

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



2020  
BERGEN COUNTY  
HISTORY GRANT PROGRAM  
FOR  
GENERAL OPERATING SUPPORT & SPECIAL PROJECTS

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**DECLARATION OF INTENT DEADLINE: NOVEMBER 12, 2019**

**APPLICATION DEADLINE: DECEMBER 16, 2019**

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**COUNTY OF BERGEN**

*County Executive*  
James J. Tedesco III

**BOARD OF CHOSEN FREEHOLDERS**

Germaine M. Ortiz, Chairwoman  
Mary J. Amoroso, Vice Chairwoman  
Dr. Joan M. Voss, Chair Pro Tempore  
David L. Ganz + Thomas J. Sullivan + Steven A. Tanelli + Tracy S. Zur

**DEPARTMENT OF PARKS**

James G. Koth, *Director*

**DIVISION OF CULTURAL AND HISTORIC AFFAIRS**

Cynthia L. Forster, *Director*

[WWW.CO.BERGEN.NJ.US](http://WWW.CO.BERGEN.NJ.US)

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THIS 2020 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.



\*\*\*\*\*

***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 ELAINE KIERNAN GOLD, GRANTS  
ADMINISTRATOR AT 201-336-7294.

# 2020 BERGEN COUNTY HISTORY GRANT PROGRAM

## PURPOSE

The Bergen County Division of Cultural and Historic Affairs (DCHA) 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.

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.

## GOALS OF THE PROGRAM:

- **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.

## FOR ALL APPLICANTS

### DEADLINES

**DECLARATION OF INTENT: November 12, 2019**  
**GRANT APPLICATION: December 16, 2019**

### DECLARATION OF INTENT

All prospective applicants must file a *Declaration of Intent* that conveys basic information on the organization. This initial application will be used to determine general eligibility for the grant program.

### RETURN SIGNED FORM TO

ELAINE KIERNAN GOLD, GRANTS ADMINISTRATOR  
 Division of Cultural & Historic Affairs,  
 One Bergen County Plaza – 4th floor Hackensack, NJ 07601-7076  
[egold@co.bergen.nj.us](mailto:egold@co.bergen.nj.us)

### SELECT THE TYPE OF GRANT

- **GOS: GENERAL OPERATING SUPPORT** funding assists established non-profit historical organizations with their overall operations and management. Applicants are encouraged to match their funding 1:1.
- **SP: Special Project** funding supports Bergen County history projects and programs that are open and accessible to the 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.

### GRANT PERIOD

The grant period is **January 15 - December 31, 2020**. All expenses must be expended or incurred within this time period.

**FOR GOS: GENERAL OPERATING SUPPORT GRANT APPLICANTS**

<b>ELIGIBLE APPLICANTS:</b>	<b>INELIGIBLE APPLICANTS:</b>
Non-profit organizations based in Bergen County whose missions are <i>exclusively</i> dedicated to history	Local, State or Federal Government agencies
Have been in existence for at least two years	Local businesses and individuals
Be ADA compliant or demonstrate planning for such compliance	Libraries
Submit or demonstrate efforts towards developing a long-range plan.	Any organizations currently receiving direct New Jersey Historical Commission GOS Grant funding

**Eligible Expenses, Focus Areas & Projects:**

- Salaries and wages
- Contracted services/outside fees and services
- Printing, publicity, marketing
- Postage and telephone
- Fundraising and development
- Staff training
- Lease expenses
- Mortgage interest
- Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
- Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
- Maintenance of collections and the interiors of structures (i.e. most routine maintenance)
- Basic grounds maintenance
- Travel and transportation
- Insurance
- Licensing and registration fees (e.g., New Jersey charities registration)
- Planning for compliance with the Americans with Disabilities Act
- Long-term and strategic planning

