New Jersey Department of State
The New Jersey Historical Commission

GRANT PROGRAM

County History Partnership Program
FY 2026 - 2028 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.

FY 2026 County History Program (CHPP) Guidelines

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. In addition to re-grant funding, counties may apply for their operational costs and programming related to New Jersey history.

Re-granting agencies, by resolution of the Board of County Commissioners 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 25 Application and Reporting Deadlines at a Glance:

	FY 2026	**FY 2027 & FY 2028**
Intent to Apply	**March 3, 2025**	**n/a**
Application Deadline	**April 3, 2025**	Eligibility is contingent upon the submission of **satisfactory Interim & Final Reports** for the previous fiscal year, as well as funding availability.
Funding Level for Re-granting	The request to NJHC should be based on the history of the re-grant program and the amount of requests your agency receives from applicants. You may apply for up to $5,000 for an admin allowance.	
Funding Level for agencies applying for their own programming	**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.**
Notification of Award	**July 2025**. All applicants will be notified of grant decisions. Successful applicants will receive notification for FY 2026 and a provisional commitment to fund for FY 2027 & FY 2028.	**July 2026 & July 2027,** depending on the availability of funds.
Match Requirement	**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.**
Grant Period	**January 1, 2026 – December 31, 2026**	**January 1, 2027 – December 31, 2027** (FY 27) **January 1, 2028 – December 31, 2028** (FY 28)
Interim Report Due	**June 30, 2026**	**June 29, 2027** (FY 27) **June 28, 2028** (FY 28)
Final Report Due	**January 30, 2027**	**January 30, 2028** (FY 27) **January 30, 2029** (FY 28)

Grant Period

The CHPP grant period is January 1st to December 31st of each year. Agencies will receive a grant for FY 2026, and a commitment to fund for FY 2027 and FY 2028 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 2028.

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 by applicants.

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 Requesting 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 2026, and a commitment to fund for FY 2027 and FY 2028 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 CHPP applications will be accepted again in the spring of 2028.

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 @$.47/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:

- 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 2026 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 2026 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 commitment to integrating inclusive history, wherever possible, and to telling underrepresented stories within programmatic content.

6. A strategy for consistently and effectively communicating the benefit of funded programs and activities to a broad and diverse audience.

7. 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 the Inclusive History Grant and one Project Grant. Agencies may not have 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.

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 <u>not</u> 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 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.

The Application Package

Applications <u>must</u> 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 <u>not</u> 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.

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. 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 your process. Counties will be notified of funding decisions in July 2025. Payments to grantees may not be released until the grant period begins on January 1, 2026.

3. Explain how the re-grant program responds to community need. Reference 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/s 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; request amount; amount of award; and a clear description of the project or operating grant. Be certain to explain fluctuation in your re-grant program (i.e., all- volunteer organizations may not have the capacity to apply every year).

2. Current re-grant program guidelines and application forms.

3. Provide bios/curriculum vitae for each grant reviewer from your most recently completed round.

Optional Attachment

If you would like to include data collected about existing re-grantees and potential applicants you may include it in your application submission. Information collected outside of, or in addition to reports and applications may include data from surveys, focus groups, interviews, informal community meetings, etc.

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 <u>must</u> base their request on the budget for the part of the organization that focuses on New Jersey history, <u>not</u> 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 <u>must</u> show all categories of income and expense for the years indicated, inclusive of <u>any and all</u> 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 for the re-grant program and operations must be a combined total of 12 pages in length. In addition to the re-grant narrative, use the format guidelines on page 8 to 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 8 regarding the narrative format.

<u>Narrative Topics</u>

1. <u>Mission, Goals, and Governance</u>

   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. <u>Programs and Services</u>

   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

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, virtual programs, 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 the income and expense forms. 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.

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 <u>must</u> follow a similar practice.

4) Governing Board

Provide a list of the agency'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 each member plays in the organization (officer, committee member).

