



## New Jersey State Council on the Arts Local Arts Program Fiscal Year 2026 Grant Guidelines

### THE LOCAL ARTS PROGRAM

The Arts Council’s partnership with the twenty-one County Arts Agencies (CAAs) is essential to providing the people of this state access to quality arts experiences in every community. The Local Arts Program (LAP) provides multiyear funding to the CAAs for the primary purpose of providing regrant funds for local community-based arts organizations and for projects that provide opportunities for local audiences and participants. While grant funds may also be used to support local arts programs, activities, and professional development from the CAAs, the Arts Council places priority on the accessibility, reach, and impact of the county’s regrant program.

### KEY DATES FOR THE FY26 LOCAL ARTS PROGRAM

<b>Monday, November 25, 2024</b>	Guidelines released
<b>Tuesday, December 10, 2024</b>	Application Assistance Office Hour (Zoom), 10:00 AM
<b>Thursday, December 19, 2024</b>	Application Assistance Office Hour (Zoom), 3:00 PM
<b>Tuesday, January 7, 2025</b>	Application available in <a href="#">SAGE</a>
<b>Monday, January 13, 2025</b>	Application Assistance Office Hour (Zoom), 2:00 PM
<b>Friday, January 24, 2025</b>	Application Assistance Office Hour (Zoom), 3:00 PM
<b>Thursday, February 13, 2025</b>	<b>Applications due in <a href="#">SAGE</a> by 12:00 PM ET (noon)</b>
<i>Please note that late submissions will not be accepted for any reason including technical or human error. Applicants are strongly encouraged to submit before the deadline.</i>	
<b>March – June 2025</b>	Arts Council convenes application review panels and establishes funding recommendations.
<b>July 2025</b>	Arts Council votes on and announces grant awards at its public Annual Meeting.

### TECHNICAL ASSISTANCE AVAILABLE

The following assistance is available to help you:

1. **Staff Support:** Andrew Binger, Program Officer for Community Partnerships, is available to help with questions specific to your application by telephone at 609-690-8312 (NJ Relay 711) and email at [andrew.binger@sos.nj.gov](mailto:andrew.binger@sos.nj.gov).
2. **Virtual Office Hours:** Applicants can attend Office Hours to ask questions pertaining to the application. Participation is free; however, registration is required. Register [here](#).

### GRANT PERIOD

All activities attributed to this grant program must take place between January 1 and December 31 annually. Grant funds must be fully expended, and all work completed by the end of the grant period. A final report will be due 30 days after the completion of the grant period. This schedule will repeat itself

each year for the three-year grant period. The Council will commit to support the CAA through a three-year cycle of grants, subject to availability of funds and satisfactory performance of the CAA.

### **ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS**

The New Jersey State Council on the Arts (Arts Council), created in 1966, is a division of the New Jersey Department of State and a partner agency of the National Endowment for the Arts. The Arts Council was established to support, encourage, and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey. For more information about the Arts Council, visit: [www.artscouncil.nj.gov](http://www.artscouncil.nj.gov).

### **ACCESSIBILITY**

The Arts Council is committed to ensuring its programs are accessible to all people. For accessibility services related to filing an application, please contact Accessibility Coordinator Lindsay Dandeo at [lindsay.dandeo@sos.nj.gov](mailto:lindsay.dandeo@sos.nj.gov) or 609-984-7020 (NJ Relay 711).

### **COMMITMENT TO PUBLIC BENEFIT & EQUITY**

In New Jersey, we know that diversity is one of our greatest strengths. The New Jersey State Council on the Arts embraces the principles of diversity, equity, access, and inclusion in all aspects of our work. With a focus on learning, data, and accountability, we will continue to assess and challenge inequities, identify gaps in engagement and service, and focus on the details that shape change.

### **ELIGIBILITY**

The Local Arts Program is only open to agencies or organizations designated by the respective county's Board of Commissioners to serve as the official County Arts Agency. Only those designated agencies may seek support through this program provided that they can satisfy the requirements of the Council.