**Ineligible Expenses:**

- Capital improvements and major landscaping projects
- Exterior maintenance
- Purchase of real estate, motor vehicles, or leasehold improvements
- Acquisitions (including artifacts and collections)
- Hospitality
- Deficits and debt service
- Retroactive funding
- Endowment
- Mortgage or loan principal
- Retroactive expenses

**FOR SP: SPECIAL PROJECT GRANT APPLICANTS**

<b>ELIGIBLE APPLICANTS</b>	<b>ELIGIBLE APPLICANTS (CONT'D)</b>
Non-profit Bergen County organizations that have been in existence for at least two years, including museums and historic societies	Scouts/Youth Organization
Local government agencies	Ethnic Organization
Historic preservation commissions	Civic Organization
Schools	<b>INELIGIBLE APPLICANTS</b>
Religious institutions*	Federal or State Government agencies
Libraries	Local business
Veterans Organizations	Individuals
Fraternal Organization	Organizations currently receiving New Jersey Historical Commission Project Grant funding
Men's/Women's Clubs	

**ELIGIBLE EXPENSES & PROJECTS:**

- Conservation of collections and archives
- Educational initiatives
- Exhibits
- Media projects
- Local oral history projects
- Programs & projects created for special needs audiences
- Publications
- Publication translations
- Research tools
- Finding aids
- Speakers
- Websites
- Archival folders, boxes, and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs
- Archival or research library user fees
- Equipment purchases with the following restrictions: only institutions and organizations may use grant funds to purchase major items, such as computers or video cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive recording devices and computer software
- Equipment rental
- Materials for fabricating and installing exhibitions
- Microfilming
- Oral history tape transcription
- Payment of exhibition loan fees and shipping costs
- Photography and photocopying
- Production of promotional or advertising materials
- Travel and maintenance for speakers and honoraria for speakers

- Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
- Travel and/or maintenance while conducting research
- Publication costs, such as typesetting, printing, copyright permission fees, and binding
- Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers

**INELIGIBLE EXPENSES:**

- Projects that do not deal with Bergen County history
- Work that commenced or was completed before the submission of this application
- Supplies that are not directly related to the proposed project
- Any project or part of a project that is already completed
- Capital, restoration, or renovation expenses, i.e. “bricks and mortar” projects
- Deficits or losses from other projects or events
- Research when there is not an evident public benefit
- Scholarships, prizes, or awards
- Purchase of historic artifacts or replicas
- Food, refreshments, or other hospitality costs
- Payment to re-enactors or actors for historical re-enactments or events
- Coloring books, cookbooks, or calendars

\*Religious Institutions: Due to the recent New Jersey State Supreme Court decision in Freedom from Religion Foundation v. Morris County Board of Chosen Freeholders (A-71-16) (079277) argued on October 23, 2017, and decided on April 18, 2019, some applications may be reviewed by county counsel or in certain instances, state attorneys, to determine if the use of funds is prohibited by state and/or federal law.

**2020 BERGEN COUNTY HISTORY GRANT PROGRAM**  
**DECLARATION OF INTENT TO APPLY**

**DEADLINE: TUESDAY, NOVEMBER 12, 2019, 4:30 PM**

**APPLICANT INFORMATION**

**NAME OF APPLICANT (organization/municipality):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TYPE OF ORGANIZATION:** SOCIETY \_\_\_\_\_ HISTORY MUSEUM \_\_\_\_\_ LIBRARY \_\_\_\_\_

HISTORIC PRESERVATION COMMISSION \_\_\_\_\_ MUNICIPAL GOVERNMENT \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**WEBSITE (IF APPLICABLE):** \_\_\_\_\_

**FEDERAL IDENTIFICATION NUMBER:** \_\_\_\_\_

**CHARITIES REGISTRATION NUMBER:** \_\_\_\_\_

**ANNUAL OPERATING BUDGET:** \_\_\_\_\_

**TYPE OF GRANT REQUEST (CHECK ONLY ONE):**

\_\_\_\_ **GOS** (Funding range \$2000- \$10,000. 1:1 Match strongly encouraged)

\_\_\_\_ **SP** (Funding range \$500-\$2000.)

