



## **New Jersey State Council on the Arts Capital Arts - Historic Locations FY23 Grant Program Guidelines**

(These guidelines are also [available in Spanish.](#))

### **PARTNERSHIP**

The FY23 Capital Arts - Historic Locations Grant Program is presented through a new partnership by two sister agencies in the State of New Jersey - the New Jersey State Council on the Arts and the New Jersey Historic Trust. Grant dollars are distributed from the New Jersey State Council on the Arts FY23 budget, and the program is evaluated and managed by the New Jersey Historic Trust.

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

The New Jersey State Council on the Arts (Arts Council) 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.

In 1966, the Legislature passed, and the governor signed, a bill creating the Arts Council and directing them 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. As the largest funder of the arts in New Jersey, strategic, responsive, and responsible grantmaking is the Arts Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact.

### **ABOUT THE NEW JERSEY HISTORIC TRUST**

The New Jersey Historic Trust was created by law in 1967 to preserve New Jersey's historic resources across the state. The Trust was created to advance historic preservation in New Jersey through funding programs and educational initiatives, and through state policies sensitive to preserving history and historic sites. The Trust believes that our built environment gives us all a sense of place, guiding our future endeavors and telling the story in each community of who we were and what we achieved.

The Mission of the Trust is to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs that save our heritage and strengthen our communities.

### **HOW THE PROGRAM IS 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 Arts Council receives an annual, competitive grant from the National Endowment for the Arts.

### **ACCESSIBILITY**

The Arts Council is committed to ensuring its programs are accessible to all people. For accessibility services related to filing this application, please contact Accessibility Coordinator, Mary Eileen Fouratt at 609-984-6815 (NJ Relay 711) or [maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov).

## **WHAT IS THE CAPITAL ARTS - HISTORIC LOCATIONS GRANT PROGRAM?**

The Capital Arts – Historic Locations Grant Program supports capital projects for nonprofit arts organizations located in New Jersey. In FY23, the program will be presented in partnership with the New Jersey Historic Trust and will include the distribution of approximately \$2.7 million in State Arts Council grant funds.

The grant program is designed to help New Jersey’s nonprofit arts organizations operating locations with historic designation(s) or certified eligible for historic designation, build operational stability and capacity and improve or enhance a historic facility through:

- construction
- repair or expansion of existing facilities
- acquisition/installation of building service equipment (plumbing, mechanical, and/or electrical equipment, et. al.)

A request to fund a bundle of unrelated components will be considered, but may not be fully funded.

**For this grant opportunity, priority will be given to projects directly addressing/stopping the deterioration of a historic location.**

### **Historical Significance and Preservation Compliance**

For all requests, applicants must confirm the project location is listed in the New Jersey/National Register of historic places or recognized by the State as being eligible for listing in the New Jersey/National Register of historic places. Examples of confirmation include a Certification of Eligibility (COE) or a page from the State/National Register nomination that indicates the project location is a contributing resource to a historic district or is individually listed.

If the project request includes work related to ground disturbance, the applicant may need to incorporate the cost for archeological investigation into the project. Applicants are encouraged to do their due diligence to confirm whether an archeological investigation is necessary prior to applying.

### **Ineligible Projects**

The Capital Arts Grant Program is not a planning grant - complete plans must be presented at the time of application. The following capital-associated projects are *not* eligible for support through this grant program:

- Projects taking place in buildings/sites not listed or not considered “certified eligible” for listing in the New Jersey or National Register of Historic Places, or not a contributing resource to a NJ or National Register-listed or eligible historic district.
- Predevelopment or planning projects/costs, such as structure reports, master plans, preservation plans, and architectural studies.
- Projects/costs associated with representation, research, proposal, or grant application preparation.
- Projects for a building/property for which the lease will expire during the grant period.
- Projects for a building/property not owned or leased by the applicant.
- Projects for a building/property that is under a sub-lease or sublet by the applicant.
- Applications on behalf of another organization.