CAAs must comply with all pertinent state and federal regulations including, but not 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 Americans with Disabilities Act of 1990 (all barring discrimination on, among other things, the basis of race, color, national origin, disability, age or sex); 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).

Apart from all other provisions of law, particularly the requirements of the Americans with Disabilities Act, which bear upon all Council grantees, those grantees whose Council grant is composed all or in part of funds derived from the National Endowment for the Arts will be required to be in compliance with Section 504 of the Rehabilitation Act of 1973 at the time of and as a condition of receipt of the grant under penalty of rescission and any others set forth under law.

### **THE SAGE SYSTEM: HOW TO ACCESS AN APPLICATION**

The Arts Council uses the [System for Administering Grants Electronically \(SAGE\)](#) to accept grant applications and manage grant awards.

In order to access grant applications, users must have a registered account. New users must be added to the organization by the Authorized Official. For assistance, please contact Robert Worshinski, Director of Operations and Technical Assistance, at [robert.worshinski@sos.nj.gov](mailto:robert.worshinski@sos.nj.gov) or 609-633-1049 (NJ Relay 711).

#### **How to access the LAP application:**

1. Log into SAGE and go to the “View Available Opportunities” section.
2. Click “View Opportunities” under the NJSCA section. Search for the NJSCA application titled “Local Arts Program.”
3. Click on the “Apply Now” button to create a new application.

If the application is not visible in the “View Available Opportunities” section, contact Robert Worshinski at 609-633-1049 (NJ Relay 711) or [robert.worshinski@sos.nj.gov](mailto:robert.worshinski@sos.nj.gov) for assistance.

### **LOCAL ARTS PROGRAM GOALS**

The Arts Council has long worked in collaboration with the network of 21 CAAs to provide people in all corners of the state with access to quality arts experiences in their communities in pursuit of the following goals:

1. To effectively and strategically map out countywide cultural programming over the next three years, which includes input from a wide range of stakeholders and has measurable benchmarks of success and growth
2. To support our county partners in offering high quality technical assistance and programming support that reaches local artists and arts nonprofits
3. To establish a high quality regrant partnership program that provides state dollars to local arts organizations doing impactful arts engagement work in their respective counties
4. To support the reach of artistic programming through the council’s priority areas, ensuring community members of all ages have access to the arts and that offerings are inclusive of community members from diverse backgrounds and experiences
5. To serve as advocates and ambassadors for the impact of the arts and arts funding, by establishing and maintaining strategic relationships with stakeholders, public officials, and dignitaries throughout the state of New Jersey
6. To ensure that programs and services created, offered, and sponsored are in accordance with the accessibility guidelines as outline in the Americans with Disabilities Act

### **LOCAL ARTS PROGRAM COMPONENTS**

The Local Arts Program is comprised of two basic components:

- 1. Regrant Support to provide funding to local arts organizations, programs and projects.**
- 2. Programs, Services, and Administration**

This component includes all local arts activities and administration of the regrant program, excluding regranting. We encourage CAAs to be strategic about non-regranting activities in order to maximize funds available for regranting to local organizations. Activities may include, but are not limited to:

- Local needs assessment and community arts planning
- Technical assistance and information services
- Marketing and promotion

- Cultural programming or other community outreach
- Professional development
- Staffing and general administrative expenses
- Creative Placemaking
- Conferences and convening constituents

### Ineligible Use of Local Arts Program Funds

- capital improvements and acquisitions
- hospitality costs
- travel outside of NJ\*
- foreign travel
- deficits or replacement of funds normally budgeted for the program or project
- fundraising events
- scholarship funds
- fellowships (although service to individual artists is strongly encouraged)
- regranting to out-of-state organizations or projects

\*Out of county travel is up to the discretion of the CAA, in communication with the Council.

### Match Requirements

CAAs must match Arts Council funds at a ratio of 1:1 exclusive of regrant funds. The match may derive from county government, earned, or contributed funds specifically allocated for the Local Arts Program. Indirect costs or in-kind support through donations of goods and services may not be a part of the match.

