FY25 NJ State Council on the Arts Grantee Welcome Guide

Welcome

Congratulations on your grant award from the New Jersey State Council on the Arts. We are proud to welcome you to the growing community of Arts Council grantees. This Grantee Welcome Guide contains information for you and your staff on the goals and expectations of managing a grant from the Arts Council.

The Grantee Welcome Guide is a resource designed to orient grantees to the grant process. The Guide is sent to the authorized representatives and points of contact identified in the grant application and in the SAGE account. Please feel free to share this resource with your colleagues who will be working with you throughout the grant period.

Who to Contact at the Arts Council for Help

Should you have any question about the grants management process, please contact your Program Officer. Your Program Officer is committed to supporting you through the lifecycle of the grant. We encourage you to call or e-mail us at any time.

For additional support or questions around the Long-Term Residency Supplement (the Council grant for one long-term, arts learning residency), please contact the Arts Education & Lifelong Learning Program Officer Samantha Clarke at 609-984-7019 (NJ Relay 711) or samantha.clarke@sos.nj.gov.

Stay Connected

The Arts Council also uses email and social media to share information about deadlines, new funding opportunities, and other important news. If you haven't already done so, subscribe to the Arts Council email newsletter here. It's also a great idea to encourage multiple people at your organization to subscribe to be aware of opportunities and announcements promptly.

Like us on Facebook
Follow us on X

Work with Your Program Officer

A Program Officer is assigned to each grantee to ensure they are onboarded, oriented, and provided technical assistance during the lifecycle of the grant. Your Program Officer will provide open communication, amplification of Arts Council and field-wide information, and support on Arts Council grant processes. Program Officers work to clarify expectations and help grantees understand the terms, conditions, and expectations of the grant.

Arts Council Program Officers will operate with care for the grantee and prioritize trust and respect in their grantee communication.

It is anticipated that organizations receiving grants will experience programmatic, staff, and financial changes over the next three years; we want to hear about them. Use your Program Officer to share organizational highs, lows, successes, and challenges. This allows the Arts Council to provide you with specific guidance, services/resources, and support. Please stay in touch with your Program Officer. To schedule a video or phone call with your Program Officer, please contact your discipline's Program Officer listed on the Arts Council's website.

Manage Your Award and Extensions
Any and all delays must be communicated to your Program Officer as early as possible. To communicate a delay in submitting the required documents, you can access the Extension Request Form. This form and other documents necessary to manage your award can be found on the Arts Council's website under Grant Opportunities, then go to Manage Your Award.

Grantee Responsibilities
All grantees are required to fulfill the following responsibilities each year of the grant period:
- Updating the Organizational Profile Information Form in SAGE
- Contract
- Interim Conversation
- Site Visit, if applicable
- Final Report

Updating Your Organizational Profile Information Form
Throughout your grantee relationship with the Arts Council, there will be notifications about your grant made through the SAGE system and directly from your Program Officer to the SAGE designated Grant Contact. Now is the time to make sure that your SAGE organizational profile contains current and accurate email contacts for your organization. SAGE announcements should be going to the person whose email account is monitored daily. If your organization's email system has a junk mail filter, add Arts Council email addresses to your safe senders list.

Contracts
After notification of your award, you will receive instructions by email about reviewing and completing your organization's Arts Council contract. The contract is a binding legal agreement that requires your organization to carry out certain activities or provide services paid for, in part, with funding received from the Arts Council. All awards are contingent upon the execution of and compliance with the contract. Your organization will receive a contract each year for the duration of your grant period. Typically, grant contracts are released in September unless there is a delay in closing out the previous year's final report. You can access the contract in the SAGE Grants Management System.

- It is important to review and read all sections of the contract as it contains essential information about grant requirements. Be sure to review the award letter, grant agreement, and contract with all key staff at your organization.
- In the contract, Attachment C (Contract Specifications) will identify any issues, clarifications, or specifications that are necessary to be completed. These conditions must be acknowledged by the grantee in the provided textbox.
- As you develop your contract budget, please be mindful there are non-allowable expenses outlined in the Arts Council's FAQ and Glossary.
- Successful completion and approval of the grant contract will begin the grant award payment process.
- Any existing or returning grantees must completely close out previous grants before the contract for the FY25 grant cycle can be made available for completion.

The Arts Council expects grantees to remain "in good standing" throughout the grant period. It is important for you to identify people on your team who are responsible for specific elements detailed in these sections and throughout the contract and develop a process/procedure to remain in compliance.

Audit Requirements
The State of New Jersey requires an annual audit/Form 990 within six months of the organization's fiscal year end. Your contract will detail what type of document is required. You are expected to email these documents to your Program Officer as soon as they are board-approved and before the six-month deadline. You will also be asked to upload the documents in SAGE during the final report process.

It is advisable to schedule internal audit-related work well before the six-month deadline. It's best practice to schedule the process to begin as close to the end of your fiscal year as possible. This way you have a sufficient amount of time to complete the audit and receive board approval prior to the State's deadline. Now is a great time to review your calendar, mark the six-month due date, and then identify the right time to schedule a visit with your auditor, if you haven't already done so.

