	January 1, 2023 – December 31, 2023	January 1, 2024 – December 31, 2024 (FY 24) January 1, 2025 – December 31, 2025 (FY 25)
<i>Interim Report Due</i>	June 30, 2023	June 29, 2024 (FY 24) June 28, 2025 (FY 25)
<i>Final Report Due</i>	January 31, 2024	January 31, 2025 (FY 24) January 31, 2026 (FY 25)

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Preparing for Our Future

Data from the [2020 Census](#) revealed that the nation's non-Hispanic, white population has declined for the first time since 1790. [Brookings](#) predicts that America will become a “minority white” country by 2045. Cultural institutions around the nation have been taking steps to ensure that our history reflects the diversity of our nation. While diversity remains a priority, the cultural community has started to think more broadly about underserved populations and how we can ensure that their stories are represented in the nation's history.

The New Jersey Historical Commission has launched a pilot diversity, equity, accessibility, and inclusion (DEAI) grant program. The Commission expects the DEAI program to offer significant learning opportunities for itself, its grantees, and its partners. As the Commission's partners the counties will also advance the goals of achieving greater inclusion based on local community need. Every time a county awards a grant or presents a program we are collectively taking a step closer to becoming more inclusive, knowledgeable, respectful, and understanding of all of our communities. As we learn through the DEAI program we look forward to building on the progress we have already made with you, and taking greater steps to ensure that our work is inclusive.

Resources

The American Alliance of Museums (AAM) formed a task force to examine diversity, equity, accessibility and inclusion. This [report](#) summarizes key findings.

The NJHC will use the definitions for [DEAI](#) that have been developed by the AAM.

The Facing Change initiative is in direct response to AAM's DEAI Task Force which was formed to provide recommendations to advance inclusion. Several museums around the country were selected to work with fellows to diversify their boards.

[Facing Change: Advancing Museum Board Diversity and Inclusion](#)

For additional articles and information see the American Association for State and Local History's [The Inclusive Historian's Handbook](#), and the [American Alliance of Museums DEAI](#) webpage.

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Grant Period

The CHPP grant period is January 1st to December 31st of each year. Agencies will receive a grant for FY 2023, and a commitment to fund for FY 2024 and FY 2025 pending the availability of funding. Future awards are also contingent upon the timely and satisfactory submission of interim and final reports, in addition to meeting all CHPP eligibility criteria for each year of the funding cycle. New applications for CHPP will be accepted again in the spring of FY 2025.

County History Partnership Program Eligibility

The Board of County Commissioners in all 21 counties have formally designated an agency or agencies in their respective jurisdictions to function as the official cultural and heritage agency for the service and support of the arts and history. Only those designated agencies may seek support through this program.

Applicants must also 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 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).

Minimum/Maximum Request, Matching Requirements, and Funding Cycle

County Agencies Seeking Funds for Re-grants Only

There is no match required for funds that will be re-granted, or for the administrative allowance. Agencies may apply for up to \$5,000 for an administrative allowance. Requests for re-grants only should be based on needs assessment findings, and the number of groups applying to your program and the amounts requested.

County Agencies Seeking Funds for Operations and Re-grants

Maximum and Minimum Requests: Agencies applying for their own operational expenses for history programming may apply for up to 33% of the average of the agency's total non-state, history operating income from the last completed fiscal year and current projected year.

Matching Requirements for Counties Request Operations and Re-grants: The match for operational grants must be in cash. For every dollar (\$1) awarded, the agency must match it with three dollars (\$3) from non-state sources. For example, a CHPP grant for \$50,000 would require an organizational match of \$150,000. Non-state resources devoted to the care of and/or preservation of historic sites and collections may be used to meet the CHPP match.

Funding Cycle: The CHPP operates on a three-year funding cycle. Successful applicants will receive a grant for FY 2023, and a commitment to fund for FY 2024 and FY 2025 pending the availability of funding. Future awards are also contingent upon the timely and satisfactory submission of interim and final reports, in addition to meeting all CHPP eligibility criteria for

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each year of the funding cycle. New applications for NJHC GOS funding will not be accepted until FY 2025.

