

COUNTY OF BERGEN
DEPARTMENT OF PARKS
DIVISION OF CULTURAL AND HISTORIC AFFAIRS



2019
BERGEN COUNTY
HISTORY GRANT PROGRAM
FOR
GENERAL OPERATING SUPPORT
&
SPECIAL PROJECTS

Declaration of Intent Deadline: November 19, 2018

Application Deadline: December 14, 2018

2019 BERGEN COUNTY HISTORY GRANT PROGRAM
FOR
GENERAL OPERATING SUPPORT (GOS)
&
SPECIAL PROJECTS (SP)

The *Bergen County Division of Cultural and Historic Affairs* created this annual history grant program to support and promote Bergen County history programs, projects, and local history-based non-profit organizations. The DCHA established this competitive program, with funds re-granted from the New Jersey Historical Commission, to strengthen local history organizations, to inspire projects that will preserve and contribute to the local historic record and to increase the public's awareness and participation in local history programming.

**This 2019 Bergen County History Grant Program is funded
by an operating support grant from the New Jersey Historical Commission,
a division of the Department of State.**



www.nj.gov/state/historical/

DCHA STATEMENT OF PURPOSE

The Bergen County Division of Cultural & Historic Affairs Mission is to nurture Arts, History and Historic Preservation throughout Bergen County. The DCHA promotes heritage and cultural tourism for all county assets to enrich quality of life and stimulate the economy, provide educational, marketing, and financial support for the county's many cultural and historic resources, create new opportunities for economic growth and participation through all our citizens' lives, and preserve and interpret nine historic sites entrusted to the DCHA's care.

The *Bergen County History Grant Program* was created by the Division to:

- Support the fiscal stability and growth of Bergen County's history and preservation non-profit organizations, programs and projects.
- Improve the quality and visibility of, access to, and participation in history organizations and activities in Bergen County.
- Directly serve the local community by increasing the Bergen County historical record, and preserving and making it available to a broad audience.
- Develop heritage tourism as an element of a county-wide plan to strengthen Bergen County's cultural identity and economy.
- Engage residents of all ages, diversity, ethnicity, and physical capability in learning opportunities centered on Bergen County's history. Recognizing that persons with disabilities are eager to participate in cultural activities, the DCHA works to accommodate their needs and remove barriers to participation by seeking appropriate and reasonable ways to assure that programs are accessible, as well as those offered by its re-grantee organizations.
- Enhance Bergen County's quality of life and stimulate its economy by encouraging the preservation and high-quality stewardship of Bergen County's historic sites and districts.

The DCHA especially encourages the following:

- **Diversity:** Organizations and projects that describe, explain or increase our knowledge of Bergen County's ethnic or racial diversity and history, and develop new, more diverse audiences.
- **Heritage Tourism:** Organizations and projects that raise awareness of Bergen County history and develop program content and increase visitation to historic museums and sites.
- **History Education Programming:** Organizations and projects that create educational curricula and programs on local history that support the NJ Core Curriculum Content Standards.
[<http://www.state.nj.us/education/cccs/>]
- **Innovation:** Organizations and projects that newly interpret and present local history to the public, non-traditional partnerships that inspire creative approaches to historic interpretation and programming.
- **Institutional Stabilization:** The development of tools that improve institutional stability and services. This includes ADA and board development, long-range, strategic, financial, disaster & emergency preparedness planning.

How to apply for a General Operating Support (GOS) or Special Projects (SP) Grant

Select the type of grant

- **GOS: General Operating Support** funding assists established non-profit historical organizations with their overall operations and management.
- **SP: Special Project** funding supports Bergen County history projects and programs that are open and accessible to the general public. These projects increase access to, knowledge of and contribute to the local historical record, assist and encourage local historic preservation, and support history education and heritage tourism.

Remember to...

- First read all the guidelines and review application requirements and forms.
- Keep in mind the *DCHA Statement of Purpose* (page 2) and *Narrative Criteria* (pages 12 & 13) while completing the application.
- Double-check spelling, numbers and calculations.
- Review the checklist, sign (in blue ink), date and include as the first page of your application.