5) Descriptions of Key Staff & Volunteers

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

6) 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.

7) 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, how community input is achieved, and how agencies evaluate their progress in implementing the plan.

Disaster and/or Emergency Preparedness Plan

If your agency maintains its own collection please submit a disaster plan. You may submit the county plan; be sure it includes provisions for your holdings.

8) 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*.

9) Required Support Material

1. Please provide all of the required attachments listed on page 10 - 13 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.

Please note: Proof of nonprofit status <u>does not</u> need to be submitted with the application. Commission staff will confirm the nonprofit status of private agencies prior to releasing the first payment on the 2026 contract.

ADA plans <u>do not</u> need to be submitted with the application. All county ADA plans are submitted to the New Jersey State Council on the Arts (NJSCA) and are professionally reviewed by the New Jersey Cultural Access Network. Commission staff will confirm with the NJSCA that all county plans are current and approved before releasing 2026 first payments.

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 4 - 5 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 Grant Opportunities page of its history.nj.gov website, and can be accessed anytime at an applicant's convenience.

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 non-state 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 agency'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? How is the plan evaluated?

   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
   - The American Alliance for Museums National Standards and Best Practices for U.S. Museums
   - The Society of American Archivists

8. One of the stated goals of the NJHC's CHPP program is to engage diverse audiences and practitioners in the active exploration, enjoyment, interpretation, understanding, and preservation of New Jersey history. **Can you expand on what exactly this entails?**

   Applicants need to show that they are 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 Wallace Foundation developed several audience-building strategies in the 2000s to help organizations think about ways to enhance audience participation by broadening, deepening, and/or diversifying their audience. The definitions Wallace employed for the strategies are below:

   - 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 agency's 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.

   The Wallace Foundation provided strong foundational information for advancing audience participation. Today, cultural institutions across the country are considering how to be more inclusive and make people feel like they belong with regard to their audiences, program offerings, employee practices, and organizational policies.

   In 2019, the American Alliance of Museums (AAM) launched Facing Change: Advancing Museum Board Diversity and Inclusion, an initiative to work with nation-wide museum boards to learn how to prioritize diversity, equity, inclusion, and accessibility in their institutions. While preparing for the initiative AAM collected feedback at its 2017 annual meeting and learned that the most common obstacles museums face for implementing

diversity, equity, inclusion and accessibility are lack of money, staffing capacity, and time. Professional development and training were among the resources museums most desired.

The NJHC created its Diversity, Equity, Inclusion, and Accessibility grant opportunity based on AAM's work. The NJHC has adopted the AAM definitions for the following terms:

- **DIVERSITY** is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.

- **EQUITY** is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specified goals.

- **ACCESSIBILITY** is giving equitable access to everyone along the continuum of human ability and experience. Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.

- **INCLUSION** refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

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. 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).

4. 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.

5. 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.

6. Please note that the NJHC is <u>not</u> responsible for any inaccuracies or omissions regarding any aspect of your application in SAGE.

7. 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.

<u>Re-grantee Requirements and Guidelines</u>

<u>Eligibility Requirements</u>

As part of an evaluation process while developing the program, the NJHC met several times with the county 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.

General Operating Support and Project Grant Eligibility Rule

1. Have an annual income 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. Demonstrate that your organization has a significant impact on audiences (both virtual and actual) beyond a 25-mile radius from 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 an annual income 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.

Project Grant Eligibility Rule

1. Organizations that receive GOS support from their county may apply to the NJHC for a project grant. For example, an organization with a 2025 operating grant from a county may apply to the state for a 2026 project grant because the funds are coming from different state fiscal years.

2. Organizations need to demonstrate audience impact (both virtual and actual) beyond a 25-mile radius from headquarters location.

