



200 College Drive Blackwood, New Jersey 08012
856-374-4945

REQUEST FOR PROPOSALS

2023

COUNTY HISTORY PARTNERSHIP PROGRAM

12-Month Funding Period: January 1 - December 31, 2023

Guidelines

Funding has been made available by the New Jersey Historical Commission (NJHC), a state agency within the Department of State dedicated to the advancement of public knowledge and preservation of New Jersey history. All of its grant funding is provided by legislative appropriation.

The County History Partnership Program (CHPP) was created in 2015 to extend local re-granting programs to all of the state's 21 counties. The program enables the NJHC to support both existing and emerging local history organizations and practitioners serving diverse audiences. Through the partnership with county re-granting agencies, NJHC support can more effectively reach history organizations and projects in communities throughout the state.

The Camden County Cultural & Heritage Commission at Camden County College is the designated County Arts and History Agency. It receives funding to re-grant to local history organizations from the NJHC.

Funds must be spent or obligated between January 1, 2022 and December 31, 2023

DEADLINE FOR SUBMISSION:
Friday, October 7, 2022

TECHNICAL ASSISTANCE WORKSHOP
Friday, September 16, 2022, 3:30 p.m.

This workshop is highly recommended for new applicants. It will be held virtually; applicants must contact knicholson@camdencc.edu by Sept. 15 to obtain the link.

What's New for 2023

- For 2023, applicants may apply for General Operating Support OR Special Project Support. All appropriate budget and application questions must be answered. Budgets must not overlap.
- For 2023, applicants are not required to document a match for 2023 re-grant funds.
- Re-grant awards will be limited to \$5,000. Applicants must demonstrate a financial need and justification for the amount they request.
- Completion of application income and expense pages is required, for the organization and, if Special Project Support is requested, also for the project. Applications submitted without these pages completed will be ineligible for funding.
- Any private, non-profit organization applying for funds must be current with all requirements, including, but not limited to:
 - All Federal filings (e.g. 990s & Payroll Taxes)
 - All NJ filings (e.g. Annual report, Sales Tax, & Payroll Taxes)
 - NJ Charities Bureau Registration is required for 501(c)3s with annual solicited contributions over \$10,000. Organizations below \$10,000 may put N/A on the line of the application asking for this information. For more information:
www.njconsumeraffairs.gov/charity/charfrm.htm
- In 2023, members of applicant organizations will be encouraged to attend professional development opportunities available through the Commission. The Commission has budgeted funds to cover the costs of these programs. A complete list will be provided to re-grantees once awards have been made.
- Applicants are required to answer all applicable questions; a “see attached” response will not be accepted

- THIS IS A 12-MONTH GRANT. Funds are to be used to pay for activities conducted between January 1, 2023 and December 31, 2023.
- GRANT AWARDS ARE COMPETITIVE. Applicants are judged on excellence, documentation of successful past programming, applicant administrative and financial competence, quality of programs and activities, and alignment with goals of the NJ Historical Commission.
- Eligible organizations may apply for general operating support or special project support.
- Organizations receiving General Operating Support or Project Support directly from the NJ State Historical Commission are not eligible to apply to the County History Partnership Program.
- Non-profit organizations whose primary mission is New Jersey history are eligible for GOS support; any eligible organization presenting New Jersey history programming may apply for Project Support.

- Effective in 2020, no organization may receive Project Grant funding for the same project for more than three (3) consecutive fiscal years.
- **Applicants must ensure every effort will be made to assure compliance with the Americans with Disabilities Act of 1992.** The CCC&HC @ CCC strongly encourages re-grantees to develop a plan for compliance with the ADA. The NJ State Council on the Arts provides resources for developing a plan at <https://njtheatrealliance.org/cultural-access-network-project>, including a plan outline for organizations found here: <https://www.surveygizmo.com/s3/3751537/NJ-State-Council-on-the-Arts-FY18-FY20-ADA-PLAN-OUTLINE>.
- Applicants are strongly encouraged to engage in, and describe evidence of, emergency-preparedness planning, strategic planning, and ADA compliance.