Deadlines

Declaration of intent: November 19, 2018
Grant Application: December 14, 2018

Declaration of Intent

All prospective applicants must file a *Declaration of Intent* (pages 5-6) that conveys basic information on the organization and will be used to determine general eligibility.

Grant Period

The grant Fiscal Year (F/Y) is **January 1 - December 31, 2019**. All expenses must be expended or incurred within this time period.

LARGE PRINT: This application is available in large print. If you are in need of any special accommodation to fill out this application, please contact the Grants Administrator at 201-336-7267.

Grantees must comply with the Civil Rights Act of 1964 (42 USC 2000D et seq), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq), and the State Law Against Discrimination (NJS 10:5-1 et seq), barring discrimination on the basis of race, color, national origin, gender or disability.

Eligible Applicants:

- GOS - Non-profit organizations based in Bergen County whose missions are *exclusively* dedicated to history; have been in existence for at least four years; and have an annual operating budget that is at least \$2000 *more* than the GOS grant request.
- SP - Non-profit Bergen County organizations that have been in existence for at least two years, including museums and historic societies, local government agencies, historic preservation commissions, schools, religious institutions and libraries.

Ineligible Applicants:

GOS –

- Local, State or Federal Government agencies, local businesses, individuals, and libraries.
- Organizations that do not practice policies of equal access and non-discrimination.
- Organizations currently receiving New Jersey Historical Commission GOS Grant funding.

SP -

- Federal or State Government agencies, local business or individuals.
- Organizations that do not practice policies of equal access and non-discrimination.
- Organizations currently receiving New Jersey Historical Commission Project Grant funding may not apply for the same project.

Eligible Expenses & Projects:

GOS - Examples of eligible expenses: *Insurance, maintenance of collections, fundraising & development, marketing, utilities, long-term planning or planning for compliance with the American with Disabilities Act, Disaster & Emergency Preparedness plans.*

SP - Examples of Special Projects include: *Conservation of collections and archives, educational initiatives, exhibits, media projects, local oral history & genealogy projects, programs & projects created for special needs audiences, publications, publication translations, research tools, speakers and websites.*

Ineligible Expenses:

GOS & SP - Examples include: *Projects that do not deal with Bergen County history, building restoration or maintenance, construction or other capital improvement costs, deficits, endowments or scholarships, hospitality, projects not accessible to the general public, purchase/lease of equipment (only allowed for SP by non-profit history organizations), signs or markers for historic properties/districts/museums, purchase of collections and retroactive expenses.*

DECLARATION OF INTENT TO APPLY

DEADLINE: MONDAY, NOVEMBER 19, 2018

1. NAME OF ORGANIZATION:

2. ADDRESS:

Street:			
P.O.#:			
City:	State:	Zip:	

3. CONTACT INFO:

Daytime Telephone:	Fax #:
E-mail address:	

4. TYPE OF ORGANIZATION: SOCIETY HISTORY MUSEUM LIBRARY
 HISTORIC PRESERVATION COMMISSION MUNICIPAL GOVERNMENT
 OTHER:

5. WEBSITE:

6. FEDERAL IDENTIFICATION NUMBER:

7. CHARITIES REGISTRATION NUMBER:

8. ANNUAL OPERATING BUDGET:

9. TYPE OF GRANT REQUEST (check only one):

GOS (Funding for \$2000- \$10,000. GOS requires a 1:1 Cash Match.)

SP (Funding for \$500-\$2000.)

AMOUNT REQUESTED:

10. **In the space below**, provide a brief description of the proposed purpose of the grant funds. For GOS, identify the *one* Focus Area. For SP, briefly describe your project.

