Local Arts Program - 2023

Essex County Div. of Cultural Affairs

General Information

Even if you have applied for this grant before, assume that the reviewer knows nothing about your organization. When finished reading the application, the reviewer should have a complete understanding of the organization, its strengths and challenges, how it promotes the arts in New Jersey, how the grant funds will be used, and how they will help the organization fulfill its mission.

If you have questions, please contact Maressa McFarlane at either mmcfarlane@parks.essexcountynj.org or call 973-735-6231.

Funding Type*

Which type of funding are you applying for? GOS supports overall operations of an arts organization. SPS supports an arts-related special project. Contact us if you are unsure.

Choices
General Operating Support (GOS)
Special Project Support (SPS)

Project Name*

Name of Project

If not requesting funds for a special project, then project name should be "General Operating Support".

Character Limit: 100

Brief Project Description*

Briefly describe the special project (SPS) or planned activities (GOS) of your organization.

Character Limit: 500

Request Amount*

Special Project Support: Applicants may request up to 50% of the total project budget.
General Operating Support: Applicants may request up to 20% of their annual operating budget (last fiscal year).
Maximum awards are now $10,000.

Character Limit: 20

Program Area*

Program Area of Request

Choices
Crafts
Dance
Design Arts
Folklife/Traditional Arts
Interdisciplinary
Literature
Media Arts
Multidisciplinary
Music
Opera/Music Theatre
Photography
Presenters
Theatre
Visual Arts

Geographic Area*
Primary Municipality

Choices
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

US Congressional District*
Character Limit: 50

NJ Legislative District*
Character Limit: 50

Authorization

Authorization*

By typing my name below, I certify that all statements in this application are true to the best of my knowledge; and I hereby release the Commissioners of Essex County, its employees, and agents from any liability and/or responsibility concerning any submission of materials to the program. I further certify that any funds received under the Essex County Local Arts Program will be used exclusively for the purpose set forth in this application. I understand and agree that submission of an application signifies intention to comply with Title VII of the Civil Rights Act of 1964 (PL 88-352), with Labor Standards under Section 5(1) of the National Foundation on the Arts and Humanities Act of 1965 (PL 185-209), Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Please type name of authorizing official below.

Character Limit: 100

Organization Information

Organization Type*

Non-profit 501(c)3 organization or municipal government agency/department?

Choices
Non-profit
Government

Proof of Non-Profit Status*

Please upload a copy of your organization's 501(c)(3) IRS determination letter which displays your Tax ID.

File Size Limit: 2 MB

Organization Mission*

Summarize your organization's mission and indicate how it addresses the arts in New Jersey.

Character Limit: 750

Organization History and Services*

Provide a brief history of your organization, including year of establishment/incorporation, location changes, and key milestones. Summarize your essential programs and services for the New Jersey arts community, both for artists and for appreciators of the arts. If you are an orchestra, chorus, theater group, etc., how many members/participants do you have?

Character Limit: 2000

Management and Governance*

Discuss how the organization is managed and governed. Indicate key staff and their responsibilities. Do you have a Board of Trustees or other governing board? If so, list the names, town of residency, and areas of professional affiliations/expertise of board members, noting also the officers. How has the organization adapted to unexpected changes such as the COVID-19 pandemic?

Character Limit: 2000 | File Size Limit: 2 MB

Short- and Long-Term Planning*

How does the organization plan to deal with any expected changes in staffing, finances, facilities, or management? Where do you envision the organization in 5-10 years? What are your short- and long-term goals and how do you measure progress toward them?

Character Limit: 2000

Emergency/Disaster Preparedness*

Does your organization have a board approved emergency preparedness plan? If so, please summarize the process used to create or update it and attach a copy of the plan to the application. If not, what steps has your organization taken to prepare to handle emergencies or disasters? Your plan should be reviewed by your board and staff annually, and you should update this plan to include preparedness for future emergencies. Examples of emergencies/disasters include: fires, floods, extreme weather events, pandemics, active shooter situations, computer hacking/hijacking, and power outages.

