



## **New Jersey State Council on the Arts FY22 Capital Arts Grant Program Frequently Asked Questions**

To assist you in your Capital Arts Grant application, we've compiled some of the most frequently asked questions directed to the Council. Should your question not be addressed below, please contact the [appropriate staff member](#). The Capital Arts Grant guidelines are available in both [English](#) and [Spanish](#).

### **Q. Is multi-county impact a requirement for this program?**

A. No, multi-county impact is not required for the Capital Arts program. Both local and multi-county impact New Jersey nonprofit organizations with an arts-based mission are eligible to apply.

### **Q. What constitutes a half-time administrative staff person?**

A. Your organization is supported administratively by at least ONE paid employee working, at minimum, 20 hours a week. This individual must be responsible for some of the administrative/programmatic responsibilities of the organization.

### **Q. What are capital costs?**

A. Capital costs are defined as fixed, one-time expenses that are incurred in the acquisition or improvement of property. For the purpose of the Capital Arts program, capital expenditures associated with construction, repair or expansion of existing facilities, or acquisition/installation of building service equipment (plumbing, mechanical, and/or electrical equipment, et. al.) are considered eligible for the grant program.

### **Q. Is the equipment portion of my project budget eligible?**

A. The Capital Arts program does not provide funding for the purchase of equipment. Furniture, SMART boards, tablets, vehicles, cameras, and computers are some examples of non-eligible expenses.

### **Q. Can you describe a project that contains multiple components?**

A. The only time a bundle of projects would be eligible is if projects are all related to the same need/issue. Some examples are: storm damage repair, water damage repair, exterior repair; or the renovation of a single space/room like a gallery, a classroom, an auditorium, etc. The work completed must all be performed by a professional with the authority to confirm that the entire scope of work follows all safety and permitting regulations.

### **Q. My organization fits all the eligibility requirements, but our building is on the historic register. Can we apply?**

A. The Capital Arts program will not fund projects on/in historic properties or those that are certified as eligible for inclusion on the national or New Jersey historic register. For information on capital support grants for historic sites, please visit the [NJ Historic Trust's website](#).

### **Q. What is the grant match?**

A. There is no matching requirement for grant requests under \$100,000. For requests of \$100,000 and above, the project must be supported through a 50% match. The organization's proposal must clearly

demonstrate that the funds required for the match have been committed to or procured. In-kind contributions are not eligible toward match requirements.

**Q. Is there a limit to the amount of funding an organization can request?**

A. Applicants may request grant funds up to \$250,000. Grant requests over \$250,000 will not be considered. If an organization's project cost exceeds the grant amount requested, the proposal must clearly demonstrate the organization's ability to procure the remaining necessary funds in the project budget.

**Q. If we engage a licensed architect prior to grant award, will that fee be eligible?**

A. A successful grant proposal for construction will include planning documents, including those produced by an architect. However, planning costs - including those associated with an architect - are not eligible for grant funding. The services and fees of a New Jersey licensed architect that are necessary components of a project as it is taking place are eligible.

**Q. Can funding be applied retroactively?**

A. No. This grant award cannot be used toward expenses or projects that have already taken place.

**Q. We are not required to produce an annual audit because of our organization's budget size. What is a financial review?**

A. Both an Audit and review are types of financial statements. CPAs (Certified Public Accountants) are responsible for preparing or assisting in the process of making financial statements. An audit is in accordance with the generally accepted auditing standards. A review is in accordance with the standards for accounting and review services.

**Q. How are applications being selected for funding?**

A. Program officers at the Arts Council will review applications for completion based on eligibility requirements. Applications that have been deemed eligible will be placed into a random number generator that will assign each applicant a number. Grants will be awarded to applicants following numeric order until the fund is depleted.

**Q. What makes an application ineligible?**

A. All applications will be reviewed based on eligibility requirements and criteria as stated in the guidelines. Applications that are missing required support materials, do not address each of the eligibility requirements, are requesting funding for ineligible expenses, are incomplete, or do not meet the deadline requirements will not advance to the lottery selection.