NAME OF AUTHORIZING OFFICIAL:

TITLE OF AUTHORIZING OFFICIAL:

DAYTIME TELEPHONE:

E-MAIL ADDRESS:

SIGNATURE OF AUTHORIZING OFFICIAL

DATE

YOU MAY EMAIL, FAX or MAIL THIS SIGNED FORM TO:

E-MAIL: **jstrom@co.bergen.nj.us**

FAX: **201-336-7262**

MAIL: **Division of Cultural & Historic Affairs, One Bergen County Plaza – 4th floor, Hackensack, NJ 07601-7076**

APPLICATION INSTRUCTIONS

GENERAL:

- * Organizations may submit only one (1) grant application.
- * Limit the summary of your project (SP) or Focus Area (GOS) to the space provided (page 11, #5). GOS applicants may apply for funding in *only one* Focus Area. For Focus Areas, please see page 3.
- * The Grant Fiscal Year is January 1 - December 31, 2019. All expenses must be expended or incurred during this time.
- * Signatures on ORIGINAL APPLICATION must be in BLUE INK.
- * Incomplete or late applications will not be accepted. There will be no extensions to the grant deadline.
- * Applications must be in the office of the Division of Cultural & Historic Affairs by 4:30 pm, Friday, December 14, 2018. Mail or deliver to: DCHA, One Bergen County Plaza - 4th Floor, Hackensack, NJ 07601-7076

APPLICATION FORMAT:

- * Submit one (1) Original Application with original signatures and three (3) copies of the complete Application. Do not submit two-sided copies.
- * Applications may be stapled, spring-clipped or in pocket folders. Do not submit applications in notebooks or binders. Label the Original Application and Copies 1-3 with the organization's name. **Applications may not be emailed.**
- * All material must be computer generated in font size no smaller than 12 pt. No handwritten applications will be accepted.
- * Organize application using the Application Checklist (page 10) which should be your 1st page. If using pocket folders, put *Application Pages in right pocket and Attachments in left pocket.*

SUPPORTING DOCUMENTS:

- * **Project Timeline.** A realistic timeline for your project or program must be submitted.
- * **Résumés of organization's President/Director and Project Personnel.** Individual résumés should be no more than three (3) pages long.
- * **ADA Compliance Plan:** Required for GOS applications. If this is your first GOS application and you do not have an ADA Plan, you may submit a draft of the Plan.
- * **Long-Range Plan:** Required for GOS applicants.
- * **Board and Governance Chart required for all applicants. Proof of Non-profit Status is required for non-profit organizations.**
- * **If submitting photographic documentation:**
 - Submit only one (1) cd or flash drive of photos (tiff or jpeg format) with the Original Application.
 - If submitting printed photos, up to ten (10) original photographs can be submitted with the Original Applications. Photocopies may be submitted with the 4 copies of the application. Photographs and photocopies must be clearly labeled.
- * **For Publication or Media Projects:**
 - Submit only one (1) copy of your manuscript, script or DVD. These may be drafts but cannot be only outlines.
 - If submitting a manuscript, it must be completed, typed and double-spaced. Do not send us your only copy. If photographs are part of the manuscript, include only photocopies of representative photos. Do not send us original historic photographs.
 - If this is a film project, you must submit one copy of the script and a sample of your work on DVD. Do not send us your only copy.
- * **Oral History SP:** Submit a list of sample questions.
- * **Miscellaneous Attachments:** Brochures, flyers, posters, press clippings, etc., must be no more than 2 years old. In place of hard copies, digital copies of attachments may be submitted on a flash drive or cd.
- * Submit only *copies* of documents. Do not submit originals!

APPLICATION INSTRUCTIONS (cont.)

BUDGET

- * **Fill in Budget Forms** - pages 15 (for GOS) or 16-17 (SP). Make additional copies of the forms if needed.
- * **Total request for Special Project funding is not to exceed \$2,000.**
- * **Total request for General Operating Support funding is not to exceed \$10,000. GOS applicants must have annual operating budget that is at least \$2000 *more* than the GOS grant request.**
- * **Always round up request amounts. NO \$999.99!**
- * **If you receive a grant reward, you will be required to submit a revised budget with your Grant Contract.**

Eligible Expenses

- * **GOS Focus Areas include:** Insurance, collection maintenance, disaster & emergency preparedness planning, long-range and ADA planning, marketing & fundraising, staff salary support, utilities, website support.
- * **SP expenses include:** ADA assistive services for historical program, conservation/restoration of collections/archives/historic cemeteries, archives scanning, educational initiatives, exhibits, graphic design, local oral history & genealogy projects, media or digital projects, National Register nomination expenses, photography, special needs audiences programs, publications (originals & translations), research tools, speakers, website development.

