

# Local Arts and History Partnership Program

(LAP and CHPP)

## 2026 Guidelines

[updated May 2025]

Each year, the Division of Cultural and Historical Affairs of the Essex County is honored to partner with the New Jersey Historical Commission and the New Jersey State Council on the Arts to provide support to local Essex County organizations in the form of grant funding. Non-profit organizations from throughout the county are invited to apply directly to the Division of Cultural Affairs for funding support. Successful applications discuss projects or organizations that promote the growth of arts and history awareness and education throughout the county.

The goal of this program is to support local organizations so that they can bring their programs, exhibits, performances, and other public engagement opportunities to as many possible. The program includes this grant funding program, quarterly networking and informational meetings, and professional development opportunities throughout the year.

The following document provides guidelines for the grant program. It outlines eligibility and procedures for the entire program as well as other important information. Reading this document thoroughly and referencing it is strongly encouraged.

### Grant Program At-A-Glance

- ♦ The program funds organizations and projects in Essex County
  - ♦ Awards are between \$500 and \$10,000
- ♦ Applications are accepted for General Operating and Special Project Support
- ♦ Funding applied for in 2025 must be used between January and December, 2026



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## Deadlines

Deadline to **begin** application: August 1, 2025

Deadline to submit **completed** application: August 15, 2025

Deadline to **return** signed agreement and award package: November 30, 2025

## Eligible Organizations

All applicants must:

- ♦ Be located in Essex County and primarily serve the constituency of Essex County.
- ♦ Be incorporated in New Jersey as a non-profit corporation or a unit of government.
- ♦ Be tax exempt by the Internal Revenue Service as an IRC 501(c)3 or (c)4 entity.
- ♦ If **History**: May not be receiving funding from the New Jersey Historical Commission or from another county historical affairs agency.
- ♦ If **Arts**:
  - ⇒ May not be receiving funding from the New Jersey State Council on the Arts or from another county arts agency.
  - ⇒ **May not be a government agency (municipality, library, etc.)**
- ♦ If a **previous grantee**: Must be in good standing through the completion of interim and final reports for past projects by the deadline.
- ♦ Be in compliance with all pertinent State and Federal regulations including, but not limited to:
  - Civil Rights Act of 1964 which bars discrimination based on race, color, national origin, sex and disability.
  - Americans with Disabilities Act (ADA) which requires all providers of public programs and services to ensure that those programs and services can be enjoyed by all citizens, including those with disabilities.

## Grant Types

**General Operating Support (GOS) Grants** are available to support the overall operations of non-profit organizations whose missions are exclusively devoted to either history or arts. Requests for funding may not exceed 30% of the applicant's annual expense budget. These grants are non-restricted, non-project funds. The first \$5,000 of GOS grants must be matched one dollar for every dollar awarded (1:1)\*.

**Special Project Support (SPS) Grants** are available to support the cost of a history-related or art-related special project of the applicant. For the history grant, the special project must be wholly dedicated to local or New Jersey history, and for the arts grant it must be wholly dedicated to arts locally or in New Jersey. All projects or programs must be open to the general public. Requests can be made for up to 50% of the special project's expenses. The first \$5,000 of SPS grants must be matched one dollar for every dollar awarded (1:1)\*.

\*At least half of the match must be expenses that the organization pays for; no more than half may be in-kind.

## **Eligible and Ineligible Projects**

**Some examples of projects that have been funded in the past: (this is not a complete list)**

### **Arts:**

- ◇ General Operating Support of:
  - ◇ Local Arts Councils
  - ◇ Theater groups
  - ◇ Working Visual Artists groups
- ◇ Special Project Support for:
  - ◇ Music Festivals
  - ◇ Concerts
  - ◇ Filmmaking workshops for high school students
  - ◇ Dance performances
  - ◇ Performances with educational talks
  - ◇ Creative aging programing
  - ◇ Cultural and Heritage programming
  - ◇ Art Exhibitions
  - ◇ Symposia