Unspent Re-grant Funds: In the past the NJHC has granted requests to modify agency budgets, particularly where new re-grant programs were launched and when funds could not be expended by re-grantees. As programs were just getting established the NJHC wanted to be flexible and sometimes approved budget requests to redirect re-grant funds to agency operational expenses. This practice continued during the pandemic. Going forward the NJHC will no longer approve similar budget requests, but will allow unspent re-grant funds to be expended on services that directly support re-grantees. Some potential examples would include providing workshops, engaging consultants to work with re-grantees, and other similar services that help to develop the re-grantees.

NJHC County History Partnership Program (CHPP): Eligible and Ineligible Expenses for Operations

CHPP grants for history programming and operations help to underwrite operating aspects of an agency's New Jersey history services and need not be applied to any one aspect, program, service, or expense. Successful applicants will provide that information when they complete their grant contracts.

Eligible Expenses

The following expenses are eligible:

- Salaries and wages
- Contracted services/outside fees and services
- Printing, publicity, marketing
- Postage and telephone
- Fundraising and development
- Staff training/capacity building
- Lease expenses
- Mortgage interest
- Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
- Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
- Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense.)
- Basic grounds maintenance
- Travel and transportation (automobile travel @\$.31/mile, train, or air coach travel)
- Insurance
- Licensing and registration fees (e.g., New Jersey charities registration)
- Planning for compliance with the Americans with Disabilities Act
- Long-term and strategic planning

Ineligible Expenses

CHPP grant funding may not be expended on any of the following:

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- Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects
- Exterior maintenance
- Purchase of real estate, motor vehicles, or leasehold improvements
- Acquisitions (including artifacts and collections)
- Hospitality
- Deficits and debt service
- Retroactive funding
- Endowment
- Mortgage or loan principal

NJHC FY 2023 Funding Priorities and Evaluation Criteria

Since its mission is ambitious and its grant funding limited, the NJHC seeks to target its support in a manner that maximizes its impact. As a result, the NJHC supports excellence in ongoing activities and innovative ideas and strategies that advance an organization's overall mission while offering a high likelihood of success.

Applications for FY 2023 CHPP funding must include the following:

1. A detailed explanation of how the agency or proposed activity will benefit the public including the following:
 - a. A substantive description of current and potential audiences
 - b. A detailed plan for engaging current and potential audiences
 - c. A clear and persuasive statement of the benefit of the proposed activity or organization to diverse audiences
 - d. A well-developed plan for assessing the impact of the grant-funded activity or organization on audiences
 - e. A commitment to increasing diversity in audiences for New Jersey history, in the subject matter to be addressed in the proposed project, and in the composition of project and organizational personnel and leadership
2. Application of the highest professional standards to the planning and execution of proposed activities, particularly as it relates to non-profit management, care of collections, and historical research
3. A realistic and appropriate budget
4. Effective use of partnerships and collaboration at the local, state, or national level wherever possible
5. A strategy for consistently and effectively communicating the benefit of funded programs and activities to a broad and diverse audience.

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6. Strategies for using the materials of New Jersey history to address contemporary issues, whenever possible.

These and all other elements of each application will be evaluated on how effectively they address the stated goal of the NJHC grant program, their demonstrated adherence to professional standards, and the degree to which innovation and on-going self-assessment have been applied to organizational planning and development.

Restrictions on Multiple Requests for NJHC Grant Support

In addition to CHPP funding, agencies may apply for one project grant. Agencies can have no more than *one* open project grant from the NJHC at a time.

The Review Process

Review Panels and Committees

All applications received by the deadline are distributed to independent evaluation panels composed of experts familiar with agencies of county government, 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.

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Appeal Procedure

Applicants who wish to challenge award decisions may make a formal appeal. The appeal package must be submitted in writing within 30 days of the date of the letter informing the applicant of the award decision. Direct the appeal to the NJHC care of Executive Director Sara R. Cureton, and mark the package as an appeal. All appeals must be sent via Certified Mail or other trackable delivery service.