Local organizations receiving general operating support through LAP funds are not required to make matching contributions either. Organizations receiving program or project support are required to meet a match as determined by the CAA.

## LOCAL ARTS PROGRAM REQUIREMENTS

The CAA must:

1. have administrative leadership and at least one ½ time administrator (20+ hours per week) responsible for all LAP based programming;
2. operate a countywide regrant program that is reflective of the [Arts Council's strategic plan](#);
3. regrant Arts Council funds through an accessible regrant program where applications are submitted to the agency and evaluated by an independent peer panel;
4. operate its arts programming within the context of a broad-based, publicly informed agency long range plan, and provide leadership for local arts development; and,
5. operate under the authority of a governing board and have in place a duly authorized and qualified body (not an individual) that assumes responsibility for governance and grant making decisions.

The regrant program must:

1. support only organizations with arts-based missions or arts activities offered by a nonprofit organization with Council funds;
2. develop and distribute accessible, barrier-free regrant guidelines and application forms and widely promote the availability of the regrant program;
3. publish the grant evaluation criteria in the guidelines distributed to applicants and use those same criteria in the panel evaluation process;

4. utilize grant evaluation criteria that include artistic excellence, public benefit, accessibility, and accountability;
5. provide technical assistance in grant application preparation to local organizations;
6. require regrant applicants to disclose if they are receiving or applying for funding from another CAA or directly from the Council;
7. utilize an independent grant evaluation panel of individuals with arts backgrounds and experience in implementing arts programs and projects. The panel should be representative (by artistic discipline, demographics, etc.) of the applicant pool, rotated on a regular basis and separate from the body responsible for funding decisions. Members of the body responsible for funding decisions may not sit on the grant evaluation panel;
8. maintain and enforce a written policy to avoid conflicts of interest, and maintain minutes/records of grant proceedings;
9. administer regrants through a written grant agreement and require final reports from grantees;
10. accept cash or a combination of cash and in-kind goods and services where a match is required; and,
11. award meaningful funding amounts with consideration to the applicant's overall organizational budget or project budget, keeping in mind that CAAs may wish to establish a separate mini grant program in order to reach the smallest capacity organizations in their county.

### **Exceptions**

CAAs may allow unincorporated groups and/or those that may not yet have incorporated or acquired IRS tax exempt status to apply for LAP regrant support where appropriate, but only if the organization can demonstrate aptitude in governance and financial oversight.

Organizations operating with a fiscal sponsorship agreement are allowed to seek funding through the LAP program provided that the nonprofit sponsor is in good standing with the IRS. This should be considered on a case-by-case basis, with approval from the Council.

*Please Note: This provision has been made to enable the development of groups very early in their establishment, allowing groups seeking IRS tax exempt status to receive funds while engaged in the incorporation process. The Council extends this opportunity to the CAAs to encourage local arts development. Recognizing that some local policies/rules may preclude an agency from regranteeing to unincorporated groups, the Council encourages agencies to establish their own internal policies to monitor these groups and to consult with county officials to ensure compliance with local regulations.*

*Additionally, the Council understands that some organizations have developed an organizational model that operates efficiently, without 501c3 status and does not intend to pursue that status. Provided that those organizations have a strong arrangement with their fiscal sponsor and meet all of the necessary requirements otherwise, those organizations should be allowed to access funding through the Local Arts Program.*

### **Funding Colleges, Universities, and Other Educational and Religious Institutions:**

CAAs may regrant to these organizations if:

- the organization is applying for project support for an art activity, project or program
- the art activity, project, or program is marketed to and open to the general public

- the activity is supplemental to any curriculum and separate from any religious observance
- neither the grant nor the matching funds are used to pay salaries of faculty or members of the clergy

## **LOCAL ARTS PROGRAM EVALUATION CRITERIA**

The following criteria will be used to measure the merits of all applications:

