

*Morris County
Heritage Commission
History Re-Grant Program*



*FY 2015
Grant Application
and
Instructions*

Morris County Heritage Commission History Grant Program

Guidelines and Application Forms

Introduction

The purpose of the Morris County Heritage Commission History Grant Program is to increase awareness and accessibility of Morris County's history by supporting local historical organizations whose collections, projects, or programs focus on Morris County or New Jersey history. Grants of a minimum of \$1,000 but no more than \$5,000 will be awarded. No cash match is required.

Re-grant funds for FY 2015 are available for Projects and General Operating Support (GOS). Only one application per agency/organization will be accepted. Applicants may apply for a project grant or GOS funding but **CANNOT** apply for both. If multiple applications are received from the same organization, all applications from that organization will be disqualified.

Grant funds have been awarded by the New Jersey Historical Commission (NJHC), a division of the Department of State, to the Morris County Heritage Commission, an agency of the Morris County Board of Chosen Freeholders.

General Requirements

Your organization must:

- Be based in Morris County
- Be incorporated as a non-profit agency (501C3) or be an entity of local government or schools
- Agree to credit the Morris County Heritage Commission and the New Jersey Historical Commission based on publicity guidelines provided to grant recipients
- Be compliant with the Americans with Disabilities Act (ADA) or demonstrate planning for compliance
- Submit or demonstrate efforts towards developing a long-range plan

Your proposal must:

- Relate to Morris County or New Jersey history
- Be developed, prepared, and/or produced in Morris County
- Demonstrate responsible management of funds and resources
- Address a demonstrable need
- Have an appropriate budget
- Serve a targeted audience that is clearly identified and defined
- Engage historians or consultants with recognized expertise

IMPORTANT DATES

Grant Period:

Funds must be spent or obligated between **January 1, 2015, and August 31, 2015**

Application Deadline: **1:00 p.m., October 30, 2014**

Awards Announced: **Week of December 15, 2014**

Interim Report Deadline: **May 28, 2015**

Final Report Deadline: **September 14, 2015**

GRANTS

Priorities:

The Morris County Heritage Commission is interested in funding applications that increase access to Morris County history or expand upon the knowledge of New Jersey history. We are particularly interested in projects that:

- Newly interpret local history with an inclusive approach
- Document the history of groups and communities about which little has been written
- Preserve documents and artifacts threatened by poor storage conditions
- Present Morris County history through innovative projects
- Assist Morris County history organizations with basic general operating support to increase public accessibility to historic sites and programs

PROJECT GRANTS are intended to assist organizations to provide for or improve the care and maintenance of collections, develop and produce public education programs, or support new research initiatives.

GOS GRANTS are intended to assist organizations in meeting the costs associated with general operating expenses necessary to keep a site open to the public or to extend public visitation hours. General operating support proposals must demonstrate how the applicant will be able to continue and/or improve the level of service offered to visitors if funding is granted.

Project Grants may be used for the following:

- Historical exhibits.** Applications should include a list of themes, methods for research, objects to be displayed, and draft text for introductory panels and didactic labels.
- Public programs, lectures, workshops or symposia.**
- Conservation and/or preservation of historical materials**
- Collections management.** Applications may include equipment purchases, software and training. Those applying for software systems are encouraged to include training costs in their project budget.
- Educational initiatives.** These may include education components of ceremonies, re-enactments, or commemorations; volunteer training programs; incorporation of NJ History Day programming and contestant participation for Junior and Senior High School students. Applications should include a plan to evaluate results.
- Research projects.** These may include collections research, research for nominations to the state and national registers of historic places, etc. Applications should explain the theme, and how research will confirm or expand upon current history. Plans for making all research available to the public should be outlined. Site(s) to be researched for historic registers must be eligible for listing. These applications should include a Certificate of Eligibility from the State Historic Preservation Office.
- Publications.** Proposals for publications may include brochures, pamphlets, and exhibition catalogs. Applications must include the following to demonstrate that the proposed project will be completed within the grant period: 1) a draft of at least three quarters of the publication – typed, double-spaced, with one inch margins and in Times New Roman 12 point font; 2) a detailed outline of the remainder; 3) a preliminary bibliography. Reprints of existing publications will be funded only if meritorious new material has been added, such as an index, updated information, and/or an introduction including recent historical perspectives.
- Professional archaeological investigations.** These must be accompanied by written permission from the site owner and a project plan from the archeologist or archeology firm.
- Preparation of organizational policies and procedures.** These may include, for example, long-range plans, collections management plans, interpretive plans, and ADA compliance plans.