Character Limit: 1000

Emergency/Disaster Preparedness Plan*

If you applied last year without an Emergency/Disaster Preparedness Plan, you should have one this year.

File Size Limit: 2 MB

Admin Comment

Character Limit: 300

Project Information

For those applying for Special Project Support, this section should focus solely on the designated project. For those applying for General Operating Support, this section allows you to highlight how grant funds might enhance your overall programming.

Project Overview*

Describe the special project, or the ongoing activities of your organization, that will be supported by this grant. How will grant funds be used and how will they help your organization fulfill its mission? Describe any innovative programming directions or efforts to attract specific,

new, or diverse audiences. Do you have a backup plan if the project cannot be conducted as anticipated?

Character Limit: 3000

Artistic Quality*

How will artists/performers/instructors/guest soloists be selected and evaluated? How will you insure high artistic quality?

Character Limit: 750

Local Artists*

Will you be using artists/performers/instructors from New Jersey? From Essex County?

If none of your artists are local, please explain why.

Character Limit: 750

Individual Artists*

How does this project, or your organization's annual programming, support individual artists? Do you get feedback from your artists? If so, how?

Character Limit: 750

Artist List*

Provide a list of artists/actors/performers/guest soloists to be engaged in the proposed project/activities. Include name, discipline, part- or full-time, number of hours, paid or unpaid, and qualifications. If artists are not yet selected, indicate artists involved in current year or an example of the genre to be chosen. If this does not apply for GOS, then indicate that.

Character Limit: 500 | File Size Limit: 2 MB

Collaboration*

Describe any collaborations proposed for this project/upcoming fiscal year. Cite benefits of the collaboration (programming, outreach, participation, cultural diversification, economic, etc.).

Character Limit: 1000

Arts Education*

How will this project/activities stimulate arts and creativity through education? To what demographic?

Character Limit: 750

Goals*

What outcome(s) do you anticipate for this project and grant funds? How will you evaluate the successes and shortcomings of the services or project?

Character Limit: 750

Project Schedule*

Provide your exhibit or performance schedule. If this project is new for your organization, provide proof that the project steps have been thought through, such as a list of key project milestones with the anticipated month of completion for each. Grant funding covers only activities and expenses incurred from January through December of the grant year.

Character Limit: 1000 | File Size Limit: 2 MB

Outreach and Participation

Audience*

What is the average attendance at your programs? Discuss any recent changes or trends in your audience. Does your audience match the local demographics or your specific target (age, race, ethnicity, economic, etc)? Is a portion of your audience virtual (via website, email, social media, YouTube)? If you are part of a larger organization, speak not only of your broader audience, but the audience for arts programming as well. What method of evaluation do you use to determine the value of your programming?

Character Limit: 1500

Audience Development*

How do you reach out to diverse communities, people with disabilities, and those who are economically disadvantaged? Do you take any special steps to eliminate barriers to participation (physical, transportation, economic, geographic, cultural, lingual, perceptual, technological, etc.) and engage diverse audiences? Do you offer virtual programming?

Character Limit: 1500

Marketing/Publicity/Program Materials*

How are you marketing your organization and publicizing your events? List any sample materials being submitted.

Character Limit: 500

Marketing/Publicity/Program Materials

You may submit samples of marketing and press materials in a single pdf document. Not required, but strongly recommended.

File Size Limit: 2 MB

ADA Checklist

Accessibility Plan*

Describe the efforts all levels of your organization have made to address accessibility and ADA compliance. Does your organization have an ADA Compliance Plan? If so, when was it last reviewed, updated, and approved by your board? If not, what steps are scheduled to compile a

statement or plan? Has your organization participated in a recent ADA workshop? Accessibility is so much more than just building features, so even if your organization does not have its own facility you should have an accessibility plan.

Character Limit: 1000

ADA Plan*
We are now requiring all previous Essex County Local Arts and History grantees to upload an ADA plan. If this is your first application, please contact us regarding this requirement.

