

New Jersey Cultural Trust
CAPITAL HISTORIC PRESERVATION
GRANT PROGRAM
2017 (FY18) Grant Guidelines



New Jersey Cultural Trust

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***Applications must be completed using
New Jersey System for Administering Grants Electronically (SAGE)
Application for funding due by April 19, 2017***

New Jersey Cultural Trust

Capital Historic Preservation Grants

2017 (FY18) Guidelines

INTRODUCTION

The New Jersey Cultural Trust Capital Historic Preservation Grants Program is collaboratively administered by the New Jersey Historic Trust for and with the New Jersey Cultural Trust. The Cultural Trust Act (2000) created a Trust Fund, from which grants may be awarded to support capital projects, endowments and institutional and financial stabilization of qualified organizations. The Act directs the New Jersey Historic Trust to design and administer programs that recommend capital projects to the Cultural Trust.

All history, arts and humanities organizations with stewardship responsibility for historic resources that are listed on the New Jersey Register of Historic Places, and qualified by the New Jersey Cultural Trust, are eligible to apply for 2017 (FY18) capital historic preservation funding.

The New Jersey Cultural Trust was established by law in July 2000 to develop a permanent source of funding for arts, history and humanities organizations. The New Jersey Historic Trust was established by statute in 1967 as a nonprofit historic preservation organization created to preserve and protect New Jersey's historic resources. Through its programs and activities, the Historic Trust assists, supports, and safeguards historic structures throughout the State.

To be eligible for funds, an organization must be a New Jersey-based, nonprofit organization that has been qualified by the Cultural Trust by March 15, 2017.

Call the NJ Historic Trust at (609) 984-0473 with questions regarding eligibility, the application process, and one-on-one applicant consultations. Information is also posted on the Historic Trust website <http://njht.org/dca/njht/programs/ct/>.

What's New for the 2017 (FY 18) Grant Round

- The New Jersey Cultural Trust requires all applicants to register on the New Jersey System for Administering Grants Electronically (SAGE). The grant application (due April 19, 2017) must also be submitted on SAGE. The name of the application is "Historic Trust Capital 2018"

- In 2017, capital applications may be submitted by any Cultural Trust-qualified organization that owns or leases a property that is listed or is certified eligible to be listed on the New Jersey Register of Historic Places by August 1, 2017.
- In 2017 (FY18), the New Jersey Historic Trust's priority will be addressing the funding needs of projects that have compelling urgency. Properties that are threatened by deteriorated condition or inappropriate use and that are in need of timely funding to address the situation will be carefully considered, in relation to other criteria for funding.

Eligible Applicants: To be eligible for funds, an organization must be a New Jersey-based, nonprofit organization has been qualified by the Cultural Trust as of March 15, 2017. Visit the NJ Cultural Trust web site (<http://nj.gov/state/culturaltrust/index.html>) or call (609) 984-6767 for more information on the qualification process.

Schools, units of government and religious organizations are not eligible to be qualified by the Cultural Trust. In order to become qualified, an organization must have submitted to the Cultural Trust an application for qualification by **March 15, 2017** and also demonstrate that it:

- fulfills a **history, arts or humanities mission** through active programs and services [The term "humanities" includes, but is not limited to, the study and interpretation of the following: languages; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment.];
- has been in operation for a minimum of 4 years;
- is tax exempt; and
- has a functioning board that provides financial oversight to the standards set by the New Jersey Cultural Trust.

Contact the NJ Cultural Trust regarding the qualification process at (609) 984-6767.

Eligible Properties: Properties for which funding is requested must be

- Individually listed in the New Jersey and/or National Register of Historic Places; or
- contribute to the significance of a historic district listed in the New Jersey and/or National Register of Historic Places; or
- certified eligible for listing on the New Jersey register of Historic Places by August 1, 2017.

All eligible properties must be listed or certified eligible for list on the NJ Register of Historic Places by August 1, 2017 in order for the application to be considered for funding in this grant round. Contact Andrea Tingey at the Historic Preservation Office at (609) 984-0539 or andrea.tingey@dep.nj.gov with questions regarding eligibility. Listing on the New Jersey Register of Historic Places is a condition of grant funding.

