



## **New Jersey State Council on the Arts FY21 COVID Critical Needs Grant Program Guidelines**

*This document is also [available in Spanish](#). (Este documento también está disponible [en español](#).)*

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

The New Jersey State Council on the Arts is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of Governor-appointed members, and three ex-officio members representing the New Jersey Secretary of State, the Senate, and the Assembly. The Council's volunteer members are supported by a professional staff who carry out the Council's programs and services.

### **WHAT WE BELIEVE**

We believe the arts are central to every element we value most in a modern society including: human understanding; cultural and civic pride; strong communities; excellent schools; lifelong learning; creative expression; and economic opportunity.

### **OUR MISSION: GIVEN TO US BY THE PEOPLE OF NEW JERSEY**

In 1966, the Legislature passed, and the governor signed, a bill creating the New Jersey State Council on the Arts and directing us to do all that is necessary and appropriate 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.

### **HOW WE ARE FUNDED**

Public support for the arts in New Jersey comes from a dedicated, renewable revenue source - the Hotel/Motel Occupancy Fee -established in 2003. Additionally, the Council receives an annual, competitive grant from the National Endowment for the Arts. As the largest funder of the arts in New Jersey, the Council is committed to providing annual and multi-year grants to New Jersey's nonprofit arts organizations, arts projects, and artists. Strategic, responsive, and responsible grantmaking is the Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact.

### **ACCESSIBILITY**

The New Jersey State Council on the Arts is committed to making all of its programs accessible to all people. For accessibility services related to filing this application, please contact Accessibility Coordinator, Mary Eileen Fouratt at 609-984-6815 (NJRelay711) or [maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov).

## **WHAT IS THE COVID CRITICAL NEEDS PROGRAM**

The COVID Critical Needs Program (CCN) is a single year grant program that provides support for COVID-19 personal protective equipment (PPE) and safeguarding needs that meets the Council's eligibility requirements.

## **APPROVED EQUIPMENT AND SUPPLIES**

The COVID Critical Needs Program can financially assist NJ nonprofit organizations (those with an arts-based mission and location open to the public) to support the purchase of COVID-19 PPE supplies and safeguarding equipment in order to comply with NJ Department of Health guidelines, Executive Orders, and professional association guidance on COVID-19 safety standards. Expenses need to take place between July 1, 2020 and June 30, 2021. Please refer to the [FAQ document](#) for a list of the supplies and equipment that are considered qualified expenses for this program. The state of New Jersey has a planning tool to assist with identifying PPE needs that can be [accessed here](#).

This grant program does not support on-going or multiple programs, the general operations of an organization, or capital improvement projects.

## **GRANT AMOUNT**

Grant requests cannot exceed 7% of total organizational budget from FY19 or \$20,000, whichever is smaller.

The need in the field is expected to be extremely high. The Council's goal is for this program to have a broad reach serving arts organizations across the state of New Jersey. While we wish that funding can support every organization in need, available funds are limited. For this reason, organizations are encouraged to seek and apply for every other funding opportunity available to them. A list of opportunities is regularly updated and posted on [the Arts Council website](#).

## **GRANT PERIOD**

Grants available through this application are for the period April 1 – June 30, 2021. Eligible expenses for the program must take place between July 1, 2020-June 30, 2021. A Final Report will be due 30 days after the completion of the grant period.

## **ELIGIBILITY REQUIREMENTS**

To be eligible to receive a COVID Critical Needs Grant, an applicant must:

1. be incorporated in the State of New Jersey as a non-profit corporation;
2. be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501(c)3 or (c)4; and,
3. be in compliance with all pertinent state and federal regulations including but not limited to: Fair Labor Standards, 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; the Drug-Free Workplace Act of 1988; and Section 1913 of 18 U.S.C. and Section 319 of P.L. 101-121. 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.

In addition, the applicant must demonstrate that it has a(n):

1. artistic mission and focus for the organization;
2. board of directors responsible for the governance and administration of the organization, its programs, and finances;
3. been in existence and providing public programs or services for at least three years prior to the application;
4. one half-time administrative staff person on payroll, at minimum;
5. Fiscal Year 2019 (pre-COVID-19) budget of at least \$75,000;
6. owned/rented location that provides access to the public (proof of ownership/lease required);
7. plan demonstrating that the COVID-19 PPE supplies and safeguarding equipment expenses listed in application program budget are new expenses that were not part of the previous year's operating budget;
8. adopted COVID-19 policy and procedure plan in compliance with NJ Executive Orders and NJ Department of Health guidelines (at minimum), and an employee training process on the COVID-19 policy and procedures; and,
9. Eligible expenses need to take place between July 1, 2020 and June 30, 2021.
10. Only one application per organization will be considered.

Multi-county or statewide organizational impact is not a requirement in this program.

New Jersey arts organizations receiving grant support directly from the NJ State Council on the Arts or indirectly through Local Arts Program support from NJ County Cultural and Heritage Commissions, who meet the eligibility requirements are invited to apply.

New Jersey arts organizations who currently do not receive funding support from the Arts Council or County Cultural and Heritage Commissions, who meet the eligibility requirements are invited to apply.

This program is not available to colleges, universities, or municipalities.

### **HOW TO APPLY**

Unlike other NJ State Council on the Arts opportunities, the COVID Critical Needs Program application process is not in SAGE. The [grant application is available to download](#) as a fillable document on the [NJ State Council on the Arts website](#).

