

# Local History Program - 2021

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*Essex County Div. of Cultural Affairs*

## *General Information*

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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.

### **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 \$5,000.

*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

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### 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 Board of Chosen Freeholders of the County of Essex, 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 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

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### 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\***

Does your organization have a board approved emergency preparedness plan? If so, 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 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 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\***

Does your organization have an ADA Compliance Plan? If so, when was it compiled, updated, and last reviewed by your board? If no, 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

*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 or key personnel for 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*

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### **Number of Hours Open Annually\***

*Character Limit: 50*

### **Number of Visitors to Your Site(s) Annually\***

*Character Limit: 50*

### **Annual Attendance at Sponsored Programs Held Off-Site\***

*Character Limit: 50*

### **Number of Children (Pre-School to Grade 12) Served\***

*Character Limit: 50*

### **Audience\***

Does your audience match the local demographics (age, race, ethnicity, economic, etc) or your specific target? 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)? How have you reached out to your audience during this period of stay-at-home and social distancing orders?

*Character Limit: 1500*

### **Outreach\***

What efforts are you making to attract new and diverse audiences? How do you market your organization and publicize your events? 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?

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.

*Character Limit: 500 | File Size Limit: 10 MB*

## *Project Information*

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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 offer an interpretive framework for 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. 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*

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### **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 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*