Eligible Activities: In the 2017 grant round, eligible activities include stabilization, repair, restoration, adaptive reuse and improvements to cultural or historic properties, including adapting for increased accessibility. All projects must be in conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The project budget may also include proposed non-construction expenses for architectural or engineering services. Proposed non-construction activities are limited to 20% of the proposed construction budget.

Ownership: For all requests other than acquisition, applicants must demonstrate control of the property through a deed or valid lease.

Grant Size: The maximum grant award for this round is **\$25,000**.

Match and Financial Requirements: There is **no** matching requirement. However, if an organization's project costs more than is being requested, the proposal must clearly demonstrate the organization's ability to provide the remaining necessary funds.

Priorities: Any application for eligible activities may be submitted.

Criteria: The following criteria will be used in the evaluation of the proposal:

1. Significance of Resource

- a. **Significance of resource.** Property must be listed in the New Jersey and/or National Register of Historic Places, or be a contributing resource to a listed Historic District. Applicants with a certificate of eligibility may apply for funding, but the historic property must be listed on the New Jersey Register of Historic Places by August 1, 2017 in order to be considered in the final evaluation. For questions of listing or eligibility please contact the State Historic Preservation Office at (609) 984-0176.
- b. **Physical condition of property.** Threat of immediate collapse, demolition or inappropriate use or development; notice of code violations; and deterioration requiring stabilization are considered. Under this criterion, priority is given to resources where deterioration or threats have not resulted from the actions or negligence of the applicant.

2. Project Concept and Team

- a. **Quality of project.** Clarity, thoroughness and applicability of the proposed scope of work, as well as degree to which the project complies with the *Secretary of the Interior's Standards*.
- b. **Proposed consultant(s).** The credentials and experience of the project team and consultants are considered in relation to the proposed scope of work. Archaeologists, architectural historians, architects, historic architects, and historians must demonstrate that they meet or exceed the minimum professional qualifications defined in the Code of Federal Regulations (36 CFR 61, Appendix A). Other consultants must demonstrate that they meet or exceed accepted professional qualifications in their respective fields.

- c. **Budget and schedule.** These must be realistic and feasible based on the work proposed for funding and allow sufficient time for review of funded work by the Historic Trust.

3. Organization Ability

- a. **Applicant.** The ability of the applicant to carry out the proposed work, develop programs to sustain and interpret the property, keep the property accessible to the public, and provide for the long-term protection and stewardship of the property.
- b. **Match.** The availability of funds to cover project costs greater than the funding request is considered.
- c. **Long-term preservation.** Financial plans for the continued preservation of the structure after the expenditure of capital preservation grant money.

4. Public Benefit and Distribution

- a. **Impact of project,** which includes:
 - i. Potential to promote other cultural and historic preservation activity.
 - ii. Proposed use for the site.
 - iii. Degree to which the proposed project represents innovative design or programming for a historic site and the degree to which the project reaches new audiences.
- c. **Community Support.** Demonstration of community support for the proposed project and the site's activity, use and future preservation.
- d. **Distribution.** Allocation of funds to achieve a geographical balance as well as a balance among sizes and types of projects, diversity of audiences served by projects, and diversity of historical or cultural periods.
- d. **Funding Impact.** The ability of this grant to make a difference in the quality of the project.
- e. **Interpretation.** Project includes creating public history programs and education opportunities.

Directions for Applying: All applicants to the Capital Preservation Grants must register on the New Jersey System for Administering Grants Electronically (SAGE). The grant application (due April 19, 2017) must also be submitted on SAGE.

The name of the application is "Historic Trust Capital 2018".