Ineligible Expenses

- * **GOS:** Building maintenance, purchase of collections, construction/capital improvement cost, deficits, endowments, hospitality, retroactive expenses, scholarships or prizes, security staff, tuition.
- * **SP:** Projects that do not deal with Bergen County history, refreshments or hospitality, purchase of equipment, class/seminar/conference fees, historic property/districts/museum signs, projects not accessible to the general public, retroactive expenses.

Matching Funds

- * GOS funding requires full 1:1 cash match: every dollar (\$1) of grant money awarded must be matched with one dollar (\$1) of the applicant's revenue. Funds may include revenue from other grants (*excluding NJ Historical Commission grants*), donations, individual giving campaigns, membership fees, and fundraising events. The total match may be *more* than 1:1 but *may not be less*.
- * SP funding must be fully matched on a 1:1 basis by cash or In-kind expenditures. Only non-profit historical organizations may submit In-kind expenses which are limited to no more than 50% of the match. The total costs may show *more* than 1:1 match, but *may not be less*. Attach to the SP Budget Forms B & C (p. 16 & 17) your organization's last completed Annual Budget Report.
- * The following may not be eligible for GOS funding but may be used as a cash match: Building maintenance and capital improvements, hospitality and security expenses.
- * The following may not be eligible for SP funding but may be used as a cash match: Salaries & fringe benefits, equipment rental/purchase, membership, hospitality.

In-Kind Contributions

- * In-kind contributions, goods or services that would otherwise have been purchased by the non-profit historical organization, must be documented on the SP Budget Form C (p.17).

Annual Budget Report

- * All applications must include the organization's last completed Annual Budget Report. Attach to the Budget forms. To qualify for GOS funding, non-profit organizations must have an annual operating budget of at least \$2000 *more* than the GOS grant request.

APPLICATION INSTRUCTIONS (cont.)

NOTIFICATION

- * Successful applicants will be notified in writing by December 30, 2018.
- * Please understand that funds are limited and that the grant process is highly competitive.

PAYMENT OF GRANT

- * After the receipt of your signed, completed contract materials, a Purchase Order for the initial payment of 75% of the award will be sent from the County's Treasury Department. You must sign and return the PO to the address on the form. The remaining 25% payment will be released upon receipt and approval of the *Final Report*.

FINAL REPORT

- * If you have received a grant, a Final Report must be submitted at the GOS or project's completion which will include:
 - Part 1: A written description of the GOS use of funds or completed project and its results.
 - Part 2: Financial account - expenses must be supported with receipts. You must use the Final Report Budget Form provided in the Grant Contract.
 - Part 3: A numerical breakdown of your audience for the grant period.
- * If there is a tangible product at the end of your project (i.e. book, brochure, film, video), 2 copies must be given to the DCHA. This will become a part of the DCHA Archives.

CREDITING STATEMENT

- * Proper crediting must be given to the Division of Cultural and Historic Affairs and the New Jersey Historical Commission in all published materials, including programs, websites, press releases, public announcements, and radio and TV appearances, and final products including films and books. The credit must read:

**Funding has been made possible in part by an operating support grant
from the New Jersey Historical Commission, a division of the Department of State,
through grant funds administered by the Bergen County Division of Cultural and Historic Affairs.**

- * In addition, the official seal of Bergen County, in black & white or color, unchanged without additions or deletions, must accompany the Crediting Statement. The logo will be sent to you upon request.



If you have any questions, please contact the Grant Administrator Janet Strom:

**Bergen County Department of Parks, Division of Cultural and Historic Affairs
One Bergen County Plaza * 4th Floor
Hackensack, NJ 07601-7076**

Tel: 201-336-7267

Fax: 201-336-7262

E-mail: jstrom@co.bergen.nj.us

2019 BERGEN COUNTY HISTORY GRANT PROGRAM

APPLICATION CHECKLIST***

Check One: General Operating Support Special Project

(*Required items)

- ***APPLICANT INFORMATION FORM** (p.11)
- ***NARRATIVE** (pp. 12 - 14)
- ***BUDGET PAGES** (pp. 15 - 17)
- ***ORGANIZATION’S LAST COMPLETED BUDGET REPORT**