**AMOUNT REQUESTED:** \_\_\_\_\_

**NARRATIVE:** Provide a brief description of the organization, its mission, whom it serves, and the proposed purpose of the re-grant award on a separate sheet of paper. The description should not exceed one page.

**NAME OF AUTHORIZING OFFICIAL:** \_\_\_\_\_

**TITLE OF AUTHORIZING OFFICIAL:** \_\_\_\_\_

**DAYTIME TELEPHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING OFFICIAL

\_\_\_\_\_  
DATE



# GRANT APPLICATION AND INSTUCTIONS



2020  
BERGEN COUNTY  
HISTORY GRANT PROGRAM  
FOR  
GENERAL OPERATING SUPPORT & SPECIAL PROJECTS

## APPLICATION INSTRUCTIONS

### GENERAL:

- Organizations may submit only one (1) grant application per grant year.
- Limit the summary of your project (SP) or Focus Area (GOS) to the space provided. GOS applicants may apply for funding in *only one* Focus Area. Focus Areas include the following: Insurance, collection maintenance, disaster & emergency preparedness planning, long-range and ADA planning, marketing & fundraising, staff salary support, utilities, website support.
- **The Grant Period is January 15 - December 31, 2020.** All expenses must be expended or encumbered during this time.
- Signatures on the original application must be in [BLUE INK](#).
- Incomplete or late applications will not be accepted. Handwritten applications are permitted, but **MUST** be legible to be accepted.
- Applications must be in the office of the Division of Cultural & Historic Affairs **by 4:30 pm, Monday, December 16, 2019.** Mail or deliver to: Elaine Kiernan Gold, Grant Administrator, Division of Cultural & Historic Affairs, One Bergen County Plaza - 4th Floor, Hackensack, NJ 07601-7076

### APPLICATION FORMAT:

- **Be sure to submit the Application Checklist as your Title Page of the application.**
- Submit one (1) Original Application with original signatures and three (3) copies of the complete Application.
- Applications may be stapled, spring-clipped or in pocket folders. Do not submit applications in notebooks or binders. Applications may not be emailed

### 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 applicants. If this is your first application and you do not have an ADA Plan, you may submit a draft of the Plan. If the venue has limited access or is not completely ADA accessible, the organization must provide a phone number patrons may call to inquire about their specific needs and how they can be met.
- **Board and Governance Chart** required for all applicants. Proof of Non-profit Status is required for non-profit organizations.

▪ **Photographic Documentation:**

Submit only one (1) cd or flash drive of photos (jpeg format) with the Original Application.

- If submitting printed photos, up to ten (10) original photographs may be submitted with the Original Applications. Photocopies may be submitted with the 3 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.
- **For manuscripts:** provide a draft of at least three-quarters of the publication – typed, double-spaced, with one inch margins and in Times New Roman 12-point font, include a detailed outline of the remaining one-quarter of additional text and include a preliminary bibliography. 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.
- **Oral History SP:** Submit a list of sample questions.

**SUBMIT ONLY COPIES OF DOCUMENTS. PLEASE DO NOT SUBMIT ORIGINAL MANUSCRIPTS OR HISTORIC PHOTOS.**

**ELIGIBLE AND INELIGIBLE EXPENSES & PROJECTS:**

**GOS GRANTS** are intended to assist history organizations in meeting the costs associated with general operating expenses necessary to keep a historic site open to the public or to extend public visitation hours. General operating support proposals must demonstrate how the applicant will be able to continue and/or improve the level of service offered to visitors if funding is granted.

**GOS Focus Areas include:** Insurance, collection maintenance, disaster & emergency preparedness planning, long-range and ADA planning, marketing & fundraising, staff salary support, utilities, website support.