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. Organizations with a 2025 operating or project grant from the state cannot apply to a county for a 2025 calendar year operating or project grant.
- There is one exception to the state eligibility budget criteria rule. Organizations that receive GOS from a county may apply to the NJHC for one project grant. If an organization has a 2025 operating grant from a county, it may apply to the state for a 2026 project grant because the funds are coming from different state fiscal years.
- Nonprofit organizations whose primary mission is New Jersey history are eligible for GOS support. Organizations that do not have a New Jersey history mission are not eligible for GOS.
- 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. (See page 20 for more information on professional historians.)
- 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 Grant guidelines for greater detail.
- Grant evaluation criteria must be published in the grant program guidelines and actively employed in the panel evaluation process.
- 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 GOS funding through a county re-grant and a grant received directly from the NJHC in the same fiscal year. If an organization receives GOS from its county it is eligible to apply to the state for a project grant. Organizations that do not have a budget of $100,000 may apply to the state for a Project Grant with a fiscal partner/sponsor. Organizations may also apply for the Inclusive History Grant. 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.

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. 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.

Special Guidance for Project Types

Signage
All outdoor and indoor interpretive signage must meet the established standards for presenting inclusive history. This includes, but is not limited to, the work of the American Alliance of Museums (AAM) and the Inclusive Historian's Handbook.

Research and design phases of proposals dealing with Indigenous history must include consultation and input from the representative groups whose history is to be presented.

Research
Archeology: Archeological projects must be conducted by personnel who meet the National Park Service's Professional Qualifications Standards, as formally codified in the Code of Federal Regulations, 36 CFR 61. Written permission from the site owner must be included with the application.

Projects that involve archeological survey on a publicly owned historic property that is listed on the NJ Register of Historic Places will require prior authorization of the Historic Preservation Office under the NJ Register of Historic Places Act. For more information about project authorization under the NJ Register of Historic Places Act, please see: https://www.nj.gov/dep/hpo/2protection/njrrevew.htm.

Also of note: Please be aware the archeological sites have sensitive information and need to be protected. Signage should also not provide detailed location(s) of the archeology site that could lead to subsequent looting or risk of vandalism. For further guidance contact the New Jersey Historic Preservation Office.

The NJHC encourages multidisciplinary projects. Funding arts organizations for history projects is eligible as long as there is a qualified historian overseeing the project. The NJHC defines a qualified historian as someone who has received professional training in the field of history and someone who is actively engaged in the field of history (You may engage teachers, librarians, county historians, or individuals whose profession focuses on history.)

Applications submitted by religious organizations/institutions. We cannot disallow any organization from submitting a request for funding. In light of the 2019 NJ Supreme Court ruling the New Jersey State Attorney General's Office has advised that requests for funding from religious institutions should be reviewed on a case-by-case basis to see if it falls under the definition of religious use and would therefore be prohibited from funding. Contact Niquole Primiani if you receive such a request and the application will be forwarded to the New Jersey State Attorney General's Office for review.

See Freedom from Religion Foundation v. Morris County Bd. Of Chosen Freeholders, 232 N.J. 543, 565-66 (2019) https://www.supremecourt.gov/opinions/18pdf/18-364_08m1.pdf

For more information on project types see the NJHC [Project Grant](#) Guidelines.

Eligible and Ineligible Expenses (You may print these lists in re-grantee 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/HVAC (purchase, installation & operational costs of heating, ventilation, air conditioning)
11. 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
12. Basic grounds maintenance
13. Travel and transportation (automobile travel @ $.47/mile, train, or air coach travel)
14. Insurance
15. Licensing and registration fees (e.g., New Jersey charities registration)
16. Planning for compliance with the Americans with Disabilities Act
17. Long-term and strategic planning
18. 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
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: $.47 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
17. Multidisciplinary projects when a professional historian is involved (see page 20 for more Guidance on professional historians)
18. Signs that provide contextual information about a person, place, or thing that enhances visitors' understanding of the topic

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
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 that do not include history content
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)
20. Signs that simply list the name of a site/person/landmark