### **1. Quality of Planning and Implementation**

Sound local arts planning is essential to the development of responsive programs and services. All CAAs are required to submit an agency long range and/or strategic plan with their application. The plan should be based on broad community input from regrantees, direct Council grantees, other arts groups, artists, schools, local businesses, social service agencies and other sectors active in community life. Plans should demonstrate that partners are contributing resources and are committed to implementation. It should also outline the agency goals and objectives for a three-year (or more) period, and include strategies, staff/budget resources, a timeline for implementation, and a process for measuring success. The plan should prioritize objectives and tasks, assign roles, responsibilities, and resources for implementation. It should also articulate the role the CAA plays in raising awareness of the public value of the arts.

### **2. Quality of Management and Adequacy of Agency Resources**

The CAA should have adequate staff and budget resources needed to implement its arts planning, programs and services, and regrant program. The arts program should be implemented by personnel with background and experience in arts administration and knowledgeable about community life in its municipalities and county.

The CAA should be prepared to navigate unexpected challenges, emergencies, and natural disasters as evidenced by the development of an Emergency Preparedness Plan (EPP). Exemplary CAAs have already created their EPP and are able to provide support to their grantee organizations in creating their own Emergency Preparedness Plan. In the absence of an EPP organizations should be able to explain how they would navigate a wide range of unexpected events.

### **3. Quality and Effectiveness of the Regrant Program**

CAAs are responsible for crafting and administering a local regranting program that responds to the needs of its community. The program should be strongly rooted in the CAA's long range or strategic plan. Organizations and projects that are supported with regrant funds should reflect the demographics of the community, while also paying close attention to groups and communities that might be overlooked. The LAP program should take the needs of diverse groups and populations into account and make efforts to engage and include them in this process. Regrant programs must comply with the basic funding requirements outlined in these guidelines.

The Council places priority on CAAs to meet the capacities of local arts groups by keeping the application process and requirements as simple and user-friendly as possible. CAAs should review and revise the program regularly to meet the changing needs and priorities of regrantees and the community. This review and revision process should include the perspectives of the regranting organizations to ensure the feedback and adjustments are responsive to the needs of the applicants.

The Local Arts Program is designed to provide critical funding support to smaller arts organizations throughout the state. To that end, award amounts should be meaningful and are expected to meet the funding needs of the organizations applying.

#### **4. Quality and Reach of Engagement, Programs and Services**

CAAs are encouraged to develop a broad array of programs/services that address the needs of their unique communities. These activities should help increase access to the arts for all, promote arts education and cultural diversity and emphasize the importance of individual artists. Programs and services should grow out of the agency planning process and be informed by community input. We encourage CAAs to strategically align this work to some of the Council's priority areas, including, Arts Education and Lifelong learning, which includes the countywide Teen Arts Festival and the Senior Art Shows and Exhibitions. Folk art and artists are another priority area for the council. The Council encourages CAAs to build healthy, strategic relationships with their regional Folk Life Center.

CAAs should consider using these programs to uplift the LAP grantees, local artists and arts organizations. These other activities might include, but are not limited to:

- Artists' services
- Agency/community arts planning
- Needs assessments
- Convening the community
- Special outreach projects
- Social media/web presence
- Resource libraries/cultural directories
- Volunteer partnerships with businesses
- Programs that promote arts education
- Festivals/exhibitions/concerts
- Professional development for staff (excluding matriculating programs)

#### **5. Commitment to Partnership, Community Development, and Arts Advocacy**

The CAA should demonstrate a commitment to establishing and sustaining partnerships with other organizations and sectors of the community. Examples may include providing services to the community through collaborations with large and small arts and non-arts organizations, encouraging regrantee to regrantee collaborations and contributing to economic development through creative placemaking.

Arts advocacy is vital to sustainable, thriving, and growing arts and culture ecosystems. To that end, CAAs are strongly encouraged to support advocacy work by doing direct outreach to local, regional, and statewide elected officials and representatives. This can include invitations to events in the county, notices highlighting achievements of arts programming, thank-you notes, official specific convenings, etc. This advocacy work should be opportunities to spotlight the work of the LAP grantees.