**GOS expenses eligible for funding include:**

- Board member insurance
- Visitor liability insurance
- Utility expenses associated with site hours of operation/extending operating hours, such as:
  - Heating
  - Air conditioning
  - Electrical
  - Basic telephone expenses
  - Internet expenses
  - Security alarm monthly maintenance fees
- Professional development such as:
  - Workshops

- Training seminars
- Postage for newsletters/event announcements

**GOS expenses not eligible for funding:**

- Water/sewer expenses
- Work or time of board members or volunteers
- Staff salaries or work within the normal scope of staff responsibilities
- Security staff
- Academic and non-academic tuition expenses
- Re-enactors or actors for historical re-enactments or events
- Purchase of historic artifacts or replicas
- Food, refreshments, or other hospitality costs
- Capital improvements and major landscaping projects

**SPECIAL PROJECT GRANTS** are intended to assist organizations to provide for or improve the care and maintenance of collections, develop and produce public education programs, support educational initiatives, or support new research initiatives

**Eligible Special Project 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 projects, media or digital projects, National Register nomination expenses, photography, special needs audiences programs, publications (originals & translations), research tools, speakers, website development.

**Eligible Special Projects:**

- Historical exhibits. Applications should include a list of themes, methods for research, objects to be displayed, and draft text for introductory panels and didactic labels.
- Public programs, lectures, workshops or symposia. Applications should include a list of programs and describe the theme, subject, and content of the program along with audience demographics.
- Conservation and/or preservation of historical materials. A copy of the CAPES (Caucus Archival Projects Evaluation Service) or AAP (Artifact Assessment Program) report or other professional report, if available, must be submitted with the application.
- Collections management. Applications may include equipment purchases, software, and training. Those applying for software systems are required to include training costs in their project budget.
- Educational initiatives. These may include education components of ceremonies, reenactments, or commemorations; volunteer training programs; incorporation of New Jersey History Day programming and contestant participation for Junior and Senior High School students. Applications should include a plan to evaluate results.

- Research projects. These may include collections research, research for nominations to the state and national registers of historic places, etc. Applications should explain the theme, and how research will confirm or expand upon current history. Plans for making all research available to the public should be outlined. Site(s) to be researched for historic registers are encouraged to seek a Certificate of Eligibility from the New Jersey Historic Preservation Office prior to applying for grant support.
- Publications. Proposals for publications may include brochures, pamphlets, finding aids and exhibition catalogs. Applications must include the following to demonstrate that the proposed project will be completed within the grant period: 1) a draft of at least three-quarters of the publication – typed, double-spaced, with one inch margins and in Times New Roman 12-point font; 2) a detailed outline of each chapter or additional text; 3) a preliminary bibliography. Reprints of existing publications will be funded only if meritorious new material has been added, such as an index, updated information, and/or an introduction including recent historical perspectives.
- Professional archaeological investigations. These must be accompanied by written permission from the site owner, a letter of support from the New Jersey Historic Preservation Office and a project plan from the archeologist or archeology firm.
- Preparation of organizational policies and procedures. These may include costs to cover consultant fees for the development of long-range plans, collections management plans, interpretive plans, and ADA compliance plans.

**Special Project expenses not eligible for funding:**

- Work or time of the board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service
- Retroactive expenses (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)
- Conservation of collections of unidentified photographs
- Conservation of materials owned by federal, county, or municipal governments
- Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of Bergen County history)
- Fiction and poetry
- Projects of federal or state government agencies
- Projects that are not accessible to the general public
- Restoration or preservation of structures
- Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
- Projects that do not comply with the requirements of the Americans with Disabilities Act

**Matching Funds**

**GOS:** Applicants are encouraged to match their grant request with a 1:1 match. This match may take the form of cash, or a combination of cash and in-kind goods and services.

**Special Projects:** Organizations with budgets under \$500,000 do not have a match requirement. Organizations with annual operating budgets of \$500,000 and above are expected to show a match equal to 50% of the grant request. The match need not all be in cash; it may include donated services such as the value of volunteer time, donated equipment or supplies, or donated storage or office space

### **Annual Budget Report**

All applications must include the organization's last completed Annual Budget Report.