### **History:**

- ◇ General Operating Support of:
  - ◇ Historical Societies
  - ◇ Historic Preservation Committees
- ◇ Special Project Support for:
  - ◇ History content websites
  - ◇ Digitization projects (journals, newspapers, yearbooks, etc.)
  - ◇ Preservation of collections
  - ◇ Oral history projects
  - ◇ Specialized tours
  - ◇ Research and interpretation
  - ◇ Community events
  - ◇ Specialized school programs

## **THIS GRANT WILL NOT FUND**

Capital improvements and acquisitions

Hospitality costs and foreign travel

Deficit reduction

Student publications, school-run student performances, and scholarships

Projects in educational or religious institutions which primarily involve students or members and do not involve the public at large. Programs must be supplemental to any curriculum and separate from any religious observance.

Fundraising events

Restoration or preservation of buildings/structures

If History: Organizations receiving grant funds from the New Jersey Historical Commission or another county cultural and historical affairs agency

If Arts: Organizations receiving grant funds from the New Jersey State Council on the Arts or another County Arts Agency **and/or if the applicant is a government agency.**

## **Grant Timeline**

Applications Open-June 1

Must start an app-August 1

Applications Due-August 15

Evaluation Period-August 16-September 30

Decision Period-October

Announcements-October/November

Agreements-November 30

Funding Period-January 1-December 31

First payment-January/February (depending on Commissioner approval)

Interim Reports due-June 30

Final Reports Due-January 15

Final Payment-processing will proceed upon approval of your final report

## **Online Application Platform**

The web-based application for the upcoming funding period is made available on the Essex County webpage at <https://www.essexcountyparks.org/cultural/grants>. Upon clicking the Grant Interface, applicants will be prompted to log in. (New applicants must first register and set up their login id.) Applicants must select the Apply tab at the very top of the screen. They must next select either the Local History or Local Arts Grant Program. After selection, applicants can begin completing the application. Once an application is started, it will then appear on the applicant's dashboard each time the applicant logs in to the grant management system.

Here is a link for a tutorial and more information about the online platform: <https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial>

## **Application Overview**

There are two different applications this year: one for **general operating support** and one for **special project support**. Begin the application that best suites your need. You will be able to choose art or history on the application.

The section below outlines each application and gives further instructions and information about each question. Please read this section carefully. There are no instructions on the application. It is recommended that you refer to this document while completing your application.

### **2026 Application General Operating Support**

#### **General Information Section**

Project Name-250 character text box

*Please call your project "Organization name General Operating Support"*

Organization Funding Type (Art or History)-drop down question

*There are two different funding streams: Arts and History. Therefore, you will opt into whichever you think suits your organization. Remember, for general operating support, your organization's mission **must** be arts or history specific.*

Brief Organization Description-500 character text box

*This is your elevator pitch. This is the description that goes to both the County Commissioners and our State funders. You have 500 characters, so make them count.*

Request Amount-numbers

*This is the amount you are requesting. Remember, the highest you can request is \$10,000 in either category. However, a request in general operating support can be no more than 30% of your annual budget. You will also need to match the first \$5,000 of your grant award.*

*Continued on the next page*

## Program Area-drop down

*This section asks you to be a bit more specific about your organization and includes the following categories:*

*Crafts Organization-your organization specializes in creative processes that result in an object that has a practical purpose, like clothing or utensils*

*Dance Organization-your organization specializes in a performing art form that uses sequences of movement, either improvised or purposeful, to convey meanings, feelings, and images*

*Design Arts Organization-your organization specializes in the arrangement of elements such as lines, shapes, colors, textures, and space in a way that creates a pleasing, unified composition*

*Folklife/Traditional Arts Organization-your organization specializes in arts that grow out of communities or groups that have something in common-a language, a geographic area, a religion, an occupation, or a way of life*

*Interdisciplinary Organization-your organization specializes in a combination of arts that use an interdisciplinary approach involving more than one artistic discipline*