SUPPORTING DOCUMENTS:

- ***PROJECT TIMELINE** (required for SP applicants)
- ***RÉSUMÉS OF ORGANIZATION AND PROJECT PERSONNEL**
- ***ADA PLAN, LONG-RANGE PLAN** (required for GOS applicants)
- ***BOARD AND GOVERNANCE CHART &**
- ***PROOF OF NON-PROFIT STATUS** (required for all non-profit organizations)
- COPY OF MANUSCRIPT, REPRESENTATIVE PHOTOGRAPHS, SCRIPT, DVD**
- PHOTOGRAPHS**
- MISCELLANEOUS ATTACHMENTS**

NAME OF AUTHORIZING OFFICIAL

TITLE OF AUTHORIZING OFFICIAL

SIGNATURE OF AUTHORIZING OFFICIAL **DATE**

***This checklist (completed, signed and dated) must be the 1st page of the Original Application and the three (3) Application Copies.

2019 BERGEN COUNTY HISTORY GRANT PROGRAM

GRANT APPLICANT INFORMATION

(Please type)

1. NAME OF ORGANIZATION:

2. ADDRESS:
Street:
P.O. #:
City: State: Zip:

3. TYPE OF APPLICANT: SOCIETY HISTORY MUSEUM LIBRARY HIST. PRES. COMMISSION
 MUNICIPAL GOVERNMENT OTHER: _____

4. FEDERAL IDENTIFICATION NUMBER #

CHARITIES REGISTRATION NUMBER #

5. IN BOX BELOW: **GOS** - Summarize the *Focus Area* for expenditures.
SP - Briefly summarize your project.

GOS FOCUS AREA:
or
SP TITLE:

7. GOS or SP GRANT REQUEST: \$

8. NAME OF PROJECT DIRECTOR:
Position with applicant:
Daytime telephone: E-mail:
NAME & TITLE OF AUTHORIZING OFFICIAL:
(If different from Project Director)
Daytime telephone: E-mail:

SIGNATURE OF AUTHORIZING OFFICIAL DATE

GOS NARRATIVE

The Narrative is the heart of your application. It is your opportunity to speak convincingly to the members of the grant review panel about why your organization should receive the grant. Provide a succinct, clear and detailed Narrative of information that will assist the panel to fully understand your organization, its needs and future plans. The Narrative will be judged on how well you respond to the criteria listed below and the DCHA Statement of Purpose on page 2. Use the list as a guide and be sure you answer all of the questions. Avoid repetition.

Your Narrative must be double-spaced on 8 1/2" x 11" white paper and no longer than seven (7) pages. Include at the top of each page of the Narrative the applicant's name.

Fill in and attach to the Narrative the *Audience & Outreach Information* form (p. 14).

CRITERIA

- A. **Clearly describe your organization's mission, goals and objectives.** How do you plan to achieve them? These should be reflected in the organization's Long-Range Plan. Include the L-R P with your attachments.
- B. **What is your specific FOCUS?** On which programs or in which expense areas are you planning to spend the grant funds? How will this funding help you to continue or improve the level of service offered to your visitors? Discuss the planned schedule for the use of the GOS funds. Include a timeline if appropriate.
- C. **What specific ways will it meet the *DCHA Statement of Purpose* found on page 2?**
- D. **What do you hope to accomplish for you organization with this funding?** How will these achievements relate to your Mission and Long-Range Plan objectives?
- E. **Describe how your organization accumulates its available income for the match,** i.e. memberships, donations, earned income, etc.
- F. **Describe your history programs and services and means of evaluation.** If your organization has collections, discuss your collections management procedures. Also describe the audience that attends/participates in programs and services in terms of its size, age, and other defining characteristics.
- G. **If you own a building or have museum collections or archives, does your organization have a Disaster and Emergency Preparedness Plan?** If so please attach the plan. Discuss your organizations emergency planning goals.
- H. **Please state how your organization's activities meet the requirements of the *Americans with Disabilities Act*,** [www.usdoj.gov/crt/ada/] and how your organization serves and reaches out to Bergen County's diverse communities. Please attach your organization's ADA Plan. *If this is your first GOS application* please attach a draft of the plan. Your final ADA Plan must be submitted with your Final Report at the end of the grant year. [For additional information contact the Cultural Access Network of NJ: <http://culturalaccessnetwork.org>].