### **Applicable Law**

Grantees must comply with all applicable state and federal laws and will be required to agree to the same in their grant contract. Grantees shall maintain good standing with all state and federal filings, as required by law.

### **Americans with Disabilities Act (ADA)**

The ADA law was enacted more than 20 years ago and is civil rights legislation. All grantees must be ADA compliant. All grant applications must include an ADA Accessibility Checklist for compliance with the Americans with Disabilities Act. Accessibility includes the physical space in which the program or operation occurs, programming, audience and audience development, marketing, sensitivity training for staff, and printed and online materials. All printed and online materials must indicate ADA accessibility and list all special services the organization provides. If the venue has limited access or is not completely ADA accessible, the organization must provide a phone number patrons may call to inquire about their specific needs and how they can be met.

### **NOTIFICATION**

- Successful applicants will be notified in writing by **January 6, 2020**.
- Please understand that funds are limited. In order to fund the maximum of quality GOS and SP requests grantees may not receive their full funding requests.

### **DELIVERABLES**

#### **GRANT AGREEMENT**

By mid-January, a grant agreement will be sent to grantees for review and signatures. Please sign and return the agreement in a timely fashion. Funds will be held until receipt of the signed grant agreement.

#### **REVISED BUDGET**

In the event that an applicant is awarded a grant for less than the amount requested, they will be required to submit a revised Project Budget form with the signed grant agreement.

#### **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.



#### **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*.

#### **INTERIM REPORT**

An Interim Report is required of all applicants. This report is simply a letter detailing progress towards the Special Project or the impacts the GOS grant has had on the organization. This report is due by July 31, 2020.

#### **FINAL REPORT**

- If you have received a grant, a Final Report must be submitted at the GOS or project's completion which will include a financial statement, attendance figures, and a narrative. The report must show that the terms of the contract were completed in good form, and include complete documentation (receipts, canceled checks, etc.) for all organizational or project expenses. Photos/and or video are strongly encouraged. After receipt of an acceptable Final Report, the final payment of the remaining twenty percent (25%) of the award will be made.
- 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.

If you have any questions, please contact the Grant Administrator

Elaine Kiernan Gold  
Bergen County Department of Parks, Division of Cultural and Historic Affairs  
One Bergen County Plaza \* 4th Floor  
Hackensack, NJ 07601-7076  
Tel: 201-336-7294  
E-mail: [egold@co.bergen.nj.us](mailto:egold@co.bergen.nj.us)

**BERGEN COUNTY**  
**2020 HISTORY GRANT PROGRAM**  
**FOR**  
**GENERAL OPERATING SUPPORT & SPECIAL PROJECTS**

**APPLICANT CHECKLIST FOR:** \_\_\_\_\_  
(Name of Organization)

This checklist must be completed and returned as the cover page of your grant application. Keep in mind that depending on your project, not all the attachments on this list may be required.

2020 History Grant Applications are due by **Monday, December 16, 2019 by 4:30pm**

**FOR ALL APPLICATIONS THE FOLLOWING ARE REQUIRED:**

- This Applicant Checklist
- Completed Application
- Attachment A – Narrative Form
- Attachment B – Budget Forms with most recent fiscal budget attached
- Attachment C – List of Board Members and Responsibilities
- Attachment D – Resumes or CVs of anyone who will be paid as part of this grant

**FOR NON-PROFITS, ALSO INCLUDE:**

- Proof of Non-Profit status

**FOR GENERAL OPERATING SUPPORT (GOS) APPLICANTS, ALSO INCLUDE:**

- Attachment E – ADA and Long-Range Plans
- Attachment F – Disaster and Emergency Preparedness Plan (if available)
- Attachment G - Copies of the previous year's billing (if applying for utilities support)
- Attachment H – Supporting materials (optional – including brochures, newsletters, other publications)