*Literature Organization-your organization specializes in the art of the written word that communicates ideas and experiences to the reader*

*Media Arts Organization-your organization specializes in the study of human communication through film, photography, video, audio, computer/digital arts, and interactive media*

*Multidisciplinary Organization-your organization specializes in the collaboration of artists and practitioners from multiple disciplines working together on a single project or idea*

*Music Organization-your organization specializes in the art of arranging sounds in time to create a composition using elements of melody, rhythm, harmony, and timbre*

*Opera/Music Theatre Organization-your organization specializes in an art form that tells a story through music and singing, acting, and dance*

*Photography Organization-your organization specializes in the art of creating images by recording light on a sensitive surface, such as film or an optic sensor*

*Theatre Organization-your organization specializes in a collaborative art form which combines words, voice, movement, and visual elements to express meaning*

*Visual Arts Organization-your organization specializes in art forms that express their message, meaning, and emotion through visual means.*

*Historic Site- you are an organization that owns a collection of historical objects and is located in historic buildings*

*Historical Archive-you are an organization that owns a collection that consists primarily of records*

*Historical Museum-you are an organization that owns a collection of historical objects and is located in a modern building*

*Historical Society-you are an organization that seeks to preserve and promote interest in the history of a specific time, place, or subject. Typically, these are regionally based.*

*Continued on the next page*

#### Geographic Area-drop down

*This is the municipality in which your organization operates. It must be one of these towns:*

*Belleville, Bloomfield, Caldwell, Cedar Grove, East Orange, Essex Fells, Fairfield, Glen Ridge, Irvington, Livingston, Maplewood, Millburn, Montclair, Newark, North Caldwell, Nutley, Orange, Roseland, South Orange, Verona, West Caldwell, West Orange*

#### NJ Legislative District-number

*This is the NJ Legislative District in which your organization operates. Please refer to this website: <https://www.njleg.state.nj.us/district-map>*

#### Culture Code –radio buttons, you can only choose one

*Our state funders are interested in learning more about your board and staff. Use the code below. You should choose which letter best matches the majority of org Board and Staff.*

*H=Hispanic/Latinx; B=African-American; A=Asian/Pacific Islander; N=Native American/Alaskan Native; W=White, not Hispanic/Latinx; G=General [at least half of board or staff is not one race]*

#### **Organization Information** section

*In this section, you will be describing your organization in depth. None of the peer reviewers are from Essex County. A successful application will compellingly describe your organization to someone who is unfamiliar with it. Explain why your organization should get this award.*

#### Organization type-drop down

*Choose either non-profit or government. You will be required to submit your proof of non-profit status below.*

#### Organization Mission-text box

*Tell us your organization's mission.*

#### Organization Goals and Planning-10,000 character text box

*Outline your organization's short and long term goals and the planning that your organization has done to achieve those goals.*

#### Organization History and Services-2,500 character text box

*Tell us the history of your organization. What services do you provide the community and your audiences?*

#### Management and Governance-2,500 character text box

*How is your organization run? What is its oversight?*

*Continued on the next page*



Organization's Work Toward Advocacy and Awareness-5000 character text box

*How does your organization support and promote the arts, history, and/or culture in your area? How are you an asset to Essex County?*

Number of Paid Staff-number box

Number of Volunteers-number box

Number of Members-number box

*These are people who are cardholders or regular supporters of your organization. They can include people in your Friends or Auxiliary groups.*

Facility-drop down

*Own*

*Rent*

*Other*

*do you operate out of a brick and mortal structure that you own/is your home?*

Please describe "other"-250 character text box

*This refers to the previous question.*

Historical Organizations and Museums-checklist

*Does your organization care for: (you can choose more than one)*

*Collection*

*Library*

*Archives*

*N/A-if you are an arts organization, you will choose this one*

Accreditation or Professional Evaluation-1000 character text box

*Has your organization been evaluated by a professional organization in your field? Have you had a CAPES or MAPS study done? Are you participating in the STEPS program?*