#### **6. Accessibility and ADA Compliance**

Among the highest Council priorities is ensuring that programming supported by the Council is available to the widest possible audience. The Americans with Disabilities Act (ADA) was signed into law in 1990 and requires that all providers of publicly-funded programs and services make those offerings equally accessible to all people regardless of any individual's physical or mental disability. A transition plan to guide your efforts is essential. Even if an organization does not

seek or receive Council or other public funding, it is still responsible under the ADA for addressing its accessibility.

Local Arts Program Applicants are not required to submit an ADA plan with the application; however, each of the designated County Arts Agencies that receive Council funding will be required to submit an ADA plan. CAAs will utilize the ADA Plan Platform based on completion of the comprehensive [self-assessment survey tool](#) developed by the Council's [Cultural Access Network Project](#) once every three years. The year in which your next ADA Plan is required (FY27) will be listed in Attachment C of the corresponding year's contract.

For further assistance, contact the Council's Access Coordinator Lindsay Dandeo at 609-984-7020 (NJ Relay 711) or via email at [lindsay.dandeo@sos.nj.gov](mailto:lindsay.dandeo@sos.nj.gov).

Local Arts regrantees must provide to the County Arts Agency (CAA) written compliance with the ADA as part of the CAA's regrant requirement. CAAs have the choice of requiring an ADA Checklist or an ADA Plan as evidence of the re-grantees efforts to comply the Federal ADA guidelines.

## **LOCAL ARTS PROGRAM APPLICATION COMPONENTS**

The application is comprised of 15 forms and charts. As you prepare the narrative, charts, forms, required documents and support materials that comprise a complete application, please refer to the Evaluation Criteria on pages 6-8 and the [Rubric](#) to ensure that all the various components of your application tell the same story, reflect your agency/organization at its best, and reference the established criteria by which your application will be evaluated.

**Organizational Profile Form:** This form provides the essential information about your agency/organization. The "Grant Contact" should be the individual responsible for managing the grant in SAGE and is the organization's primary Arts Council contact. This person must have the ability to speak on behalf of the organization and its grant. Please check for accuracy this form is already completed in SAGE.

**Type of Support:** Local Arts Program is preselected for all applicants.

**Panel Category:** Local Arts Program is preselected for all applicants.

**Application Detail Summary:** This form asks for the purpose of funding which may be used in public materials. The statement is limited to approximately 50 words or 300 characters and it should contain the basic "who, what, where, and when" information.

Sample Statement: "The Arts Council's LAP grant will help support Jersey County Cultural & Heritage Agency's regrants to approximately 150 local arts organizations; the Teen Arts Program, the Senior Art Show; technical assistance workshops for artists and arts organizations; and, collaborative projects and opportunities to broaden, deepen and diversify arts participation across the entire county."

**Grant Narrative:** The narrative is limited to eight pages or approximately 32,800 characters. It should clearly and concisely communicate your organization's story to the panel and provide context for the

other materials in the application. The narrative should directly address the Evaluation Criteria and the [Rubric](#) through the Narrative Topics which are provided on pages 9-11.

**Local Arts Program Activities Chart:** This chart is the place for you to summarize your agency's actual arts activities for January to December 2025.

**Board Chart Information Review Page:** Provide a list of the commissioners and/or advisory board members who are responsible for the final funding decisions. Please check for accuracy if the chart is already completed in SAGE.

**Staff Chart:** This chart identifies the agency's current staff, which must include at minimum one paid, half-time (20 hours) administrative employee responsible for the administration of the Local Arts Program.

**Finance Charts:** There are three finance charts (Expense Chart, Income Chart, and) that comprise this portion of the application. Applicants will detail two years of financial information in the Expense and Income Charts. Be mindful of the Arts Council's ineligible expenses detailed on page 3.

Use the Budget Notes section to describe or explain the information listed in the finance charts. The review panel expects accompanying budget notes to provide clear information about the organization's complete financial picture.