**FOR SPECIAL PROJECT (SP) APPLICANTS, ALSO INCLUDE:**

- Attachment E – Project Timeline
- Supporting documentation as required, which may include but are not limited to:
  - Photo documentation
  - Manuscript
  - Script Treatment
  - DVDs
  - Oral History questionnaire
  - Vendor price quotes and description of services

\_\_\_\_\_  
Name and Title of Authorizing Official

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date



**APPLICATION FORM FOR  
BERGEN COUNTY 2020 HISTORY-GRANT PROGRAM**

**APPLICANT INFORMATION:**

Type of Organization – Check all that apply–

- |   |  |
|---|--|
| <input type="checkbox"/> Historical Society                 | <input type="checkbox"/> Fraternal Organization    |
| <input type="checkbox"/> Historic Site                      | <input type="checkbox"/> Veterans' Organization    |
| <input type="checkbox"/> Historic Preservation Organization | <input type="checkbox"/> Men's/Women's Club        |
| <input type="checkbox"/> History Museum                     | <input type="checkbox"/> Scouts/Youth Organization |
| <input type="checkbox"/> Art Museum                         | <input type="checkbox"/> Ethnic Organization       |
| <input type="checkbox"/> Other                              | <input type="checkbox"/> Civic Organization        |
| Museum(explain)_____  | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Library/Archives                   |  |

Applicant Organization \_\_\_\_\_

Mailing address: \_\_\_\_\_ Zip code \_\_\_\_\_

Street address: (if different from mailing address) \_\_\_\_\_  
\_\_\_\_\_ Zip code \_\_\_\_\_

Website address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Contact person #1 (print/type name): \_\_\_\_\_

Contact's daytime phone: \_\_\_\_\_ email: \_\_\_\_\_ @ \_\_\_\_\_

Contact person #2 (print/type name): \_\_\_\_\_

Contact's daytime phone: \_\_\_\_\_ email: \_\_\_\_\_ @ \_\_\_\_\_

Federal ID # of applying organization: \_\_\_\_\_ # of members: \_\_\_\_\_

Total operational budget for the current fiscal year: \_\_\_\_\_

**OR**

Projected operational budget for next fiscal year: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Accredited by American Association of Museums?  Yes  No

Fiscal Year End \_\_\_\_\_

Do you have an active grant from the New Jersey Historical Commission? Yes  No

Do you have an active grant from the Bergen County Historic Preservation Trust?  Yes  No

Have you had a grant from the Bergen County History Grant Program in the past?  Yes  No

If yes, when? \_\_\_\_\_ Amount of award? \$ \_\_\_\_\_ Purpose of award (SP or GOS) \_\_\_\_\_

Other Grant awards received in last five (5) years

Grantor \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

Grantor \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

Grantor \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

Grantor \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

Grantor \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

**GENERAL OPERATING SUPPORT INFORMATION**

GOS funds will be used for: \_\_\_\_\_

Name of GOS administrator: \_\_\_\_\_ Title \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ email: \_\_\_\_\_@\_\_\_\_\_

Dollar amount you are requesting for GOS: \_\_\_\_\_

Dollar amount you will spend on GOS from your own organization's funds: \_\_\_\_\_

Total cash value of GOS, calculated by adding the above figures together: \_\_\_\_\_

Name of GOS Director: \_\_\_\_\_

Estimated number of people to be served by the GOS funding: Adults: \_\_\_\_\_ Under 18: \_\_\_\_\_

GOS Director Signature: \_\_\_\_\_

(Signature)

(Date)

I certify that the budget information in this application is accurate to the best of my knowledge.