The appeal package must contain a document that discusses why the applicant believes the NJHC's decision was in error. With the exception of the document describing the applicant's argument for appeal, the package may not include documents that should have been part of the original application, but were not included for any reason, or documents that have been amended since the original application.

The appeal will be forwarded to every member of the NJHC for consideration at the next regularly scheduled board meeting. The NJHC's decision on the appeal will be based on the following elements: the appeal letter, the assessment of the original review panel, and any explanatory material requested by the NJHC chair 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.

Special Guidance Regarding the Needs Assessment Project

As part of the funding for the first three-year cycle NJHC asked re-granting agencies to conduct needs assessments of their counties. The goal of the needs assessment was to assist agencies in identifying a diverse group of eligible applicants that have both a need and interest in the NJHC history re-grant program. At this time of submitting the second three-year application we ask that counties report on all of the groups that have been identified and that are eligible and interested in applying for funding to their county re-grant program. It is expected that you will have made progress identifying a diverse group of potential applicants, including some that may not have missions solely devoted to New Jersey history. In the narrative we will ask you to describe the process you employed, the progress made, anything you learned, and your plan for serving the groups identified.

The Application Package

Applications must be submitted electronically by 3:00 p.m. on the stated deadline. It is the applicant's responsibility to present a complete proposal for review. The NJHC will not contact applicants in regard to missing portions of proposals. Applicants should note that review panels will penalize incomplete proposals. If you have any questions about the suitability of any portion of your application, please contact the NJHC office at (609) 292-6062.

A complete application consists of the following elements, some of which are forms that are available in the [System for Administering Grants Electronically \(SAGE\)](#), while others are documents that you may upload to the system.

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The Application Package for County Agencies Seeking Re-grant Funds Only

The simplified application consists of the following elements. The proposal elements must be presented in this order:

General Information Form

The form requests essential information about the applicant organization and provides space in which to compose an organizational profile and the benefits of receiving the grant (150 words or less). Please note that this organizational profile will be used by NJHC members and staff throughout the review process to identify applicants.

Income and Expense Forms

Agencies should use these forms to document income and expenditures for the history re-grant program only, including the administrative allowance.

The Narrative

Narrative Requirements

The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the agency, and therefore must become totally informed. When the reviewer has finished reading the narrative, he or she should have a complete picture of the re-grant program, its strengths and challenges, how the program addresses the NJHC's priorities, how grant funds will be used, and how they will help the agency fulfill its mission.

1. All narratives 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.
2. Pages must be numbered.
3. The narrative may be up to seven (7) pages.
4. The narrative must be formatted in a way that addresses each topic and its related questions in the order presented below. The topics should also be clearly labeled.

The Narrative

- 1) Provide a demographic overview of your county and discuss what you have learned through the county needs assessment. Briefly describe the county in terms of its location and unique assets or challenges. Describe the resident population of the county in terms of race/ethnicity, age, income, and education. Please also explain any unique characteristics specific to your county, i.e., new immigrant communities, primarily rural environment, business atmosphere, etc.
- 2) Describe the process that will be employed to seek applications for re-grant funding, to evaluate proposals, award funds, and monitor results. Explain how this process will uphold high standards of quality, fairness, inclusiveness, and accountability; and how conflicts of interest will be prevented. Present a timeline for accomplishing all that is described in point #1. Bear in mind that you will not be notified of the success or failure of the proposal until late July, and the NJHC cannot fund retroactively.

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- 3) Explain how the re-grant program responds to community need. Reference any needs assessment findings, or re-grant program data, to present an argument for the amount of funding requested. Consider the number of potential applicants, actual applicants, and grantees funded since 2017. Be sure to discuss the amount of funds requested.
- 4) Explain how the work supported will be evaluated, i.e., site visits or some other means of evaluation. A means of evaluation is a requirement. Reviewers will look for evidence of such evaluation.
- 5) Describe the qualifications of the staff member who will oversee the history program and its re-grant activity.

Required Attachments

1. Provide re-grant logs from at least 3 previous years which should include: the name of the organization; amount of award; and purpose of award.
2. Re-grant program guidelines and application forms.
3. Provide bios/curriculum vitae for each reviewer from your most recently completed round.