Projects eligible for funding:

- Photographic reproduction of images for display
- Mounting costs for exhibitions
- Printing promotional materials for programs, exhibitions, or events
- Supplies, if itemized and directly related to your project
- Graphic design
- Research by qualified professional consultants when related to a collection, public program, or exhibition
- Travel for speakers or staff (when related to research or collections development)
- Advertisements in publications to announce your event
- Preservation/conservation of photographs/documents

Projects not eligible for funding:

- Work that commenced or was completed before the submission of this application
- Supplies that are not directly related to your proposed project
- Capital, restoration, or renovation expenses, i.e. "bricks and mortar" projects (capital expenses include the installation of security equipment, spot lights etc.)
- Deficits or losses from other projects or events
- Research when there is not an evident public benefit
- Scholarships, prizes, or awards
- Purchase of historic artifacts or replicas
- Food, refreshments, or other hospitality costs

GOS expenses eligible for funding:

- Board member insurance
- Visitor liability insurance
- Utility expenses associated with site hours of operation/extending operating hours such as
 - Heating
 - Air conditioning
 - Electrical
 - Basic telephone expenses
 - Internet expenses
 - Security Alarm monthly maintenance fees
- Professional development such as
 - Workshops
 - Training seminars
- Postage for newsletters/event announcements

GOS expenses not eligible for funding:

- Water/sewer expenses
- Work or time of your board members or volunteers
- Staff salaries or work within the normal scope of staff responsibilities
- Security staff
- Academic and non academic tuition expenses

Application Instructions

- 1) Separate the **Application Form** from the Guidelines and complete it.
- 2) Complete the **Narrative Form**. Follow the directions in the first paragraph of the form.
- 3) Separate the appropriate **Budget Form(s)** from the Guidelines and complete them. Submit Re-Grant Funding Budget Form, *and* a copy of your most recent fiscal year budget.
- 4) Include **Required Supplementary Material**:
 - a) For all grant applications, submit copies of your **long-range plan** and **ADA compliance plan**, unless you are applying for funds to prepare those plans.
 - b) If applying for funds to preserve papers and documents, submit any professional report (e.g., Caucus Archival Projects Evaluation Service [CAPES] report) you have received.
 - c) For projects, include **plans, drafts, outlines**, or State Historic Preservation Office (SHPO) Certificate of Eligibility as required.
 - d) If you are applying for project funds for any item over \$1,000, please include the **proposal or bid** from the supplier, contractor, or consultant your organization has selected. We recommend obtaining two to three estimates. Submit copy of winning proposal only.
 - e) Include a **resume** for any **consultant** who will be paid with grant funds.
 - f) Include a **list of your board members** with a two-sentence description of each person's expertise or affiliations.
 - g) GOS proposals must include a copy of the previous year's expenditures.
- 5) Include **Optional Support Material** to illustrate your organizational strengths (brochure, program announcements, photographs, etc.). Please limit to a maximum of three (3) items per set. For bulky plans or publications over 10 pages long, we will accept two (2) copies of that item.
- 6) Include discussion and spreadsheet outlining your visitors/guests to your site and programs
- 7) Include a **Checklist** with each copy of the application package.

**Applications are due in the Heritage Commission office
by 1:00 p.m., October 30, 2014**

Send to: Morris County Heritage Commission
Mail address: P.O. Box 900, Morristown, NJ 07963.
Street address (FedEx, UPS, etc.): 300 Mendham Rd, 2nd floor,
Morristown, NJ 07960.

Commission staff can be reached by telephone at 973.829.8117 and email at heritage@co.morris.nj.us .