File Size Limit: 2 MB

Facility*
How can you assure that the facility you use for this project/activity is ADA accessible? Have you, a qualified architect, or the facility owner conducted a comprehensive study of the facility considering multiple aspects of accessibility? Even if your organization does not have its own facility, how have you addressed accessibility at the facilities you use? If the facility you will use is not currently ADA accessible, please list reasonable accommodations and a plan to make it accessible in a reasonable time frame.

Character Limit: 1200

ADA Checklist- Programmatic Accommodations/Marketing
Note below what programmatic accommodations your organization will make available. Symbols for or other notice of these accommodations should be included in all materials promoting the event/activities.

Assistive Listening Devices*
Assistive listening devices are essentially amplifiers that bring sound directly into the ear.
Choices
Yes, with advance notice
Yes, without advance notice
No
Not applicable (this would indicate that there is no sound to amplify)

Sign Interpretation*
Choices
Yes, with advance notice
Yes, without advance notice
No
Not applicable (activity is entirely visual)

Audio Description*
Also called video or visual description, audio description is an additional narration track intended primarily for visually impaired consumers of visual media.
Choices

Yes, with advance notice
Yes, without advance notice
No
Not Applicable

Open Captioning*
Choices
Yes, with advance notice
Yes, without advance notice
No
Not Applicable

Tactile Exhibitions*
Tactile Exhibitions allow understanding of artwork through the sense of touch.

Choices
Yes, with advance notice
Yes, without advance notice
No
Not Applicable

Braille Publications*
Choices
Yes, with advance notice
Yes, without advance notice
No
Not Applicable

Large Print Publications*
Choices
Yes, with advance notice
Yes, without advance notice
No
Not Applicable

Digital Accessibility*
Has your organization taken steps to make the digital products it uses accessible for people with needs that affect their ability to experience web content or digital presentations? Some examples relate to color contrast, text resizing, captioning, navigability, and ease of use on various devices.

Choices
Yes, use accessibility best practices
Efforts have been made to some extent
No, were not aware of this need

Has your organization budgeted to provide ADA access for this project/activities?*

Choices

Yes

No

If no, please explain why budgeting is not required.

Character Limit: 500

Employment*

Does your organization have a board approved policy that states it will not discriminate in the engagement for services against potential staff, volunteers, artists or others due to a disability?

Choices

Yes

No

Sensitivity Training*

Have/will personnel having contact with the public in conjunction with this project/activities be provided with appropriate information and training in disability awareness and service to audiences with disabilities?

Choices

Yes

No

Grievance Procedure*

Does your organization have a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities?

Choices

Yes

No

Finances

Are you currently receiving funding directly from the New Jersey State Council on the Arts?*

Choices

Yes

No

Have you applied to the New Jersey State Council on the Arts for next year's funding?*

Choices

Yes
No

Are you receiving funding from a county arts agency other than Essex?*
Choices
Yes
No

Funding*
Describe how the money that currently funds the operation is raised or sourced (larger organization budget, admission, donations, etc.). What is the financial condition of the organization? Is there an endowment? Include any recent changes, such as capital plans or dips in membership.

Character Limit: 500

Finance Chart*
Complete the Arts Finance Chart in either Excel or Google Sheets and upload it here. It can be found at: http://www.essexcountyparks.org/cultural/grants . The Finance Chart has been designed as a single spreadsheet to be utilized throughout the grant cycle. The gray sections must be completed for the application. Columns in other colors will be filled in later. All applicants must provide overall financial information for their organization. Special Project applicants must also provide a Project Budget for which the chart can be found below the overall finances.

File Size Limit: 2 MB

Budget Explanation*
Explain how you determined the costs shown on the major line items of your Annual Budget, especially fees to artists. Explain any in-kind support and any other grants that you expect for the project. Explain any major differences in the **Annual Budget** on any line item in expenses or income. A major change is defined as +/- 20% from one year to the next on any line. For example, your income may have been affected in 2020 due to the COVID-19 pandemic.

Character Limit: 1000

Admin Comment
Character Limit: 300

Miscellaneous Attachments
Attach here any supplemental documentation you feel is relevant to your application. (Optional).

File Size Limit: 5 MB