



New Jersey State Council on the Arts FY23 Special Initiative Grant Program Guidelines

OVERVIEW

Purpose:

Special Initiative Grants are intended to support new projects or unanticipated needs for current Council grantees that are not part of the organization's regular, planned, or ongoing work.

For this grant round, eligible projects are offered in two categories:

1. projects in response to issues or opportunities not accounted for at the time of FY23 contract filing; and,
2. project-related internships for an emerging arts administrator, hosted by the applicant organization.

Deadline:

Applications for Special Initiative Grants will be accepted in the SAGE system until March 16, 2023 at 4:00 PM EST. Applicants are encouraged to submit early. Extensions to the deadline will not be permitted.

Grant Period:

The grant period for this round begins June 1, 2023 and ends December 31, 2023. All proposed projects must begin and end within the grant period, with all funds expended.

Eligibility:

To be eligible to apply, an applicant must be a current GOS or GPS grantee of the Arts Council. Grantees contractually indicated as "high risk" or those with outstanding requirements are not eligible to apply.

Application Process:

Applications will be reviewed by staff for eligibility, completeness, and scored according to the program scale below. Funding recommendations are considered by the Arts Council's Grants Committee and ultimately approved by full Arts Council vote at the May public meeting.

Payment Information:

Grants will be disbursed in two payments: the first payment of 75% will be processed upon successful submission of the grant contract; and the final payment of 25% will be made upon successful submission of the final report, at the completion of the grant period.

Guidelines

Project Eligibility Criteria:

Current Council GOS and GPS grantees may apply for funding to support projects in the following two categories. Applicants may submit a maximum of one application in each category. A separate application form for each category is required.

1. **New Project:**

A new project or program that addresses issues or capitalizes on unforeseen opportunities. Applicants must describe why this project is important to their organization now, how it differs from regular operations, and why it was not accounted for in initial annual planning.

Examples may include field research, professional development, community event planning, disaster mitigation and management, etc.

2. **Lifelong Learning Internship:**

The Lifelong Learning Internship provides support for a project-related internship for an emerging arts administrator, hosted by the applicant organization. Successful proposals will clearly outline a highly structured, paid internship for an emerging arts administrator and:

- be directly connected to a specific project or projects;
- last for a minimum of ten weeks;
- provide equitable compensation, at no less than \$15/hour, plus any travel costs; and,
- include no less than two meaningful professional learning and/or networking opportunities for the intern.

Please Note: *An emerging arts administrator is defined as any adult (aged 18 or older) who currently lives, studies, or works within the state of New Jersey. This individual has worked less than three years in the field of non-profit arts administration. Individuals working as teaching artists, artists, performers, and/or non-arts sector professionals who wish to gain experience in arts administration are included in this definition.*

Please Note: *In keeping with the Arts Council's priorities and fulfilling the need of its former Diversity in Arts Leadership program - a co-sponsored project of Americans for the Arts - we encourage proposals that support emerging arts administrators who are historically underrepresented in arts administration. Historically underrepresented populations are defined as groups whose representation in a given activity has been disproportionately low relative to their numbers in the general population or groups who have been denied access to those activities and/or suffered past institutional discrimination. Examples include, but are not limited to: the BIPOC community; people with disabilities/disabled people; older adults; rural communities; lower income communities; LGBTQ+ communities; veterans; and justice-impacted citizens.*

Grant Request Eligibility Criteria:

Applicants may apply for funds up to \$20,000 in the New Project category and up to \$10,000 in the Lifelong Learning Internship category, and there is no match requirement.

Requests for funding for activities that fall outside the grant period will be deemed ineligible.

Application Submission Criteria:

Applicants may apply for one grant in the New Project category, and one grant in the Lifelong Learning Internship category. More than one application in either category will not be considered.

Organizations that are current cosponsored grant recipients cannot apply for funds through this program to support work that is germane to the cosponsored project.

Eligible Uses of Grant Funds:

Arts Council funds awarded through this program may only be used for expenses directly associated with the proposed project, including but not limited to: artist payment/stipends; consultant fees; honoraria; contractual services; administrative expenses; transport; artistic materials and supplies; space/venue/equipment rental or purchase.

Grant funds may NOT be used for any activities that are not aligned with the applicant's mission or those that include:

- re-granting or scholarship activities
- lobbying activities
- the establishment of, addition to, or the replenishment of a cash reserve or endowment
- repayment of loans or fines
- acquisition of capital assets including artwork, artifacts, collections, et. al.
- capital expenses
- contributions to any persons who hold, or are candidates for, elected office
- contributions to any political party, organization, or action committee
- activities in connection with any political campaign or referendum
- activities in connection with any fundraising activities
- activities that are considered curricular
- hospitality
- out of state activities
- foreign travel

Please Note: Grant funds must be fully expended during the grant period.

How to Access the Application:

Once you're logged into SAGE, go to the "View Available Opportunities" section. Click "View Opportunities." Under the NJSCA section, you will find the Special Initiative Grant application.

For this opportunity, organizations will be able to submit up to two applications in the SAGE system. Please remember that organizations may submit one application per category. Please refer to the guidance below on how to access and upload the specific narrative form and budget chart for each category.

For the **New Project** category, applicants must fill out and upload a Narrative Form and a Budget Form in the application. Please click [here](#) for the New Project Narrative Form and [here](#) for the New Project Budget form. Save each form as a separate file. Name each document with your organization's name and the name of the form. For example: FiberArtsNewProjectNarrativeForm.PDF.

For the **Lifelong Learning Internship** category, applicants must fill out and upload a Narrative Form and a Budget Form in the application. Please click [here](#) for the Lifelong Learning Narrative Form and [here](#) for the Lifelong Learning Budget form. In addition, applicants must also upload two additional documents:

- Lifelong Learning Project timeline
- Intern resume/CV or job posting

Save each form as a separate file. Name each document with your organization's name and the name of the form. For example: FiberArtsLifelongLearningBudgetForm.xlsx.

Important Tips for Viewing and Using Fillable PDFs: Save the form to your computer before completing it. We suggest that you first download the PDF form to your computer or network drive, and then open it with Adobe Reader and fill it out.

How to Apply:

Please submit your fully completed application(s) in SAGE no later than 4:00 PM EST on Thursday, March 16, 2023. Late submissions will not be accepted for any human or technical issues.

Application Assistance:

Application assistance is available by email and/or appointment. Please allow for adequate response time when scheduling an appointment with [your program officer](#).

For questions about the Lifelong Learning Internship, please contact Samantha Clarke at samantha.clarke@sos.nj.gov or by phone at 609-984-7019.

Grant Review and Evaluation Process

Special Initiative Grant program applications are reviewed as follows:

- Applications are reviewed by staff for eligibility, completeness, and scored according to the respective program scales. Click [here](#) for the New Project Program Scale. Click [here](#) for the Lifelong Learning Program Scale. Funding recommendations are considered by the Council's Grants Committee and ultimately approved by full Council vote at the May public meeting.

Please note: Only complete and successfully submitted online applications will be accepted and advanced to the review process.

- Any materials received outside the SAGE system will not be accepted.

Notification

Following full Arts Council approval, applicants will be notified of application status via email. The decisions of the State Arts Council are final and may not be appealed.

Reporting Requirements

If awarded a Special Initiative Grant, the grantee must file a final report in SAGE within 30-days of the grant period.