

200 College Drive  
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## 2023 LOCAL ARTS RE-GRANTS PROGRAM GUIDELINES

General Operating Support or Special Project Support Application  
12-Month Funding Period: January 1 -- December 31, 2023

*Funding has been made available by New Jersey State Council on the Arts/Department of State,  
a Partner Agency with the National Endowment for the Arts*

*DEADLINE FOR SUBMISSION:*

**Friday, October 7, 2022**

*TECHNICAL ASSISTANCE WORKSHOP*

**Thursday, September 15, 2022, 3:30 p.m.**

*This workshop is highly recommended for new applicants. It  
will be held virtually; applicants must contact  
[knicholson@camdencc.edu](mailto:knicholson@camdencc.edu) by Sept. 22 to obtain the link.*

*Special Assistance/Accommodations Available Upon Request. Please request services two weeks in advance.*

The Camden County Cultural & Heritage Commission at Camden County College is the designated County Arts Agency. It receives funding from the Local Arts Program of the New Jersey State Council on the Arts to re-grant to local arts organizations and projects and to provide services to aid in arts development.

All applications are carefully reviewed by a peer panel of art professionals and administrators. The panel ranks each proposal's priority for funding. The Board of Directors of the Camden County Cultural & Heritage Commission at Camden County College reviews the Panel's recommendations and has final responsibility for funding decisions.

## What's New for 2023

- Applicants may apply for General Operating Support AND 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 \$10,000 . Applicants must demonstrate a financial need and justification for the amount they request.
- Completion of the income and expense pages included with the application is required, for the organization and not just the project. Applications submitted without these pages completed will be deemed ineligible for funding. A “see attached” response will not be accepted.
- For those organizations requesting Special Project Support, a project budget page must also be completed, in addition to the organizational income and expense pages.
- 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](http://www.njconsumeraffairs.gov/charity/charfrm.htm)
- Applicants are required to answer all application 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 artistic excellence, benefit to the public, administrative and financial competence, quality of programs and activities, accessibility, sustainability, and past C&H grant management and reporting history, if applicable. Peer reviewers will make funding recommendations for each application based on their evaluation of the application.
- **Organizations who apply for funding from other county agencies or the NJ State Council on the Arts are eligible to apply but must disclose this in the application.**
- **Non-arts organizations must document a prior history of arts programming.** Explain any activities/projects the organization has sponsored in the past that are arts related.
- **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.surveymzmo.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 and strategic planning.**

## ELIGIBILITY

You must answer “yes” to all of the following criteria in order to apply:

- Is your organization Camden County-based OR have an arts project that will be measurably beneficial to Camden County?
- Is the organization incorporated in the State of NJ as a nonprofit organization or is it a unit of government?
- Does the organization have an IRS Tax Exemption Certificate as an approved, non-profit organization? The only exception to this is if the organization has been in existence for at least 12 months and has a "Status Pending" letter from the IRS.
- Does the organization 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.

## TYPES OF GRANT FUNDING

### 1. General Operating Support (GOS)

This category is to support the overall operation of organizations.

### 2. Special Project Support (SPS)

This category is for a specific project that brings quality art programming to the community and has defined start and completion dates.

## USES OF GRANT FUNDS

### Allowable Uses of Grant Funds:

Organizations are strongly encouraged to concentrate their grant funds in the categories of:

- Artists or arts-related consultants' fees
- Rental of arts-related materials or equipment
- Purchase of sheet music, audio/video tapes, production-related materials
- Arts-related printing, photocopying
- Arts venue-related expenses

### Non-Allowable Uses of Grant Funds:

- Capital improvements and acquisitions
- Hospitality costs
- Foreign travel
- Deficits or replacement of funds normally budgeted for the program or project
- Fundraising events
- Scholarship funds or fellowships (although service to individual artists is strongly encouraged)
- Re-granting to out-of-state organizations or projects
- Projects in educational or religious institutions that do not actively seek a wide general public audience
- General operating expenses of organizations whose primary mission is not the arts
- Student publications, plays, concerts, assembly programs, or other arts activities which are normally the curricular or extra-curricular activities of public or private schools, colleges or universities.

## APPLICATION EVALUATION CRITERIA

Reviewers will look for:

- *Excellence and Professional Standards (20 points)*
  - Are the artists/instructors/speakers paid from this grant are well-qualified?
  - Is the description of the organization’s plans or the special project clear and sound?

- Does the application document a compelling need for project or for the organization's programming?
- Does the application demonstrate the qualifications of those individuals involved (leadership/board/volunteers/presenters) and their adherence to professional standards?
- *Public Benefit (25 points)*
  - Applicant's willingness to address the needs of under-served constituents
  - Appropriate number of people who will be served?
  - Providing programs/special project that are within the time availability and price range for the target audience, including the economically disadvantaged?
  - Effective target marketing techniques to reach intended audiences and attract new audiences?
  - Does the application demonstrate the organization's positive impact on its community?
- *Planning and Budget (15 points)*
  - Evidence of meaningful organizational planning, effective fiscal management, and diversified income sources in proposed budget and realistic timelines and tasks?
- *Sustainability (15 points)*
  - Evidence of sound fiscal management and the capacity to undertake the project/programs?
  - Effective governance/board expertise?
  - Evidence of strategic or long-range planning?
- *Accountability (15 points)*
  - Applicant addresses Local Arts Program guidelines as described in these guidelines?
  - Application shows evidence of sound finances and fiscal management?
  - Applicant has the ability to collect data and maintain records for information required by the NJ State Council on the Arts (audience #s, demographics, etc.)?
- *Accessibility (10 points)*
  - Applicant provides programs/special project in locations that are ADA-compliant and is responsive to the needs of people with disabilities?
  - Applicant demonstrates evidence of an ADA plan or plans to develop one.

#### **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.
- Grant recipients must understand and agree that the following credit line must appear prominently on ALL publicity materials. A high-resolution digital image will be provided to applicants who are awarded grants.



Made possible by funds from the Camden County Cultural and Heritage Commission, a partner of the New Jersey State Council on the Arts.

- Final Reports must be submitted to the CCC&HC@CCC no later than 1/13/2024. Final Report 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 Revised Budget
  - Required Credit Lines are not adhered to
  - Reports are not filed in a timely manner
  - Grant recipient fails to provide 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.
- Unexpended fund must be returned to the Commission

**Return application forms as an attachment by email to: [knicholson@camdencc.edu](mailto:knicholson@camdencc.edu).**

**Or by mail to:**

**Karen Nicholson  
Roosevelt Hall 208  
Camden County College  
200 College Drive  
Blackwood, NJ 08012**

**Questions? Email [knicholson@camdencc.edu](mailto:knicholson@camdencc.edu) or call 856-374-4945**