Checklist

Organization: _____

Please submit 9 sets (1 original and 8 copies) with items IN THIS ORDER:

Applications may be stapled or in folders – do not submit applications and materials in binders. Applications should be stamped “Original” and “Copy”

- Checklist (on top of each set)
- Application Form: (One set must include the signed original)
- Narrative Form
- Budget Form with your organization’s most recent fiscal budget attached
- List of board members with two-sentence description of each person’s expertise or affiliations
- Short resume or CV (one page) of any person who will be paid as part of the grant
- For any budget item over \$1,000, copy(s) of the proposal or bid is required
- Required supplementary material such as long-range plan, ADA compliance plan, CAPES report, project plans, publication drafts, outlines, or Certificate of Eligibility, as appropriate
- For GOS applications, copies of the previous year’s billing is required (e.g., oil bill, electric bill, insurance statement)

You may include optional support materials. However, no more than three items per set may be sent with the application package. Examples of optional support materials:

- o Brochures
- o Catalogues
- o Program Announcements
- o Newsletters
- o Other Publications

**Application Form for Morris County Heritage Commission
Grant Program
FY 2015**

APPLICANT INFORMATION

Applicant organization: _____
Mailing address: _____
Municipality: _____
Contact person #1 (print/type name): _____
Contact's daytime phone: _____ E-Mail: _____@_____
Contact person #2 (print/type name): _____
Contact's daytime phone: _____ E-Mail: _____@_____
Federal ID # of applying organization: _____ # of members: _____
Total budget for the current fiscal year: _____
or
Projected budget for next fiscal year: _____ Amount requested: _____

GENERAL OPERATING SUPPORT INFORMATION

GOS funds will be used for: _____
Dollar amount you are requesting for GOS: _____
Dollar amount you will spend on GOS from your own organization's funds: _____
Total cash value of GOS, calculated by adding the above figures together: _____
Name of GOS Director: _____

Estimated number of people to be served by the GOS funding: Adults: ____ Under 18: ____
GOS Director signature: _____
(Signature) (Date)

I certify that the budget information in this application is accurate to the best of my knowledge.

Chief Financial Officer: _____
(Type or print name) (Type or print title)

(Signature) (Date)

PROJECT INFORMATION

Project title: _____
Name of Project Director: _____
Estimated number of people to be served by the project: Adults: ____ Under 18: ____
Dollar amount you are requesting for project: _____
Dollar amount you will spend on project from your own organization's funds: _____
Total cash value of your project, calculated by adding the above figures together: _____
Project Director signature: _____
(Signature) (Date)

I certify that the budget information in this application is accurate to the best of my knowledge.

Chief Financial Officer: _____
(Type or print name)

(Signature) (Date)

Project Grant Narrative Form

Answer **every** question from 1 to 7 below. Answer questions 8 to 10 if applicable. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Use no more than three typed pages, single-sided, single-spaced, one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

- 1) **What is your group's purpose and in what ways do you serve the public?**
Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need.
- 2) **Provide information on audience participation.** Please provide updated information on levels of participation for the period July 1 to December 31 as indicated in the table provided. Discuss any significant increases or decreases in participation as compared to the previous year(s).

Total number of all visitors to your site or sites	Onsite visitors/researchers:
Attendance at sponsored programs held offsite	Program name/date:
Total number of website visits	
Children served (preschool to grade 12)	

- 3) **Who are the visitors to your site?** Provide discussion of your visitor demographics, programs, and attendance.
- 4) **Why are you seeking a grant?** Tell us about the project you will underwrite with the grant. How does it relate to your group's mission, long-range plan and objectives?
- 5) **Who is the audience for your project or organization?** Describe by geographic area, age, and other important characteristics.
- 6) **Who are the professionals involved in your project?** Tell us who the historians, lecturers, consultants, archaeologists, or other professionals are and what their role is in your project. Include a one-page resume or biography for each person.
- 7) **What gives your project merit?** Tell us why your project is important to the community and to your organization.
- 8) **Explain in detail how the project will be implemented. Include a schedule of project activities.** State where and when the project will take place.
- 9) **How will you promote your event or organization?** Tell us how your public relations efforts will reach your intended audience and encourage broad participation.
- 10) *If you are requesting money for an educational initiative:* **Describe your project and explain why it is needed. How will you evaluate student learning and achievement? What age group is the project directed towards?**
- 11) *If you are requesting money for site research or archaeology:* **What is the direct public benefit of your research? How will you make it available to the public?**
- 12) *If you are requesting funds for the reprint of a historical publication:* **When was the historical publication originally published and how have you updated it?** Tell us what changes you have made according to current standards (introductory essay, annotation, index, etc.) and how the activities of all segments of society have been reflected in any new content.
- 13) *If you are requesting funds to preserve archival material:* **Have you had a CAPES or other professional archival evaluation?** Please submit a copy.

General Operating Support Narrative Form

1) What is your group's purpose and in what ways do you serve the public?

Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need.

2) Describe your staff. Who are your Officers? Who is the Director? Do you have paid staff? Where do you draw your volunteer base from? Please include a brief description or resume for paid and volunteer professional staff and officers.

3) How many members support your organization?

4) What is your annual attendance?

5) Do you have a website? How long have you had a website? How many website visitors do you have annually?

6) Do you have a museum, research library, and/or archival holdings? If so, please describe them.

7) Why are you seeking a grant? Tell us about your General Operating Support needs. How will this grant help your organization's objectives?

8) Who is your organization's audience? Describe by geographic area, age, and other important characteristics.

9) Who attends your programs? Discuss the programming your organization provides. Include attendance and demographic details.

10) How will the public benefit from the award? For example, will you be able to increase or extend your opening hours or extend your season for visitors? Increase your newsletter mailing? Cover costs associated with a service hosting your organization's webpage and e-mail?

11) Have you applied to any other organizations for General Operating Expense funding? If so, please list them and the amount awarded (or amount applied for).

**Morris County Heritage Commission
 FY 2015 Grant Program
 Requested Re-Grant Funding Budget Form**

Use this form to outline how grant funds will be spent

Organization: _____ **Date:** _____

	Category of Expenditure	Grant Funds Requested	Explanation (Use extra sheet if necessary)
A.	Transportation		
B.	Food, lodging		
C.	Photocopying, photography		
D.	Purchase/rental of equipment		
E.	Wages/benefits		
F.	Professional services or fees		
G.	Typesetting, graphics, printing		
H.	Postage, telephone		
I.	Materials and supplies		
J.	Word processing, transcribing		
K.	Insurance, audit		
M.	Other (specify)		
	TOTAL:		

**Morris County Heritage Commission
FY 2015 Grant Program – Budget Form B-1**

Organization: _____ **Date:** _____

Organization Income Statement

Please attach a copy of your organization’s projected annual budget for 2015.

Income Category	FY 2013 Actual	FY 2014 Actual
Memberships		
Program admissions, fees		
Store/shop income		
Fundraising events		
Museum or tour admissions		
Publication sales, royalties		
Grants, government		
Grants, corporate or foundation		
Individual contributions		
Support from parent organization, if any		
Investment, interest income		
Endowment		
Loans		
Other (itemize)		
TOTAL:		

**Morris County Heritage Commission
FY 2015 Grant Program - Budget Form B-2**

Organization: _____ **Date:** _____

Organization Expenses

Expense Category	FY 2013 Actual	FY 2014 Approved
Salaries and wages		
Benefits		
Professional services		
Professional development		
Travel		
Mortgage, space rental		
Equipment rental/purchase		
Publicity, marketing		
Supplies		
Telephone/communication		
Postage		
Utilities		
Heat, air conditioning		
Facility maintenance		
Professional dues, memberships		
Insurance, accounting services, audit		
Other (itemize)		
TOTAL:		

Morris County Board of Chosen Freeholders

Thomas J. Mastrangelo, *Freeholder Director*
David Scapicchio, *Deputy Freeholder Director*
Douglas R. Cabana John Cesaro
Kathryn A. DeFillippo John Krickus Hank Lyon

Morris County Heritage Commission

Larry Fast, *Chairman*
Bonnie Lynn Nadzeika, *Vice Chairman*
Miriam Morris, *Secretary*
Kathy Murphy, *Treasurer*
Epsey C. Farrell
Kathy Fisher Joyce Kanigel
Joe Macasek Elliott Ruga

Morris County Heritage Commission Staff

Margaret Shultz, *Archivist/Acting Director*

For information on the grant program, please contact the Archivist by phone at 973.829.8117, fax 973.637.631-5137, or e-mail at Heritage@co.morris.nj.us

Please visit our website at MorrisHeritage.net

Large
Print

**This application is available in large print.
If you need assistance filing a grant
application, contact the commission office at
973.829.8117.**

The Morris County Heritage Commission received an operating support grant from the New Jersey Historical Commission, a division of the Department of State, to make this program possible. Please visit the NJHC website at www.state.nj.us/state/history/

Morris County Heritage Commission

Mail address:

P.O. Box 900, Morristown, NJ 07963

Street address: (FedEx, UPS, etc.):

**Second floor, Morris County Cultural Center
300 Mendham Road – 2nd Floor
Morristown, NJ 07960**