Optional Attachment

1. If you would like to include any needs assessment or survey results of your existing re-grantees and potential applicants you may include them in your application submission.

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Application Package for County Agencies Seeking Funds for Operations and Re-grants

Include all elements required for agencies seeking re-grant funds only. In addition, please provide the following.

A. Income and Expense Forms

Agencies are required to supply several different forms of financial information. Agencies whose mission does not focus exclusively on New Jersey history must base their request on the budget for the part of the organization that focuses on New Jersey history, not the entire agency.

Forms are provided for the applicant to state their operating income and expenses for the applicant's last completed year, in addition to the current year. The agency must show all categories of income and expense for the years indicated, inclusive of any and all state of New Jersey funds.

B. Required Attachments

This section of the application consists of materials that must be uploaded to SAGE. When uploading documents, please pay careful attention to SAGE's instructions regarding supported file formats and sizes.

1) Narrative

The narrative must be no more than 12 pages in length, including the re-grant narrative. Using the guidelines on pages 9 - 10, discuss the re-grant program. In addition discuss the topics outlined below. The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the agency, and therefore must become totally informed. When the reviewer has finished reading the narrative, he or she should have a complete picture of all of the agency's history programs, their strengths and challenges, how the agency addresses the NJHC's priorities, how grant funds will be used, and how they will help the agency fulfill its mission. See the instructions on Page 9 regarding the narrative format.

Narrative Topics

1. Mission, Goals, and Governance

- A. Discuss the agency's mission and goals and how they relate to New Jersey history and the NJHC's priorities?

(Agencies whose mission is not wholly related to New Jersey history must identify what portion is, and discuss all points below for that part of their mission)

- B. Describe how the agency is managed and governed. What are the roles and qualifications of the board and staff?
- C. Discuss how the agency applies best practices and professional standards to its institutional operations and planning.

2. Programs and Services

- A. In addition to the re-grant program, discuss the scope of essential programs and services of the agency, including collections (size and type), exhibitions, and public programming conducted in accordance with established professional standards. Be sure to describe the

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institution's facilities, providing information regarding ownership and maintenance responsibilities.

- B. Describe how programs, publications, and exhibitions offer an interpretive framework for the history they present, or how they encourage audiences to think of that history in new ways.
- C. Discuss the relevance of your programs and collections to its current and intended audiences. Explain how programs respond to community need.

3. Audience Breakdown and Public Value/Engagement

- A. Describe the audience that attends/participates in the aforementioned programs and services in terms of its size, age, and other defining characteristics. What portion of this audience is virtual? (e.g. website visits, services by email, etc.)
- B. How does the agency engage in data collection and analysis in order to properly assess, evaluate, and shape programming and outreach to meet audience needs?
- C. What is being done to eliminate barriers to participation and to increase access for and outreach to underserved communities, including but not limited to persons with disabilities?
- D. Describe the ways the agency communicates and promotes the benefits of its work to public officials, educators, business and community leaders, and others not already familiar with its efforts?

4. Finance and Fundraising

- A. What is the financial condition of the agency?
- B. Please explain how your agency plans to or already maximizes the benefit of CHPP funding. What may distinguish your work/programs/services from other agencies and organizations with a comparable mission?

5. What Else Should We Know?

- A. Describe any issues that were not addressed previously in the narrative. What else should reviewers know about the agency and its work that was not covered above? Discuss any other challenges and opportunities that may arise in the near future.

2) **Budget Rationale**

Provide a breakdown of the figures provided in your income form and expense form. Be sure to explain substantial fluctuations from year to year in expenditures or income. For each category total, provide a brief explanation or listing of the elements comprising the total. Any listing of expenses in the "Other" category must be explained. The narrative (see above) must explain how CHPP funds will strengthen the operations of the organization.

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3) Financial Oversight

County or municipal agencies that are not audited independently must submit a statement signed by the responsible county or municipal financial officer that their finances are included in the county or municipal audit and are in order. Divisions of colleges or universities must follow a similar practice.