**Local Arts Program Regranting Compliance Questionnaire:** This questionnaire assures that the regranting program complies with the Council's goals. Explain in the narrative any areas that are not in compliance. You will need to upload your latest Regrant Log as an attachment.

**Support Materials:** Support materials provide the panel with a complete basis for evaluation. Please follow form instructions, found on page 10, and upload all the documents/files as PDFs in the order requested.

**Application Certification:** This form certifies that your agency/organization understands and accepts all terms and conditions of the grant. It must be signed by an authorized official and an authorized board member.

**Submission Instructions:** This form certifies that you have completed the application to the best of your ability.

### **Narrative Topics**

The narrative should tell your story in a clear, concise and compelling manner. It is a good idea to craft the narrative in a separate document and copy and paste it into the SAGE narrative screen. Please include the below topic headings in your narrative. This helps panelists follow the narrative, which should also specifically reference any uploaded or linked support materials. Please refrain from the use of unexplained acronyms.

### **Section One: The County Arts Agency**

Provide a broad context for summarizing the CAA and its constituency:

- Briefly describe the county's location/region and key geographic and economic features.

- Briefly describe your agency and its relationship to county government.
- State the agency's mission, goals and agency priorities.
- Highlight assets and challenges unique to the cultural community in your county.
- Outline the county's strategy over the next three years including goals the CAA is working towards as it concerns arts and culture.

### **Section Two: Organizational Capacity and Adequacy of Resources**

Clearly articulate the structure and function of your agency. Qualitative planning is an essential element of a strong agency. If your plan is not current, or you are working on updating a plan, please use this section to describe your process and the timeline for completion.

- Describe the roles and responsibilities of agency leadership and program staff. Is staffing adequate to meet the needs of your agency? How would increasing staff improve the agency? Describe the role of key volunteers or consultants.
- Describe the roles and responsibilities of your commission, governing or advisory board. Include how the decision-making process is implemented, who participates, and any unique challenges to its functionality.
- Describe the agency's planning process. Detail planning leadership, participants, process, and outcome. Describe how the plan is/will be implemented, measured, and evaluated.
- Describe county financial support, fundraising (or constraints to fundraising), deficits, or other fiscal issues.
- Explain the CAA's emergency preparedness plan.

### **Section Three: The Regrant Program**

Use this section to describe how the agency implements its regrant program.

- Summarize the basics of the regrant program in your county, including: process and timeline; eligibility and evaluation; award amounts; funding priorities.
- Please detail how you use the regrant program to attract local arts organizations, how technical assistance is provided and how final funding decisions are made.
- Describe how projects and organizations funded through the regrant program advance CAA goals and meet current identified needs within the community served.
- Describe how application review panelists are selected and the evaluation process.
- Explain how your CAA arrives at award amounts for organizations selected to be grantees.
- Explain the goals you have to sustain the reach of your program while also attracting new audiences, applicants and constituents, especially those from diverse backgrounds, identities and experiences.
- Assess the simplicity, or complexity of the LAP application process and what work (if any) is being done to change the process. Provide insight into how these changes are decided.
- Evaluate and quantify the reach of your regrant program in terms of organizations/projects reached and funding distributed.

### **Section Four: Community Engagement**

Highlight the work of your agency in meeting its identified goals.

- How do programs, services, public access, and use of social media advance CAA goals?
- Describe how efforts by your agency, its partners, and the organizations you serve incorporate and connect the arts to community life, including but not limited to education, healthcare, economic development, tourism, and other sectors.

- Describe efforts to increase outreach to persons of diverse backgrounds. Detail successes and/or challenges in meeting outreach goals.
- Describe how you use social media to advance your goals.
- Describe the county's commitment to lifelong learning and arts engagement through the countywide Teen Arts Festival and Senior Art Exhibition.
- Describe the connection the CAA has with their regional Folklife Center and folk artists in that area.