Americans with Disabilities Act/504 Requirements
The Arts Council is committed to ensuring its programs are accessible to all people. Please be sure to review your contract and note Attachment C for ADA/Accessibility-related grant requirements associated with this grant award. Visit the Cultural Access Network website for ADA resources and information. Please contact Accessibility Coordinator Lindsay Dandeo at 609-984-7020 (NJ Relay 711) with any related questions.

Visual Identity Manual, Your Grant Contract's Attachment D
All grantees should refer to the Arts Council's Visual Identity Manual for guidelines around proper crediting and publicity of your Arts Council grant. Publicizing your grant and acknowledging the Arts Council's support in your promotional materials helps reinforce the importance of public support for the arts in New Jersey.

[Current Visual Identity Manual](#)
[Current Arts Council Logos and Ads](#)
[Discover Jersey Arts Logos and Ads](#)

As information contained in the Visual Identity Manual and logos are subject to change, we recommend always referring to the Arts Council's website for the most up-to-date information and assets. Any questions about these updates can be directed to your Program Officer or the Communications Manager Chris Benincasa at christopher.benincasa@sos.nj.gov or 609-292-5263.

Interim Conversation
Historically, the mid-cycle check-in was through the SAGE system via an Interim Report. In recent years, the Council shifted to a conversation format allowing the grantees to share adjustments in planning, organizational successes and challenges, and questions or feedback for the Council. These interim conversations are important touchpoints for grantees and Program Officers. There is no need to prepare a presentation for the conversation; you will receive a document outlining areas of conversation. Program Officers will contact the SAGE-designated Grant Contact to schedule a phone call in early 2025.

Site Visits
Program Officers will conduct one site visit for grants with multiyear cycles once per grant cycle. Like the interim conversations, there is no need to prepare a presentation. Site visits provide grantees another opportunity to share organizational updates and provide Program Officers the opportunity to see the organization's facilities and to meet other members of that organization.

Final Report
At the end of each grant year, a required final report will request data about your organization and its programming. It is important to review your original grant application and identify the key programs and services highlighted in that application. Make a plan for how you will assess, measure, and report on the success, artistic quality, and community benefit of your programs, as well as your audience participation data. Identify who on your team will collect audience participation data, track the counties of residence for your audience, and assess the program at the start and end of each grant year.

Key Considerations: How will the information be collected? Where will it be stored? How can it be accessed when it's time to report on programmatic and organizational milestones and fluctuations?

Take a look at the rubric used by the grant panelists to review your original application. There may be elements within the rubric that can inform your internal assessments, processes, and/or procedures.
[General Operating Support Rubric](#)
[General Program Support Rubric](#)
[Projects Serving Artists Rubric](#)

Audience Tracking

Final reports will request audience data, and the data must include the county of residence for your New Jersey audiences. In addition to counting the total number of people attending your events, identify how to also collect information about the county of residence for your audience. Different types of programs may require different procedures, and that's to be expected. What's important is that you have data-based evidence confirming the counties your New Jersey audience resides in. This is how you are confirming the public impact requirement of the grant program which is required to be maintained throughout the grant period. More information about regional, multicounty, and statewide impact is detailed in the grant guidelines and glossary.

Reference Resources Available

Be sure to reference the FY25 Guidelines throughout the duration of the grant:

FY25 General Operating Support (GOS) Guidelines

FY25 General Program Support (GPS) Guidelines

FY25 Projects Serving Artists (PSA) Guidelines

Arts Basic to Education Special Guidance

Long-Term Residency Supplement

Frequently Asked Questions

Glossary

Additional SAGE Instructions – Accessing SAGE and Logging In and Creating Your Application and Tips.

Important Note: For the most current version of the Welcome Guide, always refer to the Council's website.

A broad overview of the FY25-27 grant cycle timeline

	Year 1 FY25 July 2024-June 2025		Year 2 FY26 July 2025-June 2026		Year 3 FY27 July 2026-June 2027
July	GOS/GPS and PSA Awards announced at Council Annual Meeting	July	GOS/GPS Awards announced at Council Annual Meeting	July	GOS/GPS Awards announced at Council Annual Meeting
July	GOS/GPS and PSA Award letters sent	July	GOS/GPS Award letters sent	July	GOS/GPS Award letters sent
September	GOS/GPS and PSA Contracts initiated	September	GOS/GPS Contracts initiated	September	GOS/GPS Contracts initiated
December	Grant Recipients with June Fiscal Year End must submit FY24 Audit or Form 990 to Council	December	Grant Recipients with June Fiscal Year End must submit FY25 Audit or Form 990 to Council	December	Grant Recipients with June Fiscal Year End must submit FY26 Audit or Form 990 to Council
January	Interim Conversation	January	Interim Conversation	January	Interim Conversation
February	Interim Conversation	February	Interim Conversation	February	Interim Conversation
March	Interim Conversation	March	Interim Conversation	March	Interim Conversation
June	Grant Recipients with December Fiscal Year End must submit FY24 Audit or Form 990 to Council	June	Grant Recipients with December Fiscal Year End must submit FY25 Audit or Form 990 to Council	June	Grant Recipients with December Fiscal Year End must submit FY26 Audit or Form 990 to Council
June	GOS/GPS and PSA Final Reports released	June	GOS/GPS Final Reports released	June	GOS/GPS Final Reports released
July	GOS/GPS and PSA Final Reports due back to Council	July	GOS/GPS Final Reports due back to Council	July	GOS/GPS Final Reports due back to Council