4) For Private Nonprofit Agencies - Current Evidence of Not-for-Profit Status

Applicants must be registered as not-for-profit corporations or they must be municipal or county government agencies, commissions, or other organizations based in New Jersey. Unless applicants are entities of local government, documentation of current evidence of not-for-profit status must be supplied. Applicants may show either an IRS determination or a document from the State of New Jersey showing non-profit status.

5) List of Governing Board

Provide a list of the organization's governing board and their terms of office with brief descriptions of their backgrounds, any expertise in areas such as fundraising, programming, and audience development, and the role he or she plays in the organization (officer, committee member).

6) Descriptions of Key Staff & Volunteers

Provide a list of key staff and volunteers. For each, provide a paragraph describing their backgrounds and responsibilities.

7) Facilities

Provide a capsule description of your facilities. Indicate ownership, square footage, and how used. If you do not own facilities, describe where your programs are offered and any collections held.

8) ADA Plans

All applicants that have an ADA Plan currently approved by the New Jersey State Council on the Arts do not need to provide a plan with this application. Applicants who do not yet have an approved plan are asked to provide an update on the status of their plan. The Commission will withhold payments if plans are not approved, or require updates.

9) Long Range and Strategic Plans

Indicate when these plans were approved by the board. If the plans are in draft form, attach the drafts. Agencies without these plans must explain their absence. A sound long-range and/or strategic plan should describe: the agency's planning process and include when and how it is undertaken, who leads the process, who has input into the process, and how community input is achieved.

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10) Disaster and/or Emergency Preparedness Plan

Provide a copy of the agency's current disaster and/or emergency preparedness plan. If a plan is in the drafting stage, please discuss when the agency envisions its completion and implementation. If the organization does not currently have a disaster preparedness plan in place, please explain the specific reason(s) why and when such a plan will be developed. You may submit the county plan, but if your agency maintains its own collection be sure the county plan has provisions for your holdings.

11) Illustrative Materials

Provide copies of support materials showing the agency's mission, programs, and activities, such as brochures, catalogues, study guides, or pamphlets. Use these materials to buttress arguments made for the organization's value and service to the New Jersey history community. Limit the materials to five items. *Do not send books.*

12) Required Supporting

1. Please provide all of the required attachments listed on page 10 in addition to the items below.
2. A complete agency budget showing income and expense. For both, show columns for New Jersey history programming, non-New Jersey history programming, and total.
3. An agency chart

D. Final Submission Certification

The electronic signatures certify that the contents of the application in SAGE are true and accurate, that the application has been approved by the board, and that the organization will abide by all terms and conditions of a grant award should it become a recipient.

End Notes

1. What is the difference between the administrative allowance and operations funding?

Counties can request up to \$5,000 that can be applied to costs associated with the re-grant program (i.e., marketing, printing guidelines, paying reviewers, grant related workshops, postal fees, etc.). Counties may also apply for operations to support their own expenses related to their programming (i.e., staff, contracting professionals to provide a service, workshops, maintaining their own collections, staff training, etc.) See pages 5 - 6 for a list of eligible expenses. Counties that may not receive operations funding and the administrative allowance at the same time.

2. What about the NJHC's other grant opportunities? Where can I find the guidelines for applying for a project grant, Caucus Archival Projects Evaluation Service (CAPES), Artifact Assessment Program (AAP), and other grants and prizes?

All of this information is located in the NJHC's [Grants & Awards](https://www.history.nj.gov) section of its [history.nj.gov](https://www.history.nj.gov) website, and can be accessed anytime at an applicant's convenience.

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3. Can you explain the maximum and minimum requests for FY 23 CHPP funding again?

Agencies Seeking Funds for Operations may apply for up to 33% of the average of the agency's total non-state, history operating income from the last completed fiscal year and current projected year.

4. Can you explain the match requirements again?

There is no match required for funds that will be re-granted, or for the administrative allowance. There is a match for an agency's own history programming which is 3:1. For every \$1 awarded, the grantee must match in cash with \$3 dollars.

5. One narrative question asks agencies to discuss the nature of its collections. What kind of information should be included when answering this question?