- Projects taking place in home-based businesses.
- Projects associated with site acquisition, vehicles, or heavy equipment.
- Projects associated with general maintenance (such as cleaning, landscaping, filter replacement, system maintenance, etc.)
- Acquisition of collections.
- General operating/administrative costs for running the organization (including but not limited to salaries, travel, personnel, office supplies, mortgage, rent, operating overhead, or indirect costs, etc.).
- Projects/costs associated with debts, contingencies (money set aside for possible expenses), fines and penalties, taxes, and other financial costs including bank fees and charges, and credit card debts.
- Projects/costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships.

### **ELIGIBILITY REQUIREMENTS**

An eligible applicant is a New Jersey based 501(c)(3) nonprofit arts organization that owns or leases its building and has space dedicated to serving the public within that facility. The project location must have an historic designation and/or be certified eligible for historic designation.

#### **Arts Organization**

For the purposes of this grant program, an arts organization is defined as an organization whose primary purpose (mission) is to create, perform, present, or otherwise promote the visual, performing, or literary arts, presents that work year-round, with the majority of earned revenue coming from arts-based programs/services.

An **ineligible organization** is one that does not feature the arts as its primary mission, and/or does not offer arts-based programming throughout the year. If the majority of earned revenue comes from non-arts sources (i.e., event rentals), then the organization is not eligible.

*An example of an ineligible organization: ABC Community Center is a nonprofit organization whose mission is to develop arts, humanities, and history programs for youth. It presents humanities and history-based programming year-round, hosts one three-week arts and music festival in June, and 50% of earned revenue comes from facility rentals.*

#### **Ownership Status**

Applicants must demonstrate control of the property through either a deed or valid lease. A lease must allow the applicant to perform capital improvements. Applicants must own or lease AND operate the property for which the grant is sought. No application will be considered without assurance of the applicant's ownership or lease, and no grant will be awarded without a signed lease/copy of deed and written consent from the property owner. Applicants who sub-lease/sublet the project location are not eligible.

#### **Additional Eligibility Criteria**

The Capital Arts Grant Program is open to applicants that are:

1. incorporated in New Jersey as a nonprofit organization as of February 15, 2021.
2. tax-exempt according to the IRS in accordance with sections 501(c)(3).

3. currently registered as a charitable organization with the [Division of Consumer Affairs/Office of Consumer Protection](#) and compliant with all renewal requirements of the CRI Act at the time of application until the completion of the final report.
4. currently registered as a nonprofit corporation with the [NJ Division of Revenue](#) and compliant with all renewal requirements of the NJ Treasury.
5. issued a Unique Entity Identifier (UEI).
6. compliant with all pertinent state and federal regulations including but not limited to: Fair Labor Standards, Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title Disabilities Act of 1990; Drug-Free Workplace Act of 1988; and Section 1913 of 18 U.S.C. and Section 319 of P.L. 101-121.
7. project location is recognized by the State as being eligible for listing in the New Jersey/National Register of Historic Places or listed in the Register. Examples include a Certification of Eligibility (COE) or a page from the State/National Register nomination that indicates the project location is a contributing resource to a historic district or is individually listed

Applicants must also verify that they:

1. have an arts-focused/based mission as defined in the guidelines.
2. have been in existence and providing public programs or services for at least two years prior to this application.
3. primarily serve New Jersey communities (for example, a New Jersey-based dance company must demonstrate that the majority of performances/touring engagements are located in New Jersey).
4. have a board of directors responsible for the governance and administration of the organization, its programs, and finances.
5. employ at least one half-time administrative staff person (20 hours/week at minimum) responsible for contributing to the administrative oversight of the organization.
6. own/rent a facility that provides access to the public (proof of ownership/lease required) (please see Ownership Status for additional details).
7. are currently open and serving the public.
8. are in good standing with all current Department of State grant program requirements, if applicable.
9. will be registered as a vendor with the Department of Treasury's NJSTART before the execution of the grant contract. The [Quick Reference Guide](#) provides step-by-step instructions on how to register your organization as a vendor in NJSTART.