Total Number of Hours Open Annually/Total Number of Programs Annually-number box

*Continued on the next page*

Open Hours or Programs Explanation-1,000 character text box

*Are you open regularly? Do you have an open season? What is your performance schedule? Give us some indication of how your organization is accessible to your audiences.*

Total Number of Audience Annually-number box

*Number of visitors or audience members annually*

Audience Description-2,500 character text box

*What audiences are you currently serving? How do you know? What new audience would you like to reach in this funding year? If you would like more information about how to conduct audience research, please refer to our professional development workshop or visit <https://www.ofbyforall.org/resources>*

Collaborations-5,000 character text box

*What other organizations are you partnering with to reach the maximum amount of audience members?*

Accessibility-10,000 character text box

*Describe the methods you use to make your programming/exhibits/performances accessible to all audiences*

Evaluation-7,500 character text box

*How do you assess how well you are meeting your organization's goals?*

Quality of Services-7,500 character text box

*How are you making sure that this program meets the highest standards in scholarship, interpretation, or artistic quality?*

Marketing-10,000 character text box

*How do you spread the word about your organization? How are you communicating with your target audience?*

*Continued on the next page*

## **Governing Documents** section

*You will need to provide the following documents. If you need assistance in writing ADA or Emergency Preparedness Plans, please refer to our professional development workshops.*

Proof of non-profit status– 2MB document, any type

ADA plan-2MB document, any type

Emergency Preparedness Plan-3MB document, any type

Key Staff Bios-10,000 character text box and 3MB file upload

*Include resumes/CVs of the key staff that are part of your organization's operations. This helps demonstrate that your organization is upholding best practices for the field.*

## **Finances** section

*You should be able to demonstrate that your organization is financially healthy. Remember, a general operating support request can be no more than 30% of your total annual budget and you must match the first \$5,000 of your award.*

Are you receiving funding directly from our state partners?-radio buttons

Have you applied directly to our state funders for next year?-radio buttons

Are you receiving funding from a county arts agency other than Essex?-radio buttons

Finance chart and Budget Narrative-10,000 character text box and 2MB file upload

*You must use the finance chart available on the website. Additionally, you can use the text box to explain how you will spend your award. To calculate an hourly rate dollar amount for volunteers, please visit <https://independentsector.org/resource/value-of-volunteer-time/>*

Documentation of Prices-10,000 character text box and 5MB file upload

*How do you know you need the amount of money you are requesting? Use this section to provide quotes from contractors, suppliers, etc.*

## **Miscellaneous Attachments** section

*In this section you have the opportunity to upload up to 5 additional attachments and give some information about why they were included. Each attachment has a 10,000 character text box and a 2MB file limit.*

## **Authorization** section

*This section asks you to sign your name as the representative of the organization who will be responsible for all reporting and communication with regards to this application and potential award.*

## 2025 Application Special Project Support

### General Information Section

Project Name-250 character text box

*What is the name of your project?*

Project Type (Art or History)-drop down question

*There are two different funding streams: Arts and History. Therefore, you will opt into whichever you think suits your organization. Your project should clearly include how it connects to the arts or history.*

Brief Project Description-500 character text box

*This is your elevator pitch. This is the description that goes to both the County Commissioners and our State funders. You have 500 characters, so make them count.*

Request Amount-numbers

*This is the amount you are requesting. Remember, the highest you can request is \$10,000 in either category. However, a request in special project support can be no more than 50% of the total project budget. You will also need to match the first \$5,000 of your grant award.*

Program Area-drop down

*This section asks you to be a bit more specific about your project specialization area and includes the following categories:*

*Crafts -your project specializes in creative processes that result in an object that has a practical purpose, like clothing or utensils*

*Dance -your project specializes in a performing art form that uses sequences of movement, either improvised or purposeful, to convey meanings, feelings, and images*

*Design Arts -your project specializes in the arrangement of elements such as lines, shapes, colors, textures, and space in a way that creates a pleasing, unified composition*