In this section you should not only detail both the size and types of the organization's individual collections, but also how are they preserved, managed, and cared for over the course of the year. Be sure to discuss how current and potential audiences engage with the collections.

6. Another narrative question asks agencies to detail various aspects of planning. What could reviewers be looking for here?

There is essential information that should be included in any discussion of an agency's planning process: Who was responsible for drafting each plan? When was it approved and implemented? How often is it reviewed and updated to both reflect best practices and changes in the agency's circumstances or priorities?

Please remember to address each of the individual plans listed in the narrative question as best as possible.

7. How can my agency ensure its operations adhere to the most up-to-date best practices and professional standards?

All applicants should demonstrate a commitment to applying the highest professional standards for preserving and interpreting New Jersey history. For more detailed information about meeting best practices standards for the history field, organizations are encouraged to consult the following:

- The American Association for State and Local History Standards in Excellence Program (<http://tools.aaslh.org/steps/>)
- The American Alliance for Museums National Standards and Best Practices for U.S. Museums (<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/>)
- Society of American Archivists (<http://www2.archivists.org/standards>)

The NJHC also offers a series of statewide best practices workshops on a variety of topics of interest and relevance to non-profits each year. It is highly recommended that board and staff of the agency try to attend these sessions whenever possible. Visit the NJHC's history.nj.gov homepage for dates and locations for future workshops.

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8. One of the stated goals of the NJHC's GOS program is the "broadening, deepening, and diversifying the audience for New Jersey history." Can you expand on what exactly this entails?

Applicants need to show that they're not only cognizant of, but actively addressing the fact that today's audiences are vastly different than they were just a decade ago, and that embracing this reality is essential to their long-term viability and success. The following definitions provided by the Wallace Foundation should prove useful in writing an application:

- **Broadening:** Attract more of the same type of people, i.e., increase the number of participants, etc.
- **Deepening:** Increase the current participant's level of involvement, i.e., single ticket buyers become subscription buyers, funders give more money, volunteers give more time, etc.
- **Diversifying:** Attract different kinds of people who have never attended/participated in the applicant programs. This could entail placing greater emphasis on expanding the ethnic makeup of its audience, targeting previously underserved age groups and communities, and increasing programming for visitors with disabilities, among others.

There are numerous sources applicants can consult to better understand their potential audiences, such as the most recent census data. Diversity should be viewed in the broadest possible context. This includes, but is not limited to, race, gender, age, economic status, and persons with disabilities. This list should not be considered a definition, but rather a starting point for an applicant to use in exploring the diversity of their own audiences.

Final Advice

1. Before proceeding with the grant application, read the guidelines in their entirety.
2. Always keep in mind the funding priorities/evaluation criteria while completing the application.
3. Complete all required information accurately and consistently. Double-check all numbers.
4. Review the information on what the application package should contain. Double-check that all required attachments and support materials have been successfully uploaded in the [System for Administering Grants Electronically \(SAGE\)](#). Please refer to the SAGE guides on the NJHC's history.nj.gov homepage if you have any questions whatsoever about compatible document types.
5. Give yourself plenty of time to complete the application by the due date. This will avoid last minute omissions and oversights. You will not be able to add or change anything in your application once the due date and time has passed.
6. It is the applicant's responsibility to make sure their mailing address, telephone number, and email address are correct in SAGE. We use that information to contact applicants throughout the grant process.
7. Please note that the NJHC is not responsible for any inaccuracies or omissions regarding any aspect of your application in SAGE.

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8. If you have any questions or concerns regarding the CHPP guidelines, call the NJHC staff at (609) 292-6062. We are here to help and will do our best to assist as much as possible.

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Re-grantee Requirements and Guidelines

Eligibility Requirements

As part of an evaluation process, the NJHC met several times with the county re-grant agencies and in partnership developed eligibility criteria for designating which applicants will be eligible to apply directly to NJHC, and which will be directed to the county re-grant programs.

Organizations that meet the following criteria may apply directly to the NJHC.