*Note: Multi-county or statewide organizational impact is not a requirement in this program. New Jersey arts organizations that receive Local Arts Program support through their County Cultural and Heritage Commission, and meet the eligibility requirements, are invited to apply.*

### **Ineligible Organizations**

The Capital Arts – Historic Locations Grant Program cannot accept an application from an organization that does not meet the eligibility requirements and/or is:

- registered with the NJ Division of Revenue as a Foreign Nonprofit
- a K-12 school
- a college/university
- an auxiliary support organization (i.e., “Friends of” organizations). If your organization is incorporated as a “friends of” organization, but DBA (doing business as) under a different name, your organization is not eligible to apply.

- a municipality/unit of government

For questions regarding an organization’s project or eligibility, please contact the New Jersey Historic Trust 609-984-0473. For questions about arts related eligibility, please contact [Diane Felcyn](#).

### **GRANT REQUESTS AND MATCH REQUIREMENTS**

Applicants may request grant funds up to \$250,000. Grant requests over \$250,000 will not be considered. However, 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. There is no matching requirement.

### **GRANT CYCLE**

The grant period runs from June 15, 2023 to June 15, 2025 (24-month period). Grant funds must be fully expended, and the work must be completed by the end of the grant period.

A Final Report will be due 30 days after the completion of the grant period. Changes to the project scope or budget will not be accepted at the time of final report. If changes are necessary, the New Jersey Historic Trust must be informed and provide consent before any project modifications are implemented.

### **HOW TO APPLY**

To access and submit the Capital Arts application, an organization must be registered in in the [SAGE](#) System. The System for Administering Grants Electronically (SAGE) is the State of New Jersey's grant management system. This system requires authorization for access.

If you do not have a username and password click the [New User link](#) to request access to the site.

**Please note it can take up to 48 hours for an account to be activated.** Please contact Robert Worshinski at [Robert.Worshinski@sos.nj.gov](mailto:Robert.Worshinski@sos.nj.gov) or 609-633-1049 for assistance.

*Note: Access and approval of registration is NOT automatic. It may take up to 72 business hours to approve/validate your organization’s registration by a system administrator. Therefore, do not wait to create a new user account.*

#### **How to access a Capital Arts application:**

Log into SAGE and go to the “View Available Opportunities” section. Click “View Opportunities” under the NJSCA section. Search for the NJSCA 2023 application – “Capital Arts.” Click on the “apply now” button to create a new application.

If the application is not visible in the “View Available Opportunities” section, contact Robert Worshinski at 609-633-1049 or [Robert.Worshinski@sos.nj.gov](mailto:Robert.Worshinski@sos.nj.gov) and request access to the application.

*Note: Google Chrome is the recommended web browser when using SAGE.*

### **DEADLINE & SCHEDULE FOR THE CAPITAL ARTS GRANT APPLICATION PROCESS**

**Late submissions will not be accepted for any reason including technical/human error. Applicants are strongly urged to submit applications well before the deadline.**

- **February 14, 2023** – Guidelines and application released to the field.
- **March 31, 2023** – Applications due to be submitted in SAGE by 4:00 PM EST.

- **April – May 2023** – Applications are reviewed for eligibility. Eligible applications advance to the review process administered by the New Jersey Historic Trust which may include site visits.
- **June 2023** – Grant awards announced.

*\*Staff at the New Jersey Historic Trust and the New Jersey State Council on the Arts are available to answer general questions about the guidelines and/or application process. Please contact [Diane Felcyn](#) with questions about arts related eligibility, or the New Jersey Historic Trust (609-984-0473) for historic and project based questions. Prior to contacting a program officer, applicants should read the guidelines thoroughly. Applicants seeking assistance are advised to contact staff well in advance of the application deadline. Additionally, representatives from the Arts Council and Historic Trust will be providing open office hours via Zoom in order to answer questions and provide technical assistance. Advanced registration for office hours is required - for a schedule and links to register, [click here](#).*

### **ADDITIONAL APPLICATION INFORMATION**

1. An organization may only submit one application per grant application round.
2. Modifications may not be made to the application after the application deadline.
3. Incomplete, inaccurate, and/or applications from ineligible organizations will not be considered for funding.