*Folklife/Traditional Arts-your project specializes in arts that grow out of communities or groups that have something in common-a language, a geographic area, a religion, an occupation, or a way of life*

*Interdisciplinary-your project specializes in a combination of arts that use an interdisciplinary approach involving more than one artistic discipline*

*Literature-your project specializes in the art of the written word that communicates ideas and experiences to the reader*

*Media Arts-your project specializes in the study of human communication through film, photography, video, audio, computer/digital arts, and interactive media*

*Multidisciplinary-your project specializes in the collaboration of artists and practitioners from multiple disciplines working together on a single project or idea*

*Continues on the next page*

*Music-your project specializes in the art of arranging sounds in time to create a composition using elements of melody, rhythm, harmony, and timbre*

*Opera/Music Theatre-your project specializes in an art form that tells a story through music and singing, acting, and dance*

*Photography-your project specializes in the art of creating images by recording light on a sensitive surface, such as film or an optic sensor*

*Theatre-your project specializes in a collaborative art form which combines words, voice, movement, and visual elements to express meaning*

*Visual Arts-your project specializes in art forms that express their message, meaning, and emotion through visual means.*

*Conservation/Preservation-your project involves the care and preservation of a historical collection*

*Genealogical-your project involves genealogical studies that have a broad application*

*History Education Program-your project is a history program for school students (preK-12, College/University, home schooled)*

*History Public Program-your project is a history-based program that is open to members of the community*

*History-Multidisciplinary: your project specializes in the collaboration of historians and practitioners from multiple disciplines working together on a single project or idea*

*Media/Digital/Microfilm project-your project specializes in modern media*

*Publication of an historic nature-your project involves publishing a book or manuscript of history content*

*Research Supporting Historic Preservation-your project is a study to prepare for a preservation effort. It may **NOT** include the capital project itself.*

*State or National Registration Documentation-your project is in support of having your facility registered as an historic place*

*Other-this is for history special projects only*

**Geographic Area-drop down**

*This is the municipality in which your organization operates. It must be one of these towns:*

*Belleville, Bloomfield, Caldwell, Cedar Grove, East Orange, Essex Fells, Fairfield, Glen Ridge, Irvington, Livingston, Maplewood, Millburn, Montclair, Newark, North Caldwell, Nutley, Orange, Roseland, South Orange, Verona, West Caldwell, West Orange*

**NJ Legislative District-number**

*This is the NJ Legislative District in which your organization operates. Please refer to this website: <https://www.njleg.state.nj.us/district-map>*

*Continued on the next page*

Culture Code –radio buttons, you can only choose one

*Our state funders are interested in learning more about your board and staff. Use the code below. You should choose which letter best matches the majority of org Board and Staff.*

*H=Hispanic/Latinx; B=African-American; A=Asian/Pacific Islander; N=Native American/Alaskan Native; W=White, not Hispanic/Latinx; G=General [at least half of board or staff is not one race]*

### **Project Information** section

*In this section, you will be describing your project in depth. None of the peer reviewers are from Essex County. A successful application will compellingly describe your project to someone who is unfamiliar with it. Explain why your project should get this award.*

Project Overview/Description-7,500 character text box

*What is the project? What makes it awesome/important/worthy of funding?*

Audience-7,500 character text box

*What audience will this project serve? Is this a new or established audience for your organization? Why are you developing this project for this audience? If you would like more information about how to conduct audience research, please refer to our professional development workshop or visit <https://www.ofbyforall.org/resources>*

Timeline-5,000 character text box

*When will this project happen? How will you map out the funding year?*

Location-250 character text box

*Where will this project take place?*

Evaluation-10,000 character text box

*What is the public benefit or impact of this project? How will you evaluate this project?*

Goals-7,500 character text box

*What are the goals for this project? How will you determine if it is successful?*

Alignment-5,000 character text box

*Why is your organization doing this project? How does it align with your organization's mission? Why is your organization the best one in Essex County to complete this project?*