### **Section Five: Advocacy & Awareness**

Use this section to describe how the agency advocates for the arts and for their local arts organizations

- Detail how you promote local arts activities happening throughout the county to encourage, support and reach new audiences.
- Detail how you promote the work of your LAP regrantees to encourage support and reach new audiences.
- Describe how you ensure local, countywide, and state representatives are engaged to ensure their awareness of arts programming, as well as they value of the arts.
- Describe how you advocate to increase the support your agency and the constituents you serve receives from local, countywide or state level sources.

### **Section Six: Accessibility**

Use this section to describe how the agency adheres to ADA requirements

- Describe your division's commitment to Accessibility including the connection between your CAA and the Cultural Access Network (CAN).
- Explain what kinds of trainings staff members (and board members) of the CAA participate in and how often.
- Describe how you support organizations applying for funding through your CAA in identifying and reaching their own accessibility goals.
- Explain what successes your CAA has had with accessibility and what areas of growth still exist.

### **Support Materials**

Support materials play a significant part in the evaluation process by reinforcing what is presented in the narrative. The support materials are important tools that provide the panel with a complete picture and basis for evaluation.

Applicants are required to submit specific support materials and have the option of submitting up to five additional pieces of support material that are from the past 18 months.

Artistic quality demonstrated through support materials is important. The links and/or uploaded files submitted should present samples of the agency's/organization's and associated artists' best work. Panelists will assume what you show are the best possible samples.

**Support Material Formats:** The maximum file size you can upload is 13 MB. There is no size restriction for linked work samples. Do not submit links to password protected sites or pages, including Google Drive or SharePoint.

All support materials must be uploaded as PDFs or linked in SAGE. Should you have questions regarding this format, please contact Andrew Binger, Program Officer for Community Partnerships, at 609-690-8312 (NJ Relay 711) and email at [andrew.binger@sos.nj.gov](mailto:andrew.binger@sos.nj.gov).

### **Required Support Materials**

#### **1. Brief Bios of Key Personnel**

Submit biographical information of persons in key artistic, administrative, or educational roles. They may be paid staff, board members, or volunteers. Do not provide long resumes. Instead, provide biographical summaries with credentials related to individuals' functions.

#### **2. Long Range Strategic or County-wide Arts Plan**

See Page 4 for Quality of Planning and Active Implementation.

#### **3. Commissioner Resolution (Government CAAs) or Board-Approved Resolution (Private, Nonprofit CAAs)**

The resolution should authorize the agency to apply for FY26 Local Arts Program funds and indicate the board's awareness of the purposes, intents, and requirements of the grant. It should not include a request for a specific amount of funds.

#### **4. Regrantee Guidelines, Application Forms, and Sample Contract**

Please provide a link to these documents if available on the CAA website, or upload into SAGE.

### **Other Support Materials: Only for Nonprofit CAAs**

#### **1. Audits**

Private, nonprofit CAAs must upload its two most recent audits. Audits prior to FY22 will not be accepted. County government CAAs are not required to submit audits.

### **REVIEW PROCESS**

All applications received by the deadline will be reviewed for eligibility and completeness by Arts Council staff. Applications that are complete but have an error in any of the supporting document uploads (i.e.: broken website link, incorrect document upload) may have an opportunity to correct an error through a Hold for Corrections period. You will be notified by the Council on March 3 if your application needs to be corrected.

The panel will utilize this [Rubric](#) to score applications. Applicants are encouraged to use the rubric for self-assessment prior to submission. Applicants will be notified at the Council's public Annual Meeting (July 2025).

### **APPLICATION DEADLINE AND SUBMISSION INSTRUCTIONS**

The application deadline is Thursday, February 13, 2025 by 12:00 PM ET (noon).

After you have carefully reviewed the application, submit the application by clicking on the "Apply Status" button under the "Status Changes" section of your application. To confirm your submission, check the "Current Status" section on the Application Forms Menu for "Application Submitted."

You may go back to the "View Full Application PDF" link and print/save a final copy of your application submission for your records.