SP NARRATIVE

The Narrative is the heart of your application. It is your opportunity to speak convincingly to the members of the grant review panel about why your organization should receive the grant. Provide a succinct, clear and detailed Narrative of information that will assist the panel to fully understand the proposed Special Project. The Narrative will be judged on how well you respond to the criteria listed below and the DCHA Statement of Purpose on page 2. Use the list as a guide and be sure you answer all of the questions. Avoid repetition.

Your Narrative must be double-spaced on 8 1/2" x 11" white paper and no longer than seven (7) pages. Include, at the top of each page of the Narrative, the applicant's name and project title.

Fill in and attach to your Narrative the *Audience & Outreach Information* form (p. 14).

CRITERIA

- A. **Describe the nature and purpose of your project.** What is it? What specific ways will it meet the *DCHA Statement of Purpose* found on page 2? Does the project relate clearly to the applicant organization's Mission and Long-Range Plan?
- B. **Place your project in the context of Bergen County history.** How will it expand our knowledge? What local history content does the proposal contain or support?
- C. **Describe in detail how your project will be carried out.** What is the project's purpose? Describe the schedule and attach a Project Timeline.
- D. **Describe the qualifications of the personnel who will carry out the project.** What are their responsibilities? Be sure to attach their résumés.
- E. **Include in your narrative a brief description of you organization's history. Include its Mission Statement.** Do you have any paid staff and/or volunteers? Include the total membership breakdown on the Narrative Supplement form p. 14.
- F. **Is your budget well defined and does it identify the expenditures that are to be covered by the grant funds?** Explain in detail how the grant funds will be used. Describe the cost of all expenses that are itemized on the budget and justify the expenses involved in the project. If using In-kind contributions for part of your match, fill in the Budget Form C. Describe how your organization accumulates its available income for the cash match, i.e. memberships, donations, earned income, etc.
- G. **Describe your plans for public outreach.** How will it increase access to Bergen County history? How will the public benefit? Describe the audience that attends and participates in your programs and services. Is this project targeting a different audience? How does your organization reach out to Bergen County's diverse and disabled communities? Describe how your organization meets the requirements of the *Americans with Disabilities Act*. [www.usdoj.gov/crt/ada/]
- H. **Describe the educational outreach of the project.** How will your project engage young people in the local history process or community? How does it fit in the *NJ Core Curriculum Content Standards*, and how will teachers benefit from this? Do you have school groups that regularly visit your site/programs?

NARRATIVE SUPPLEMENT

Audience & Outreach Information

The Division of Cultural and Historic Affairs and the New Jersey Historical Commission are interested in the impact your organization and its programs have on the resident and visiting population. We want to know who makes up your audience. Are they mainly from Bergen County or outside? Are they from NJ or are other states represented? Is your audience mainly adults or do families with young children attend? Are members of the physically, mentally or emotionally challenged community comfortable attending your programs? Are different ethnic communities participating in your events and members of your Governing Board? We want you to start thinking about your audience and ways you can expand your programs to include all of NJ's communities.

Provide information using actual numbers, if available, on your organization's visitors and audience participation for the *past year*. If you do not have actual numbers, please provide your best estimates. If you have a museum, site, archives or library open to the public, please include annual opening information in the last row of the table.

**Provide the follow visitor/audience and organization information
for the past year where applicable.**

ENTER FOR LAST COMPLETE YEAR:	TOTAL	CHILDREN UNDER 18	MINORITY VISITORS	PERSONS WITH DISABILITIES	OUT OF COUNTY
Total number of all visitors to your museum or site.					
Attendance at programs held on site.					
Attendance of visitors to programs held off-site.					
Total number of all visiting researchers to your archives or museum collections.					
Total number of website visitors.					
Total membership.					
Total number of paid staff.					
Total number of volunteers.					
How many hours per/week is your museum/facility open?	How many weeks per/year is your museum/facility open? Which months is it open?			Does your organization participate in social media? Facebook, Twitter, etc.	