Assistance with SAGE

Applicants are strongly urged to register on SAGE well in advance of the application deadline. There are resources available to orient a user on SAGE:

- SAGE: <https://njsage.intelligrants.com>
- IG16 Grantee Tutorial Video (on SAGE under "Training Materials")
- On-line Grantee User manual on Department of State's SAGE web site: http://www.nj.gov/state/dos_sage.html

- **Additional resources will be posted on the Trust's web site:**
<http://njht.org/dca/njht/programs/ct/>

Assistance with Required Attachments

Narrative: In an attachment of no more than three pages in length, provide a narrative that addresses the following:

Organization: Describe your organization, its mission, programming, audience, recent accomplishments, and the major challenges to its future growth and development.

Property: Describe the property's use and accessibility, including hours open to the public. What is the property's historic and/or architectural significance? How will the proposed project benefit the property's preservation and/or use? Describe any conditions of compelling urgency.

Proposed Project: Describe the proposed project, goals, and project team. How will the project be accomplished? What resources (including staff or other sources of funding) will be used? If the project will cost more than the grant request, how will the funds or additional resources be obtained and when will these resources be in place?

Project Benefit: Discuss why the project is a priority and how it fits into your organization's strategic planning. How will it advance the organization's mission, programming and sustainability? What other constituents or stakeholders will benefit at the project's conclusion?

Project Specific Materials

Photographs: This will be the only way the application evaluators will see your property. Upload up to ten good-quality images that show the overall property and building(s) and areas of concern for both the exterior and interior. Additional images may be uploaded in "Miscellaneous Attachments", if necessary.

Map/Site Plan: Upload a map, site plan, or sketch that includes all property outbuilding and site features.

National Register nomination: Include the entire nomination for a single property, relevant pages of a historic district nomination, or certification of eligibility letter from the NJ Historic Preservation Office.

Completed planning documents: Include any reports relevant to the proposed project including conditions assessments, preservation plans, engineering studies, feasibility studies, etc. Upload only the executive summary or summary sections, if the document is too large.

Construction documents/manual: Include drawings both in plan and elevation with details and the specifications bid manual. Should you need to deliver the document(s) by hand or deliver a larger digital document, contact Catherine Goulet at (609) 984-7071 or the Historic Trust office at (609) 984-0473 for delivery assistance.

Project manager resumes: Include short resumes or brief bios of the key organizational participants in the project (staff, volunteers, board members) who will be overseeing the construction project and grant administration.

Scope statement or proposal: Include the project's scope statement or proposal from the consultants and/or contractors who are proposed for the project. The statement should include a summary of the project's scope, a breakdown of the non-construction and construction project costs, and qualifications of professionals on the project team.

Evidence of additional funding: If project costs are greater than the amount of the grant request, provide evidence of funds in hand to cover the remainder of the project costs. Acceptable evidence is account statements, letter of commitment from additional public or private funding sources, or plan for fundraising.

Evidence of support: Upload up to three attachments of letters of support that illustrate public programs and services from stakeholders and/or constituents that benefit. Additional examples may be uploaded in "Miscellaneous Attachments".

Application and Awarding Process: Applications from eligible organizations will be reviewed, evaluated and ranked by an independent panel of qualified persons employing uniform evaluation criteria. The process is as follows:

- Applications will be reviewed by the New Jersey Cultural Trust, and only applicants that are certified by the Cultural Trust will be determined eligible for review.
- Eligible applications will be reviewed and evaluated by the New Jersey Historic Trust staff and by a panel of independent evaluators. The Historic Trust's Grants and Loans Committee will make grant recommendations that will be voted on by the New Jersey Historic Trust Board of Trustees.
- The Historic Trust will forward to the Cultural Trust Board a list of projects recommended for funding.
- The Cultural Trust Board may delete projects from the list and will explain its reasons for any deletion and allow for appeal.
- The Cultural Trust reserves the right to place other conditions upon any grant as they may relate to monitoring and reporting.
- Announcement of grant awards will be made by the Cultural Trust Board.
- Contracts will be issued to successful grantees by the Cultural Trust.

For information regarding applicant qualification, contact the New Jersey Cultural Trust at (609) 984 6767. For information and assistance regarding the grant process, guidelines and application, contact the New Jersey Historic Trust at (609) 984-0473.