*Note: Submission of an application does not guarantee eligibility or that all requirements have been met.*

### **APPLICATION COMPONENTS**

The application is comprised of forms, charts, and required uploaded PDF documents. Please follow instructions and upload the documents/files as PDFs in the order listed. All questions and support materials are required components. “Not applicable” is not an acceptable response in any area of the application. The application and required support materials must be submitted in English.

**Narrative Guidelines:** A narrative of no more than 3 pages (12,500 characters or less) in length that responds to the following narrative topics. Please use the narrative topic headers in the body of your narrative and answer all the prompts in the order listed. Review the guidelines thoroughly before answering the questions.

#### **Organization:**

1. Name of organization.
2. Address of project.
3. Briefly describe the organization, its mission, its major programs, and the audience served as context for the project.
4. Does the applicant have an arts-focused/based mission as defined in the guidelines?
5. Has the organization been in existence and providing public programs or services for at least two years prior to this application?
6. Does the organization primarily serve New Jersey communities?
7. Does the organization have a board of directors responsible for the governance and administration of the organization, its programs, and finances?
8. Describe the project location’s historic status.
9. Describe the project location’s daily use and public accessibility, including hours open to the public.
10. Is the project location currently open and serving the public?

### Proposed Project:

1. Fully describe the proposed project.
2. Is the application request for one of the following: construction; repair or expansion of existing facilities; or acquisition/installation of building service equipment (plumbing, mechanical, and/or electrical equipment, et. al.)
3. Is the application request for a single project or a bundle? (As a reminder, a bundle of unrelated components may not be fully funded.)
4. How will the proposed project benefit the property's use?
5. Discuss why the project is a high priority. Are there any conditions of compelling urgency? What was the assessment behind determining the need for the project?
6. In addition to the proposed project location, are any additional historic registered properties located within the project area and the area potentially impacted by the proposed project?
7. How will the project be accomplished? What resources (staffing, other funds) will be used?  
*Important: Applicants may include in the application the cost of current staff resources dedicated to the project and pro-rated as such, however, Capital Arts grant funds requested cannot be used to cover these costs.*
8. If the project will cost more than the grant funds requested, how will the funds or additional resources be obtained, and when will these resources be in place? Be specific and provide documentation (account statements, letter of commitment from additional funding sources). If this grant request will fully fund the proposed project, please state that expectation.
9. What are the specific project outcomes expected?
10. How will the improvements made through the project be sustained, independent of future Capital Arts funds?
11. How is the application's project in compliance with [the Secretary of the Interior's Standards for the Treatment of Historic Properties](#)?

### Required Support Materials

Upload all the listed materials below as PDFs in the order listed. .DOC & .XCL files will not be accepted. Mailed-in print materials will not be accepted. The maximum PDF file size that can be upload is 13 MB.

1. **FY21 & FY22 Independent Audit or form 990:**
  - A form 990-N postcard does not satisfy this requirement.
  - Full reports for each fiscal year are required - a "combined audit" containing details for both years will *not* be accepted.
  - If the FY22 requirement is not available, upload a letter explaining the reason and the expected date it will be available. *Please note: the FY22 requirement must be submitted within six months after the completion of the organization's fiscal year. Failure to comply will result in an ineligible application.*
2. **Evidence of a minimum of a half-time employee:** Upload evidence of the organization employing at least one half-time administrative staff person (20+ hours/week at minimum on payroll) responsible for contributing to the administrative oversight of the organization.
3. **Board List:** Upload the full list of board officers/members for the organization.
4. **Deed or valid lease:** Upload a complete copy to demonstrate applicant's control of the property.
5. **Consent letter:** Upload a letter signed by both the property owner and applicant (cannot be the same individual). If the applicant is a lease holder, a Consent Letter confirming support of the project signed by the building/location owner is required. If the applicant owns the property, a Consent Letter signed by an authorized board official, and the applicant is required.