Eligibility

Applicant organizations must:

- Be Camden County-based OR have a Project that will be measurably beneficial to Camden County.
- Be incorporated in the State of NJ as a nonprofit organization or be a unit of government.
- Have a recent audited financial statement. If an audit has not been professionally performed, an official "Statement of Income and Expenses," attested to by the Chief Financial Officer and ratified by the Board of Directors, may be substituted.
- Exhibit sound financial planning and stability
- Show evidence of broad public benefit
- Show evidence of sensitivity to the needs of the underserved and people with disabilities
- Align with the goals of the New Jersey Historical Commission (see below)

Your proposal must:

- Relate to Camden County or New Jersey history
- Demonstrate responsible management of funds and resources
- Address a demonstrable need
- Have an appropriate budget
- Serve a targeted audience that is clearly identified and defined
- Engage historians or consultants with recognized expertise

NJ Historical Commission goals:

- Help strengthen and further develop existing NJ history organizations and programs
- Initiate new programming on NJ history
- Improve management and interpretation of historic sites and historical collections
- Expand public understanding and raise awareness of historical resources
- Increase public and organizational participation in historical programs and activities
- Increase accessibility of historical resources to diverse communities and encourage the exploration of understudied and multicultural aspects of NJ history
- Increase the body and quality of information on NJ history available to the public
- Preserve materials for the study or preservation of NJ history

Expenses

GOS Eligible Expenses:

1. Salaries and wages
2. Contracted services/outside fees and services
3. Printing, publicity, marketing
4. Postage and telephone
5. Fundraising and development
6. Staff training
7. Lease expenses
8. Mortgage interest
9. Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
10. Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
11. Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense.)
12. Basic grounds maintenance
13. Travel and transportation (automobile travel @\$0.31/mile, train, or air coach travel)
14. Insurance
15. Licensing and registration fees (e.g., New Jersey charities registration)
16. Planning for compliance with the Americans with Disabilities Act
17. Long-term and strategic planning
18. Audits. Depending on the amount of the grant, the funder may require either a formal audit of grant expenditures or financial review by a licensed certified public accountant as part of the final report. Applicants may include the fee for this work in their budget.

GOS Ineligible Expenses

1. Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects
2. Exterior maintenance
3. Purchase of real estate, motor vehicles, or leasehold improvements
4. Acquisitions (including artifacts and collections)
5. Hospitality
6. Deficits and debt service
7. Retroactive funding
8. Endowment
9. Mortgage or loan principal

Special Projects Eligible Expenses

1. Archival folders, boxes, and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs
2. Archival or research library user fees
3. 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.

4. Equipment rental
5. Materials for fabricating and installing exhibitions
6. Microfilming
7. Oral history tape transcription
8. Payment of exhibition loan fees and shipping costs
9. Photography and photocopying
10. Production of promotional or advertising materials
11. Travel and maintenance for speakers and honoraria for speakers in the following amounts:
 - a. Keynote speaker, up to \$1,000; one keynote speaker per program
 - b. Main speaker, up to \$500
 - c. Chairperson or moderator, up to \$250
 - d. Panelist, up to \$175
 - e. Additional funds for higher honoraria may be requested if you can demonstrate the speaker's particular merits
12. Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
13. Travel and/or maintenance while conducting research
14. Travel expenses with the following limits: a. Automobile travel: \$.35 per mile; b. Train or airplane fares (coach only, not first class); c. Food and accommodations up to \$100 per day
15. Publication costs, such as typesetting, printing, copyright permission fees, and binding
16. Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers

Special Projects Ineligible Expenses

1. Projects that do not relate to New Jersey history
2. Project work that is completed before the grant is awarded
3. Conservation of collections of unidentified photographs
4. Conservation of materials owned by federal, county, or municipal governments
5. Construction, restoration, preservation or gravestones, commemorative statues, historical markers, and other non-interpretive items
6. Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
7. Fiction and poetry
8. Projects of federal or state government agencies
9. Projects that are not accessible to the general public
10. Publication of coloring books, cookbooks, and calendars
11. Purchase of collections, furniture, costumes, artifacts, or other items for collections
12. Restoration or preservation of structures
13. Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
14. Projects that do not comply with the requirements of the Americans with Disabilities Act
15. Field trips, if that is the only component of the project
16. Purchase of books or prepackaged instructional materials
17. Purchase of items for collections
18. Purchase of refreshments for the project's audience
19. Retroactive funding (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)

Application Evaluation Criteria

- *Excellence and Professional Standards (25 points)*
 - Personnel paid from this grant are well-qualified?
 - The description of the organization's plans or the special project is clear and sound?
 - Applicant makes a compelling case for why the project is important?
 - Program or project is responsive to the NJ Historical Commission's goals?
 - Applicant identifies best practices and professional standards for preserving and interpreting NJ history or a willingness to do so?
- *Public Benefit (20 points)*
 - Clear and persuasive statement of the benefit of the proposed activity or organization to diverse audiences?
 - Appropriate number of people who will be served?
 - Effective target marketing techniques to reach intended audiences and attract new audiences?
 - Accessibility of facility and programs to people of all abilities who are interested in participating?
- *Planning/Budget (15 points)*
 - Budget is clear, well-developed, and accurate?
 - Need for funding is demonstrated and costs are appropriate?
 - Tasks and timelines are relevant and realistic?
- *Sustainability (20 points)*
 - Applicant provides evidence of the capacity to undertake the project/programs?
 - Effective governance/board expertise?
 - Evidence of strategic or long-range planning?
 - Effective use of partnerships and collaboration wherever possible?
- *Accountability (20 points)*
 - Evidence that the project/organization meets CHP program guidelines?
 - Evidence of sound finances/fiscal management?
 - Evidence of the ability to collect data and maintain records for information required by the NJ Historical Commission related to audience #s and demographics
 - A well-developed plan for assessing the impact of the grant-funded activity or organization on audiences

Terms and Conditions of Grant Awards:

Grant recipients must comply with:

- Title VI of the Civil Rights Act of 1964 (PL88-352).
- The Labor Standards under Section 5 (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL89-20-9).
- PL 1975, C. 127 (NJAC 17:27). Equal Employment Opportunity & Affirmative Action Rules.
- The Americans with Disabilities Act barring discrimination on the basis of handicap.
- The Drug-free Workplace Act of 1988. Funds must be obligated within the period stated and shall be expended solely for the activities described in the approved application and as stated in the contract unless a specific modification has been submitted in writing by the organization and approved in writing by the C&H Commission.

- If problems arise necessitating a change in the contract, the grant recipients are required to contact the Commission in writing for approval on all program changes, modifications and/or any budget revisions in excess of 10% of the Contract Budget.
- A final report must be filed by the grant recipient at the end of the grant period. Forms will be sent to grant recipients with ample time for preparation
- Grant funds will be disbursed in 2 payments over the 12- month budget period. The final payment is made after approval of the Final Report and may be withheld or reduced if:
 - Grant funds are not expended as detailed in the Application and approved post-award budget
 - Required Credit Lines are not adhered to
 - Reports are not filed in a timely manner
- Grant recipients are required to maintain complete and accurate financial accounting and program records, which must be readily available for state, federal and/or independent audit personnel. Expenses must be documented through canceled checks, bank statements and receipts
- Grant recipients are required to keep a running count (demographic, racial and ethnic) of the audiences served and or utilized. The total numbers are required in the Final Report by the NJ Historical Commission
- Grantees are required to credit the CCC&HC@CCC in all printed materials, releases and announcements of the grantee regarding all activities to which NJHC funds contribute. Suggested wording: Funding provided by the Camden County Cultural and Heritage Commission at Camden County College, the officially designated county history agency of the New Jersey Historical Commission.

Questions? Email knicholson@camdencc.edu or call 856-374-4945