1. Have an annual operating budget of at least \$100,000 in non-state history funds. This budget figure should be based on income received for the applicant's most recently completed fiscal year.*
2. Document that twenty-five percent (25%) of their audience (both virtual and actual) comes from beyond a 20-mile radius from their headquarters location.

Organizations that do not meet these criteria may apply to their county re-grant program.

Organizations that offer demonstrated statewide history programming and services but have annual budgets under \$100,000 should contact the NJHC at (609) 292-6062 to determine eligibility.

Organizations that apply to the NJHC GOS program, but are not funded may apply to their county agency. This provision will enable a group that did not receive NJHC funding to apply to its county sooner rather than waiting three years to apply again to the state.

Re-grantee Program Requirements

Agencies receive CHPP grants to support the development and sustainability of local history programming. CHPP funds allow each agency to operate a re-grant program that supports local organizations and/or individuals. In collaboration with the New Jersey State Council on the Arts, the NJHC has adopted the following requirements for the re-grant program:

- Applicants receiving General Operating Support (GOS) or Project Support funding directly from the NJHC cannot apply to a county re-grant program in the same fiscal year.
- Nonprofit organizations whose primary mission is New Jersey history are eligible for GOS support; any eligible organization presenting New Jersey history programming may apply for Project Support.
- Re-granting agencies may only support New Jersey history activities with Commission funds.
- Multi-disciplinary projects are eligible if a historian is a part of the project.
- Re-granting agencies must develop and distribute re-grant guidelines and application forms and widely promote the availability of the re-grant program. Websites should be updated regularly and guidelines must be available at least one month prior to the deadline.
- Grant guidelines must align with the NJHC's policies regarding eligible and ineligible applicants and expenses. Please see the NJHC [GOS](#) and [Project](#) guidelines for greater detail.
- Grant evaluation criteria must be published in the grant program guidelines and actively employed in the panel evaluation process.

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- Re-granting agencies must provide technical assistance in grant application preparation to local organizations by offering workshops and/or other forms of training at least one month prior to the deadline.
- Re-granting agencies must also utilize an independent grant evaluation panel of individuals with history backgrounds and experience in implementing history programs and projects.
- Grant review panels should be representative (by project type, demographics, etc.) of the applicant pool and rotate every two to three years.
- The body responsible for funding decisions must be separate from the review panel.
- Re-granting agencies must maintain and enforce a written policy to avoid conflicts of interest, and maintain minutes/records of grant proceedings.
- Re-grants must be administered through a written grant agreement and require final reports from re-grantees.
- **NJHC DOES NOT REQUIRE** re-grantees to match their county grant. If agencies decide to request a match re-grantees can meet the requirement with cash, or a combination of cash or in-kind goods and services. Counties should carefully weigh whether to request a match as it may be a barrier that prohibits organizations from participating in the re-grant program. While the NJHC does not require a match several agencies request one because it helps organizations to develop.

The Commission recognizes that organizations have limited resources and therefore suggests that they do the best they can to achieve professional standards. Agencies should utilize grant evaluation criteria that include conducting programs in accordance with professional standards, public benefit, accessibility, and accountability.

Funding Individuals and Groups Seeking 501c3 Status

The NJHC permits county agencies to fund individuals; county agencies may determine whether they will fund individuals and should seek direction on such a policy from their governing authority. If county agencies are unable to fund individuals, those applicants may apply directly to the NJHC.

NJHC will allow agencies to fund groups that may be seeking their 501c3 status. Such groups should demonstrate that they are taking the necessary steps to establish non-profit status and that appropriate fiscal controls are in place.

Multiple Applications

Applicants may not receive Commission funding through a county re-grant and a grant received directly from the NJHC in the same fiscal year. Lists of direct NJHC grantees will be available to county re-granting agencies to assist in determining eligibility.

If an organization applies to the NJHC for GOS funding and does not get funded, they may apply to their county.

Plans

Agencies should encourage re-grantees to develop ADA, long-range, and disaster plans in accordance with professional standards, based on their available resources.