Applications and required support materials must be submitted as a single (1) email to [covidcriticalneeds@sos.nj.gov](mailto:covidcriticalneeds@sos.nj.gov). Please review *Application Instructions for additional details*.

## REVIEW PROCESS

The New Jersey State Council on the Arts will administer the application and selection process for these grants. An email confirmation will be sent when the application is received. All grant applications received by the deadline will be reviewed against the listed criteria for eligibility by Council staff.

Email is the primary communication method for this process. Please be sure to add [covidcriticalneeds@sos.nj.gov](mailto:covidcriticalneeds@sos.nj.gov) to your safe senders email list.

Applications that have been deemed complete and eligible will be placed into a random lottery selection system. Grants will be awarded to applicants selected by the lottery distribution order until the fund is depleted. We anticipate more requests for funding than there are available funds to distribute.

## NOTIFICATION OF AWARD

The New Jersey State Council on the Arts will vote to award grants at their Public Meeting in mid-March 2021. Award notifications will be sent by email.

After notification of the award, grantees will be required to comply with the State Arts Council's post-award process and the State of New Jersey's payment process. This includes registering in NJ Start, the State's payment processing system. Learn more about NJ START here: <https://www.njstart.gov/bsa/>.

Organizations must be in accordance with both [Charities Registration Bureau requirements](#) and [Division of Revenue requirements](#), including any other state and federal requirements. Failure to provide proof of compliance may result in disqualification.

A Final Report detailing how the funds were spent, an itemized list of expenses, copies of proof of purchase, and how final program results compare to the application will be due 30 days after the completion of the grant period.

## DEADLINES AND SCHEDULE

The FY21 COVID Critical Needs Program application is **available for download [here](#)**. The complete application is due by email (one email only) to [covidcriticalneeds@sos.nj.gov](mailto:covidcriticalneeds@sos.nj.gov) by **January 28, 2021 at 4:00 PM EST**.

Requests for extensions to the deadline will not be permitted.

Only one application per organization will be considered.

Applications with alternate email subject lines will be deemed incomplete.

Incomplete applications, including those missing required support materials, will not advance to the next stage of the review process.

**Application Due Date: January 28, 2021 at 4:00 PM EST**

Application Review: January - February 2021

Randomized Selection Process: February 2021

Council Grants Committee Review: February 2021

Council Votes on Award Recommendations: March 2021

**APPLICATION ASSISTANCE AVAILABLE**

The following assistance is available to help you compose and submit your application.

- Zoom office hours. These virtual office hours are offered for drop-in help with your questions about the process and the application. Learn more [here](#).
- Staff is available to help with questions specific to your application. Program Officers in each discipline are reachable by telephone and email. Access the [staff contact list here](#).
- The New Jersey State Council on the Arts is committed to making all of its programs accessible to all people. For accessibility services related filing this application, please contact Accessibility Coordinator, Mary Eileen Fouratt at 609-984-6815 (NJ Relay 711) or via email at [maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov).

**APPLICATION INSTRUCTIONS**

Grant applications are [available to download as a fillable document](#) on the NJ State Council on the Arts website. Applications and required support materials must be submitted as a single (1) email to [covidcriticalneeds@sos.nj.gov](mailto:covidcriticalneeds@sos.nj.gov).

The subject line of the application email must read:

**CCN-{insert category}-{insert county}-{insert name of organization}**.

*SAMPLE SUBJECT EXAMPLE: CCN-Dance-Gloucester County-No Name Center.* For an explanation of categories [please review the FAQ](#).

Applications with alternate subject lines and/or applications sent in more than one email will be deemed ineligible. Only email applications will be accepted, do not mail or hand deliver applications.

**CATEGORIES**

All applicants must identify the category that best applies to the organization. **This category must be included in the subject line of your application email.** Consult [the glossary](#) for definitions.

- Dance
- Music
- Opera/Musical Theatre
- Theatre
- Visual Arts
- Crafts
- Media
- Literature

- Folk Arts
- Multidisciplinary
- Performing Arts Presenters
- Arts Basic to Education

## **APPLICATION COMPONENTS**

### **Cover Sheet:**

This form provides the essential information about the request for funding.

### **Narrative:**

This statement is limited to 3 pages or approximately 11,000 characters. It should clearly and concisely communicate your organization's story and provide context for the other materials in the application. The narrative should directly address the eligibility requirements.

### **Financial Materials:**

Please include the following email attachments with your application email:

- FY21 organizational budget
- FY19 audit, financial review, or 990
- Project Budget A project budget form is [available to download](#) with the application. Eligible expenses need to take place between July 1, 2020 and June 30, 2021. Grant amount requested cannot exceed 7% of total organizational budget from FY19, or \$20,000, **whichever is smaller**.
- Itemized list of expenses and proof of purchase for any expenses that have already taken place (if applicable)

### **Support Materials:**

Detailed information is found in the Support Material section of the application.

## **ACCEPTANCE OF AWARD**

Successful applicants will need to comply with the State Arts Council's post-award process and the State of New Jersey's payment process. This includes [registering in NJ Start](#), the State's payment processing system, and providing any required documentation to prove eligibility. Organizations must be in accordance with both [Charities Registration Bureau requirements](#) and [Division of Revenue requirements](#), including any other state and federal requirements. Failure to provide proof of compliance may result in disqualification.