*Continued on the next page*

Key Staff Bios-10,000 character text box and 3MB file upload

*Include resumes/CVs of the key staff that are part of your project. This helps demonstrate that your organization upholding best practices for the field. Please note that history projects must include a history professional on the project team. Arts projects must have an arts professional on the project team.*

Advocacy of the Arts or History-5,000 character text box

*How does this project promote arts/history in Essex county? What is the benefit to local and/or individual artists or historians? If this is an arts project, include your artist list as one of the attachments at the end.*

High Quality-5,000 character text box

*How are you making sure that this project meets the highest standards in scholarship, interpretation, or artistic quality?*

Accessibility-10,000 character text box

*Describe the methods you use to make your programming/exhibits/performances accessible to all audiences*

Marketing-5,000 character text box

*How will you spread the word about this project? How are you communicating with your target audience?*

## **Finances section**

*You should be able to demonstrate that your organization is financially healthy and that you have a keen understanding of how much this project will cost. Remember, a special project support request can be no more than 50% of the total project budget and you must match the first \$5,000 of your award.*

Are you receiving funding directly from our state partners?-radio buttons

Have you applied directly to our state funders for next year?-radio buttons

Are you receiving funding from a county arts agency other than Essex?-radio buttons

Finance chart and Budget Narrative-10,000 character text box and 2MB file upload

*You must use the finance chart available on the website. Additionally, you can use the text box to explain how you will spend your award. To calculate an hourly rate dollar amount for volunteers, please visit <https://independentsector.org/resource/value-of-volunteer-time/>*

Documentation of Prices-10,000 character text box and 5MB file upload

*How do you know you need the amount of money you are requesting? Use this section to provide quotes from contractors, suppliers, etc.*

*Continued on the next page*

## **Organization Information** section

Organization type-drop down

*Choose either non-profit or government. You will be required to submit your proof of non-profit status below.*

Organization Mission-2,500 character text box

*Tell us your organization's mission.*

## **Governing Documents** section

*You will need to provide the following documents. If you need assistance in writing ADA or Emergency Preparedness Plans, please refer to our professional development workshops.*

Proof of non-profit status– 2MB document, any type

ADA plan-2MB document, any type

Emergency Preparedness Plan-3MB document, any type

## **Miscellaneous Attachments** section

*In this section you have the opportunity to upload up to 5 additional attachments and give some information about why they were included. Each attachment has a 10,000 character text box and a 2MB file limit.*

## **Authorization** section

*This section asks you to sign your name as the representative of the organization who will be responsible for all reporting and communication with regards to this application and potential award.*



## **Evaluation Process and Criteria**

Upon submission of a completed application, Division staff will review the application to make sure that it includes all required sections and is an eligible project from an eligible organization. If applications are submitted before the deadline and are missing portions, Division staff may invite organizations to address the issues and resubmit. Applications submitted at the deadline will be taken as is and approved or rejected accordingly.

Complete and approved applications are then given to the grant reviewers for evaluation. Grant reviewers are professionals in the arts and history field. They will rate and comment on the applications. Comments will be made available to applicants after the review period.

### **HISTORY EVALUATION CRITERIA**

History grant applications are evaluated based upon the following criteria:

Clarity of mission, long-term goals, and relevance to New Jersey history

Quality of New Jersey history programs and means of evaluation

Public benefit, audience, marketing, and commitment to increasing diversity and accessibility

Evidence of community support

Commitment to promoting education and advocacy of New Jersey history

Quality of governance, management, staff and operations

Financial soundness and accountability

For organizations with historic collections and/or buildings, evidence of responsible stewardship of collections or property

## **ARTS EVALUATION CRITERIA**

Applicants are evaluated based upon the following criteria:

### **PUBLIC BENEFIT: AUDIENCE, OUTREACH & MARKETING**

- Impressive audience numbers
- Outreach to underserved communities
- Meets demonstrated community needs/interests
- Quality marketing materials
- Good press coverage