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Structuring the Re-grant Program

In designing the history re-grant program, agencies should be mindful of the preceding program requirements and any additional requirements imposed by their county. Please note that the state and county requirements should not conflict. The Commission strongly recommends that the agencies seek guidance from each other with regard to designing and/or revising GOS grant guidelines. The Commission does not recommend exactly duplicating its GOS guidelines for local constituents. Re-granting agencies should develop programs that best meet the needs and capacity of their particular applicant pool.

Below you will find the eligible and ineligible expense lists taken from the Commission's own GOS and Project grant guidelines. Please use these lists in your own guidelines. See the Commission's [Grant Opportunities](#) webpage for the GOS and Project Grant guidelines.

GOS Eligible Expenses

1. Salaries and wages
2. Contracted services/outside fees and services
3. Printing, publicity, marketing
4. Postage and telephone
5. Fundraising and development
6. Staff training
7. Lease expenses
8. Mortgage interest
9. Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
10. Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and
11. air conditioning)
12. Maintenance of collections and the interiors of structures (i.e. most routine maintenance)
(Note: Interior construction and other cyclic maintenance is not an eligible expense.)
Definitions of Routine vs. Cyclic maintenance can be found here:
https://www.nj.gov/dep/hpo/1identify/nj_register_hist_plac_rules_07_02_2015.pdf
13. Basic grounds maintenance
14. Travel and transportation (automobile travel @ \$.31/mile, train, or air coach travel)
15. Insurance
16. Licensing and registration fees (e.g., New Jersey charities registration)
17. Planning for compliance with the Americans with Disabilities Act
18. Long-term and strategic planning
19. Audits. Depending on the amount of the grant, the funder may require either a formal audit of grant expenditures or financial review by a licensed certified public accountant as part of the final report. Applicants may include the fee for this work in their budget.

GOS Ineligible Expenses

1. Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects
2. Exterior maintenance

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3. Purchase of real estate, motor vehicles, or leasehold improvements
4. Acquisitions (including artifacts and collections)
4. Hospitality
5. Deficits and debt service
6. Retroactive funding
7. Endowment
8. Mortgage or loan principal

Projects Eligible Expenses

1. Archival folders, boxes, and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs
2. Archival or research library user fees
3. Equipment purchases with the following restrictions: only institutions and organizations may use grant funds to purchase major items, such as computers or video cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive recording devices and computer software.
4. Equipment rental
5. Materials for fabricating and installing exhibitions
6. Microfilming
7. Oral history tape transcription
8. Payment of exhibition loan fees and shipping costs
9. Photography and photocopying
10. Production of promotional or advertising materials
11. Travel and maintenance for speakers and honoraria for speakers in the following amounts:
 - a. Keynote speaker, up to \$1,000; one keynote speaker per program
 - b. Main speaker, up to \$500
 - c. Chairperson or moderator, up to \$250
 - d. Panelist, up to \$175
 - e. Additional funds for higher honoraria may be requested if you can demonstrate the speaker's particular merits
12. Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
13. Travel and/or maintenance while conducting research
14. Travel expenses with the following limits: a. Automobile travel: \$.35 per mile b. Train or airplane fares (coach only; not first class) c. Food and accommodations: up to \$100 per day
15. Publication costs, such as typesetting, printing, copyright permission fees, and binding
16. Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers

Projects Ineligible Expenses

1. Projects that do not relate to New Jersey history
2. Project work that is completed before the grant is awarded
3. Conservation of collections of unidentified photographs
4. Conservation of materials owned by federal, county, or municipal governments
5. Construction, restoration, preservation of gravestones, commemorative statues, historical markers, and other non-interpretive items

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6. Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
7. Fiction and poetry
8. Projects of federal or state government agencies
9. Projects that are not accessible to the general public
10. Publication of coloring books, cookbooks, and calendars
11. Purchase of collections, furniture, costumes, artifacts, or other items for collections
12. Restoration or preservation of structures
13. Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
14. Projects that do not comply with the requirements of the Americans with Disabilities Act
15. Field trips, if that is the only component of the project
16. Purchase of books or prepackaged instructional materials
17. Purchase of items for collections
18. Purchase of refreshments for the project's audience
19. Retroactive funding (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)