Chief Financial Officer: \_\_\_\_\_

Type or print name

Type or print title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR**

**SPECIAL PROJECT INFORMATION**

Special Project Title: \_\_\_\_\_

Name of Project Director: \_\_\_\_\_

Project Director Contact Information: Phone: \_\_\_\_\_ email: \_\_\_\_\_@\_\_\_\_\_

Estimated number of people to be served by the project: Adults: \_\_\_\_\_ Under 18: \_\_\_\_\_

Dollar amount you are requesting for project funding: \_\_\_\_\_

Dollar amount you will spend on project from your own organization's funds: \_\_\_\_\_

Total cash value of your project, calculated by adding the above figures together: \_\_\_\_\_

Project Director Signature: \_\_\_\_\_

Signature

Date

I certify that the budget information in this application is accurate to the best of my knowledge.

Chief Financial Officer: \_\_\_\_\_

Type or print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SPECIAL PROJECT GRANT: NARRATIVE FORM

Please answer the questions from 1 to 13 below. Respond to questions 14 to 18 only if applicable. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Use no more than three typed pages, single-sided, single spaced, one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

1. **Provide a brief description of your organization.**
2. **What is your group's purpose and in what ways do you serve the public?** Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need.
3. **Why are you seeking a grant?** Tell us about your project support needs. How will this grant help your organization's objectives?
4. **Provide information on audience participation.** Please provide information on levels of public program activities for the period January to December 31, as indicated in the table provided. Discuss any significant increases or decreases in participation as compared to the previous year and projected participation through the end of 2019.

	2017	2018	2019
Total number of all visitors to your site or sites			
Attendance at sponsored program held offsite			
Total number of virtual visitors (web and social media)			
Total number of email research inquires			
Children served (preschool to Grade 12)			
Senior Citizens served			
Total number of visitors (on-site, off-site and virtual)			

5. **Who are the visitors to your site?** Provide a discussion of your visitor demographics, programs, and attendance.
6. **Is your organization bilingual or multilingual?**
7. **Does your organization offer materials in languages other than English?**
8. **Describe your organization's primary audience. Include geographic area, age, and other important characteristics.**
9. **Describe the primary audience for your project. Include geographic area, age, and other important characteristics such as language.**

- 10. Who are the professionals involved in your project?** Tell us who the historians, lecturers, consultants, archaeologists, or other professionals are and what their role is in your project. Include a one-page resume' or CV or biography for each person.
- 11. What gives your project merit?** Tell us why your project is important to the community and your organization.
- 12. Explain in detail how the project will be implemented. Include a schedule of project activities.** Explain where and when the project will take place.
- 13. How will you promote your event or organization?** Tell us how your public relations efforts will reach your intended audience and encourage broad participation.
- 14. If your organization is requesting funding for an educational initiative:** Describe your project and explain why it is needed. How will you evaluate student learning and achievement? What age group is the project directed towards?
- 15. If your organization is applying for funding for site research or archaeology:** Elaborate on the direct public benefit of the research. How will you make the research findings available to the public?
- 16. If your organization is applying for funding to reprint a historical publication:** When was the historical publication originally published and how has your organization updated it? Tell us what changes you have made according to current standards (introductory essay, annotation, index, etc.) and how the activities of all segments of society have been reflected in any new content.
- 17. If your organization is applying for funding to preserve archival material:** Please submit a copy of the CAPES, AAP, or other professional archival evaluation.
- 18. If your organization received funding from the Bergen County History Grant in the past:**
  - a. Discuss when the re-grant was funded
  - b. Discuss how the funding was used (special project/GOS)
  - c. Discuss how that funding strengthened your organization

## **GENERAL OPERATING SUPPORT NARRATIVE FORM**

Answer all questions below. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Use no more than three typed pages, single-sided, single-spaced, one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