GOS BUDGET - Form A

TOTAL GOS GRANT REQUEST: \$ _____

**GOS Grants require a full 1:1 cash match.
Request can be up to 1/3 of organization's annual budget.**

G O S F o c u s o f E x p e n s e s	A. GRANT REQUEST	B. MATCH
Accounting Services or Audit		
Collections maintenance and storage		
Insurance		
Marketing & fundraising		
Materials & Supplies		
Planning		
Postage		
Printing – Publications		
Professional Development & Staff Training		
Professional Services & Fees		
Publicity & Marketing		
Salaries & Wages		
Space/Equipment Rental		
Telephone/Communication		
Utilities		
Building Maintenance	N/A	
Capital Improvements	N/A	
Hospitality	N/A	
Security	N/A	
OTHER (Specify):		
TOTALS: [Column B's total must be equal to or greater than Column A's total.]		

Attach to this budget page your organization's last completed Annual Budget Report.

If you receive a 2019 GOS Grant you will be required to submit your completed 2018 Annual Report Budget by January 31, 2019.

SPECIAL PROJECT BUDGET - Form B

TOTAL SP GRANT REQUEST: \$ _____

Total Preliminary Budget for the complete Project: \$ _____

At least a 50% 1:1 cash match is required for SP grants (B-1).

No more than 50% of the grant request may be matched with In-Kind Contributions (B-2) for Non-profits.

SP CATEGORY OF EXPENSES	<u>A</u> <i>PROJECTED SP BUDGET</i>	<u>B-1</u> CASH MATCH	<u>B-2</u> IN-KIND MATCH
ADA assistive services			
Archival scanning services			
Honoraria			
Materials, supplies			
Photography			
Printing, photocopying (programs, poster, tickets)			
Professional Services & Fees (security, permits)			
Publication mailing (mailing supplies)			
Website, internet (publicity)			
Word processing, transcribing			
Equipment rental or purchase	N/A		
Hospitality expenses	N/A		
Membership	N/A		
Salaries, fringe benefits	N/A		
Other (specify): Sponsors, raffles, registrations			
TOTALS: <i>The total of columns B1 and B2 must be equal to or greater than the SP Grant Request at the top of the page.</i>			

Attach to this budget page your organization's last completed Annual Budget Report.

If you receive a 2019 History Grant you will be required to submit your completed 2018 Annual Budget Report by January 31, 2019.

SPECIAL PROJECT BUDGET - Form C

IN-KIND CONTRIBUTIONS

If you are using In-Kind Contributions for part of SP match you must fill out this form. In-Kind contributions can be up to, but no more than, 50% of the match. These contributions include donated goods and services that your non-profit historical organization would otherwise have purchased. They can include donated space and materials, secretarial and other volunteer time. The most recent national value of volunteer services is \$24.14/hour. (Source: http://www.independentsector.org/volunteer_time) Documentation of all In-kind contributions will be required for your Final Report

Description of In-kind Contributions (Attach separate sheet if needed.)	Cash Value
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Bergen County Division of Cultural Affairs ADA Policy

Recognizing that persons with disabilities are eager to take part in cultural activities, we work to accommodate their needs and remove barriers to participation by seeking reasonable ways to assure that our programs and services, as well as those offered by our re-grantee organizations, are accessible.



WC
Wheelchair
Accessible



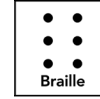
ALD
Assistive
Listening System



LP
Large Print
Available



SLI
Sign Language
Interpretation



B
Braille



AFC
Alternate Format
Cassette Available



COUNTY OF BERGEN

County Executive
James J. Tedesco III

BOARD OF CHOSEN FREEHOLDERS

Thomas J. Sullivan, *Chairman* * Germaine M. Ortiz, *Chairwoman*
Mary J. Amoroso, *Freeholder Chair Pro Tempore*
David L. Ganz * Steven A. Tanelli * Dr. Joan M. Voss * Tracy Silna Zur

DEPARTMENT OF PARKS

James G. Koth, *Director*

DIVISION OF CULTURAL AND HISTORIC AFFAIRS

Cynthia L. Forster, *Division Director*

WWW.CO.BERGEN.NJ.US