

Local History Program - 2023

Essex County Div. of Cultural Affairs

General Information

Even if you have applied for this grant before, assume 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 addresses New Jersey history, how grant funds will be used, and how these funds will help the organization fulfill its mission.

If you have questions, please contact Maressa McFarlane at either mmcfarlane@parks.essexcountynj.org or call 973-735-6230.

Funding Type*

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

Choices

General Operating Support (GOS)

Special Project Support (SPS)

Project Name*

*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

Conservation/Preservation
Educational History Program
Genealogical
Historical Site
Media/Digital/Microfilm Projects
Multidisciplinary
Oral History Project
Public History Program
Publication of Historic Nature
Research Supporting Historic Preservation Efforts
Museum
Library/Archives
Historical Society
Lecture/Panel/Presentation

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 County of Essex Commissioners, their 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 History 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 and Goals*

Summarize your organization's mission and indicate how it addresses New Jersey history. What is your organization's vision for the future and how do you measure progress toward goals?

Character Limit: 1500

Organization History and Services*

Provide a brief history of your organization, including year of establishment/incorporation, location, and key milestones. Summarize your essential programs and services, especially those related to New Jersey history or contributing to a better public understanding of local history.

Character Limit: 2000

Management and Governance*

Discuss how the organization is managed and governed. Do you have a Board of Trustees or other governing board? If so, how large is it, what are the board's areas of expertise and affiliations, and who are the officers? How does the organization plan to deal with any expected changes in staffing, finances, facilities, or management? How has the organization adapted to unexpected changes such as the COVID-19 pandemic?

Character Limit: 1500

Advocacy and Awareness*

How does your organization work toward making history an integral part of the community? How is your organization advocating for greater support of New Jersey history? Describe the ways your organization communicates its public value to public officials, educators, businesses, and community leaders, including innovative collaborations.

Character Limit: 1500

Emergency/Disaster Preparedness Plan*

Your organization should have an emergency preparedness or disaster plan. Please summarize the process used to create it, indicate when it was last updated, and attach a copy of the plan to the application. If you do not have one, 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 the plan to include preparedness for emergencies and disasters such as fires, floods, extreme weather events, pandemics, active shooter situations, power outages, and computer hacking or hijacking.

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: 3 MB

Accessibility Plan*

Your organization should have an ADA Compliance Plan. When was it compiled, updated, and last reviewed by your board? If it does not, what steps are scheduled to compile a statement/plan? Consider mobility, sight, hearing, and autism spectrum disorders of your current and potential audience, staff & board, and the accessibility of the facility, venue, or digital platform for your events or publicity/outreach. Has your organization participated in a recent ADA workshop? Even if your organization does not have its own facility, how have you addressed accessibility at the facilities you use? If you communicate digitally, do your tools provide accessibility through features such as captioning, text resizing, color contrast, and other best practices?

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

Comment on Disaster and ADA Plans

Character Limit: 300

Number of Paid Staff*

Character Limit: 100

Key Staff Bios*

Please upload a resume or bio for the project coordinator, key personnel, and / or board members of the organization.

File Size Limit: 2 MB

Number of Volunteers*

Character Limit: 100

Number of Members / Cardholders*

Character Limit: 100

Do you have a collection of artifacts?***Choices**

Yes

No

Do you have a library collection?***Choices**

Yes

No

Do you have an archival collection?***Choices**

Yes

No

Professional Evaluation*

Have you had a CAPES (Caucus Archival Projects Evaluation Service) study done for your archival collection? Have you had a professional survey done of your artifacts or building? If so, when was it done and what work have you undertaken as a result? If not, what are your plans for preserving your historical assets?

Character Limit: 1000

Outreach and Participation

Number of Hours Open Annually*

Character Limit: 50

Number of Visitors to Your Site(s) Annually for History Programming/Resources*

Character Limit: 50

Annual Attendance at Sponsored History Programs Held Off-Site*

Character Limit: 50

Number of Children (Pre-School to Grade 12) Served by History Programs/Resources*

Character Limit: 50

Audience*

How do you collect data on your audience? Does your audience match the local demographics (age, race, ethnicity, economic, etc) or your specific target audience? Is there anything else we should know about your audience, such as recent changes or trends? Is a portion of your audience virtual (via website, email, social media)? If you are part of a larger organization, make sure to speak to the organization's audience and the history programming audience. How have you reached out to your history audience during the pandemic?

Character Limit: 1500

Outreach*

What efforts are you making to attract new and diverse audiences? Describe any efforts to eliminate barriers to participation (physical, transportation, economic, geographic, cultural, lingual, perceptual, etc.) and to increase access for and outreach to under-served communities, including but not limited to persons with disabilities.

Character Limit: 1500

Marketing/Publicity*

How are you marketing your organization and publicizing your events? Specifically, how are you reaching new or underserved audiences for your organization?

You may submit up to six (6) samples of marketing and press materials. This is not required, but strongly recommended. The samples must be submitted as one (1) PDF document. Provide a brief description of the attached materials. Are you properly crediting your funding sources?

Character Limit: 500 | File Size Limit: 10 MB

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 Description*

Describe the special project, or the ongoing activities of your organization, that will be supported by this grant. How will funds be used and how will they help your organization fulfill its mission? Discuss how programs, publications, and exhibits will support the interpretive framework of the history they present or how they encourage audiences to think of that history in new ways. Describe any innovative programming directions or efforts to attract new and diverse audiences. For conservation, preservation, or digitization projects, discuss the importance of the materials and the scope of the work to be completed during the grant year. How are you introducing this project to the public? Do you have a backup plan if the project cannot be conducted as anticipated?

Character Limit: 3500

Collaborations*

Describe any partnerships or collaborations in terms of programming, outreach, participation, cultural diversification, or other benefit.

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 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: 750

Timeline

If you have a formal project timeline, spreadsheet, or gantt chart, please include it here.

File Size Limit: 2 MB

Finances

Are you currently receiving direct funding from the New Jersey Historical Commission?*

Choices

Yes
No

Have you applied to the New Jersey Historical Commission for next year's funding?*

Choices

Yes
No

Are you receiving funding from a county historical agency other than Essex?*

Choices

Yes
No

Funding*

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

Character Limit: 500

Finance Chart*

Complete the **History Finance Chart** in either Excel or Google Sheets and upload it here. The History Finance Chart can be found at: <http://www.essexcountyparks.org/cultural/grants>. The Finance Chart has been designed so that the single spreadsheet can be added to throughout the grant cycle. The blue/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. 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. An example of a change like this could be a decrease in income due to the COVID-19 pandemic.

Character Limit: 1000

Documentation of Prices

Please provide price quotes and descriptions of services for any request for contracted services such as digitization. These must be uploaded as one (1) document.

File Size Limit: 2 MB

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