- 1. Provide a brief description of your organization.**
- 2. What is your group's purpose and in what ways do you serve the public?**  
Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need. Include your mission statement.
- 3. Why are you seeking a grant?** Tell us about your General Operating Support needs. How will this grant help your organization's objectives?
- 4. How will the public benefit from the award?** For example, will you be able to increase or extend your opening hours or extend your season for visitors? Increase your newsletter mailing? Cover costs associated with an Internet Service Provider (ISP) to host your organization's web page, email, and social media accounts?
- 5. Have you applied to any other organizations for General Operating Expense funding for 2020?** If so, please list them and the amount awarded (or amount applied for).
- 6. If you received re-grant funding from the Bergen County History Grant in the past, discuss the funding in the following order:**
  - a. When the re-grant was funded
  - b. How the funding was used (special project/GOS)
  - c. How that funding strengthened your organization
- 7. Describe your staff.** Who are your Officers? Who is the Director? Do you have paid staff? Where do you draw your volunteer base from? Please include a brief description or resume' for paid and volunteer professional staff and officers.
- 8. Do you have a museum, research library, and/or archival holdings?** If so, please describe them.
- 9. How many members support your organization?**
- 10. What is your annual attendance?** Include member attendance at organizational meetings
- 11. Is your organization bilingual or multilingual?**

**12. Does your organization offer materials in languages other than English?**

**13. How many website visitors do you have annually?**

**14. Who is your organization's audience?** Describe by geographic area, age, and other important characteristics.

**15. Who attends your programs?** Discuss the programming your organization provides. Include attendance and demographic details.

**16. Provide information on audience participation.** Please provide information on levels of participation as indicated in the table provided.

	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total number of all visitors to your site or sites			
Attendance at sponsored program held offsite			
Total number of virtual visitors (web and social media)			
Total number of email research inquires			
Children served (preschool to Grade 12)			
Senior Citizens served			
Total number of visitors (on-site, off-site and virtual)			

**2020 BERGEN COUNTY HISTORY GRANT PROGRAM**  
**BUDGET FORM A: GOS OR SP GRANT BUDGET**  
*Use this form to outline how grant funds will be spent*

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

CATEGORY OF EXPENDITURE	GRANT FUNDS REQUESTED	ESTIMATED IN-KIND CONTRIBUTION	EXPLANATION (USE EXTRA SHEET IF NECESSARY)
A. Transportation			
B. Food, lodging			
C. Photocopying, photography			
D. Purchase/rental of equipment			
E. Wages/benefits			
F. Professional services or fees			
G. Typesetting, graphics, printing			
H. Postage, telephone			
I. Materials and supplies			
J. Word processing, transcribing			
K. Insurance, audit			
M. Other (specify)			
<b>TOTAL:</b>			

**2020 BERGEN COUNTY HISTORY GRANT PROGRAM  
BUDGET FORM B-1: ORGANIZATION INCOME STATEMENT**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

<b>INCOME CATEGORY</b>	<b>2018 ACTUAL BUDGET</b>	<b>2019 ACTUAL BUDGET</b>	<b>2020 PROJECTED BUDGET</b>
Memberships			
Program admissions, fees			
Store/shop income			
Fundraising events			
Museum or tour admissions			
Publication sales, royalties			
Grants, government			
Grants, corporate or foundation			
Individual contributions			
Support from parent organization-- if applicable			
Investment, interest income			
Endowment			
Loans			
Other (itemize)			
<b>TOTAL:</b>			



**2020 BERGEN COUNTY HISTORY GRANT  
BUDGET FORM B-2: ORGANIZATIONAL EXPENSES**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EXPENSE CATEGORY</b>	<b>FY 2018 ACTUAL BUDGET</b>	<b>FY 2019 ACTUAL BUDGET</b>	<b>FY 2020 PROJECTED BUDGET</b>
Salaries and wages			
Benefits			
Professional services			
Professional development			
Travel			
Mortgage, space rental			
Equipment rental/purchase			
Publicity, marketing			
Supplies			
Telephone/communication			
Postage			
Utilities			
Heat, air conditioning			
Facility maintenance			
Professional dues, memberships			
Insurance, accounting services, audit			
Other (itemize)			
<b>TOTAL:</b>			