6. **Credentials of all key project personnel:** Upload a single document with the details of all the key project personnel (e.g., project manager and/or general contractor, architect, consultants, fundraising consultant, key organizational staff). *Please note: Architects must be licensed in the State of New Jersey. Other consultants/contractors must demonstrate that they meet or exceed accepted professional qualifications and are licensed in their respective fields. Please note: the majority of the projects eligible for grant support will require historic preservation specialists to be involved with the project.*
7. **Timeline and scope statement** for your project, including the scope-of-work accompanied by dates. 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 and the project timeline. The timeline of the project must fall within the grant period. Work completed outside the grant period is not eligible for grant funding.
8. **Photographs:** Upload up to 20 good-quality images that demonstrate the full exterior of the building(s)/property, specific photos showing the areas of concern, and project areas for both the exterior and interior. Only PDF or JPG file formats are accepted.
9. **Map/Site Plan:** Upload a map, site plan, or sketch that includes all property outbuilding and site features. Only PDF or JPG file formats are accepted.
10. **Completed planning documents:** Include any available 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. If formal reports are not available, the applicant must upload evidence that this project has been planned and thought through - examples can be board minutes, board facility committee assessments, etc.
11. **Construction & Equipment documents/cut sheets:** For any type of construction, include drawings both in plan and elevation with details and the specifications bid manual. If the application does not support construction, upload the plans for the execution of the project. If the application includes a request for building service equipment, upload the equipment manual(s) (window manual, toilet manual, etc...).
12. **Cost estimates:** Include copies of the estimates received in order to develop the project budget. The full project budget must be supported by estimates.
13. **Documentation of the project location's historic status.** Examples of documentation include a Certification of Eligibility or letter from the State Historic Preservation Office, or a page from the State/National Register nomination that indicates the project location is a contributing resource or individually listed.

## REVIEW PROCESS

The Arts Council and New Jersey Historic Trust will administer the application and selection process for these grants. All applications received by the deadline will be reviewed against the listed criteria for eligibility. Applications that have been deemed complete and eligible will be placed into a review process that may include a review by a panel of historic professionals and site visits.

## NOTIFICATION OF AWARD

After the review process led by the New Jersey Historic Trust, applications found to be consistent with the Secretary of Interior Standards for the Treatment of Historic Properties, and that have been deemed complete and eligible will be placed into a random lottery selection system. Funds will be awarded to applicants selected by the lottery distribution order until the fund is depleted. The lottery results will be



voted on by the New Jersey Historic Trust Board and award notifications will be sent from the New Jersey Historic Trust by email within three days after the vote.

Successful awardees will receive the award in two payments: 90% upon execution of the contract; and a 10% final payment upon the execution of the final report. The management of the grant and payments will be administered by the New Jersey Historic Trust. Changes to the payment schedule can be made at the discretion of the NJ Historic Trust. Grantees may submit their final report anytime within the 24-month grant period if the project is complete and all funds are fully expended.

### **FINAL REPORT**

The final report is due 30 days after the completion of the grant period. Grantees must detail how the funds were spent, and how final project results compare to the application. Grantees must be prepared to upload as required attachments:

- Itemized list of expenses.
- Copies of proofs of purchase.
- Safety and Permitting Compliance: Written statements from the municipality and architect/general contractor confirming the project is compliant with all safety and permitting regulations will be required as part of the final report.
- All contract specifications are addressed (if applicable).
- Photographs providing evidence that the work proposed in application is complete.
- Confirmation that any changes from the time of contract to final report received approval from the Arts Council/Historic Trust prior to changes taking place. Unapproved changes to the project scope or budget will not be accepted at the time of final report.