### **ARTISTIC EXCELLENCE**

- Innovative and creative programming
- Expands artistic impact in the community
- Utilizes New Jersey artists
- Programs of high artistic quality
- Has a system to engage and evaluate artists

### **ADMINISTRATIVE ABILITY**

- Effective use of requested dollars
- Correct and realistic budget
- Qualified organization capable of carrying out the proposed projects
- Qualified and capable staff
- Evidence of long-range planning (diverse funding, collaborations)

### **ADA**

- Understanding of Americans with Disabilities Act
- Provides accessible programming
- Engages audiences and artists of all abilities

### **FUNDING PRIORITIES**

- Engaged in collaborative partnerships
- Stimulates arts and creativity through education
- Serves the needs of artists; particularly New Jersey artists

## **Award Process**

The Essex County Cultural & Heritage Affairs Advisory Board will meet and review the recommendations and evaluations of the peer panel and determine grantee funding levels based upon funds available from the state. This usually takes place in early October.

After the award amounts are decided, Division staff will prepare packets for those organizations who received grants and send them via both email and postal mail. The award packets include a letter outlining the award amount, an agreement that must be signed and returned, and attachments which outline additional information including but not limited to branding information and auditing information. New organizations will also receive paperwork that will allow them to be created as vendors in the finance system.

Packets will go out by the end of October. Signed documentation must be returned by November 30th or your organization risks losing their award. Documentation can be sent to Division staff via email.

After all documentation is received, the award decisions will go before the Essex County Board of Commissioners. They must approve the award decisions. Purchase orders for the first payments of the awards will not be available until the Commissioners open up the budget for that funding year.

## **Appeals Process**

A written appeal may be filed if an applicant can demonstrate an application was misinterpreted or misunderstood during the initial evaluation process. The amount of an award is not grounds for an appeal and an appeal must be made only on the basis of the information contained in the initial application.

## Funding Year and Process

December of Application Year/January of Funding Year-Board of Commissioners approves grant award

January of Funding Year-Board of Commissioners opens funding year budget

February/March of Funding Year-Blanket Purchase Orders go out, First Payment Purchase Orders go out

June of Funding Year-Interim Reports must be completed

December of Funding Year-All expenditures for the grant award must be completed or funds must be encumbered.

January of Following Year-Final Report must be completed, Final Payment processed

## Sample Purchase Order PURCHASE ORDER



**COUNTY OF ESSEX  
PURCHASING DIVISION**  
465 Dr Martin Luther King Jr Blvd # 335  
Newark, NJ 07102  
P: 973-621-5100 F: 973-621-5109

**COUNTY OF ESSEX  
ACCOUNTS PAYABLE**  
465 Dr Martin Luther King Jr Blvd # 546  
Newark, NJ 07102  
Email: APayable@admin.essexcountynj.org

**408388**

*(This order is Tax Exempt per N.J.S.A54:32 B-9(A)(1))*

ORDER DATE 2/14/2022	REQUISITION NO. 423510	CONTRACT NO. 22-409	RESOLUTION NO.	PAGE OF PAGES	<b>THIS IS A SINGLE PAGE P.O. UNLESS INDICATED AT LEFT</b>
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**VENDOR**

NEWARK PRESERVATION AND LANDMARKS COMMITTEE  
622 CLIFTON AVENUE  
NEWARK NJ 07104

**INVOICE &  
SHIP TO**

Depart. of Parks-Recreation & Cultural  
155 Prospect Avenue  
West Orange NJ 07052

Director Dan Salvante

804076

**VE** Blanket PO **ESSEX COUNTY TAX EXEMPT # 22-6002433** **ALL ORDERS F.O.B DESTINATION UNLESS OTHERWISE SPECIFIED**

Blanket PO - payment per agreement under History Partnership Program

ACCOUNT NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
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I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars: that the articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any person or persons with in the knowledge of this claimant in connection with the above claimant in connection with the above claim, that the amount therein stated is justly due and owing, and that the amount charged is a reasonable one. Contracts entered into with the County of Essex must be compliant with N.J.S.A 10:5-31 and N.J.A.C 17-27 et seq. regarding affirmative action and EEO, the Local Public Contracts Law N.J.S.A 40A:11-1 et seq. and N.J.S.A. 34:11-56.37 & 34:11-56.38 of the "Prevailing Wage Act" where applicable.

SIGNATURE \_\_\_\_\_

OFFICIAL POSITION \_\_\_\_\_ DATE \_\_\_\_\_

VENDOR TAX ID NO. \_\_\_\_\_

### FOR COUNTY USE ONLY

ORDERED BY \_\_\_\_\_

*Jeline N. Colthe*  
COUNTY PURCHASING AGENT

I hereby certify that each of the items in this order was necessary for the purpose of this Department; that each item has been received and that its quality is as ordered; that the work specified has been properly done; that each price charged is correct; that no price is higher than the prevailing price as far as I can ascertain, or more than the contract price, and that the expenditure is within the scope of the authority of this office.

**RETURN INVOICE(S) TO SHIPPING ADDRESS**

**RETURN OR EMAIL SIGNED  
PURCHASE ORDER TO ACCOUNTS PAYABLE**

## **Frequently Asked Questions**

### ***How do I apply?***

All applications are submitted through an online grant management system; there is no paper application. Links to this grant web portal can be found on our website. First time applicants will need to create an account for their non-profit organization before having access to the application form.

### ***Is there a blank finance chart we should use to fill out and upload in our application?***

You must upload a finance chart to your application. If you are awarded a grant, this chart must be added to and attached to your final report. The finance chart is available on the website. Please choose the appropriate one: arts or history.

### ***What is the general award amount?***

Award amounts vary depending on the amount funded to us through our state partners as well as the number of applicants for the grant program. You may request between \$500 and \$10,000.

### ***Can I still get a grant with Essex County if I get money from:***

National Endowment for the Arts or National Endowment for the Humanities-YES

New Jersey State Council on the Arts or another county's Arts Agency-NO, you cannot apply for a local arts grant

New Jersey Historical Commission or another county's Historical Agency-NO, you cannot apply for a local history grant

New Jersey Cultural Trust-YES

### ***Would my organization be eligible to apply for a local history and a local arts grant in the same year?***

Yes, you may apply to both arts and history grants under the same organization as long as the applications are for two different projects. You cannot apply for general operating support under both arts and history.

### ***If we do not have 501(c3) status, are we eligible to apply?***

Both nonprofits and units of government are eligible to apply for these grants. A newly formed organization that has not yet received 501(c3) status should find an eligible partner to serve as a fiscal sponsor.

### ***Is it a requirement that we have an Emergency Preparedness Plan in order to apply for a grant?***

We strongly suggest organizations create an emergency plan. You can also note in this section if you are planning to develop a plan within the grant period. We do understand an emergency plan can look very different depending on your organization and programming, but want you to begin to think along the lines of emergency planning to strengthen the longevity of your organization. If you do not have a plan and do not plan to work towards one, state that within the application and we will review accordingly.

*Continued on the next page*

***Is it a requirement that we have an ADA Plan in order to qualify for a grant?***

We strongly suggest organizations create an ADA Compliance Plan. You may use an ADA statement, but should make progress to develop a plan within the grant period. We do understand an ADA plan can look very different depending on your organization and programming. If you do not have a plan and do not plan to work towards one, state that within the application and we will review accordingly.

***What materials should I have ready as I start my application?***

Some of the support materials we ask for are:

Past, Current, and Projected financial information

Budget chart for special projects

Tax-exempt determination letter

Emergency preparedness plan

Ada compliance plan

Key staff resumes

Artist lists (arts specific)

Marketing materials

If after reading through this document thoroughly, you still have questions, please contact Maressa McFarlane, Archivist and Grant Administrator via phone at 973-735-6231 or via email at [mmcfarlane@parks.essexcountynj.org](mailto:mmcfarlane@parks.essexcountynj.org)