



Passaic County Cultural & Heritage Council at Passaic County Community College (PCCHC)

COUNTY HISTORY PARTNERSHIP PROGRAM

2025 CHPP GUIDELINES

Grant Period: January 1, 2025 - December 31, 2025

Please read carefully and complete the LOI and application online.

Funding Requests: \$1,000 to \$10,000

Deadline: Letter of Intent (LOI)—Wednesday, July 3, 2024

Deadline: CHPP Application—Thursday, August 15, 2024

Passaic County Cultural & Heritage Council
Passaic County Community College
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Paterson, NJ 07505

www.pccc.edu/cultral-affairs/pcchc

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*The Passaic County Cultural and Heritage Council's
County History Partnership Program is made possible by a
grant from the New Jersey Historical Commission, a
division of the Department of State.*



Introduction

The Passaic County Cultural & Heritage Council (PCCHC) offers funding to Passaic County non-profit organizations or government entities for local or New Jersey history projects that demonstrate historic merit and public benefit, and take place in Passaic County from January 1, 2025 to December 31, 2025. **Funding requests can range from \$1,000 to \$10,000.**

The term re-grant is used to describe funds that are granted from the New Jersey Historical Commission (NJHC) to the PCCHC and are re-granted to county non-profit or government organizations. It does not mean funding for applicants who have been granted funds in the past, although many PCCHC applicants have received funding in previous years.

Please note:

- ◆ If your organization has a budget of \$100,000 or more, and 25% or more of your audience is from outside the county, you may apply to the Passaic County Cultural & Heritage Council **or** the New Jersey Historical Commission. **You may not apply to both within the same grant cycle.**
- ◆ You may receive PCCHC funding for a CHPP and Local Arts Program (LAP) project, **even if it is for the same project.** (For example, one award can focus on an arts presentation, and the other award can fund an historical lecture related to the same subject matter.)
- ◆ You may only receive re-grant funding from **one county**.

Eligible Applicants

A Passaic County History Re-grant applicant must:

- ◆ Be based in Passaic County;
- ◆ Be Incorporated in the State of New Jersey as a non-profit organization by the Internal Revenue Service, Section 501 (c)(3) or 501(c)(4), be pending the same, or be a project of a local or municipal government entity. A copy of your IRS determination letter of tax-exempt status, preliminary ruling, or application for tax-exempt status must be included with your application.
- ◆ Comply with Labor Standards under Section 5 (1) of the National Foundation of Arts and Humanities Act of 1965, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and may not discriminate on the basis of race, color, religion, national origin, sex, or disability;
- ◆ Use the grant for a local or New Jersey history project that demonstrates historic merit, culminates in an event, activity or product that is available to the public, and takes place in Passaic County between January 1, 2025 to December 31, 2025;
- ◆ Match every dollar with \$.50 of your own (at least half of the match must be in cash, and the remainder of the match can be in-kind);
- ◆ Carry Liability Insurance and include PCCC as additionally insured.

Compliance with the Americans with Disabilities Act of 1990 is the law.

The PCCHC History Re-grant Evaluation Panel will be looking for both indications of the applicant's "good faith" efforts to provide both physical and programmatic accessibility and evidence of ADA long-range planning. Applicants must complete the provided Accessibility Fact Sheet and, upon acceptance of the award, sign a contract stating that they will comply with the Americans with Disabilities Act.

ONE-YEAR REQUEST ONLY FOR CY2025 PCCHC CHPP RE-GRANT APPLICANTS: First-time or returning applicants, who were not awarded a 3-year cycle re-grant beginning in 2023 may only apply for a one-year re-grant for 2025. The 3-year cycle option will be offered again for 2026, funding permitting.

Types of Re-grants

Re-grants are available for **Special Projects** or **General Operating Support** and an organization may apply in only one category in any given grant year.

Special Project (SP) Re-grants help support non-profit history organizations, as well as educational, social service and municipal organizations, with the development and promotion of local or New Jersey history projects. Re-grant funds may only be used for expenses related to the project specified in this application, unless a change is approved, in writing, by the PCCHC office.

General Operating Support (GOS) Re-grants will be made to **non-profit history organizations** only. Requests should not exceed twenty percent (20%) of the organization's annual expense budget or \$10,000 (whichever is lower). These are non-restricted, non-project-oriented funds.

Examples of Re-grant Projects:

- ◆ Exhibitions, public lectures or workshops, educational initiatives or after-school programs.
- ◆ Conservation, restoration, storage or display of artwork of historic significance, such as paintings, sculptures, etc., made available for public viewing.
- ◆ Archives preservation (i.e., microfiche/microfilm or digitization of materials including photographs, newspapers, books or documents) with historical merit, and made available to the public.
- ◆ Professional research that clearly results in public benefit, including an oral history project, publication, or public exhibition.
- ◆ Educational publications, including pamphlets, brochures, catalogues and self-guided tours.

Eligible Expenses:

- ◆ Stipends/Fees for professional services, researchers, and consultants
- ◆ Honoraria to historians or speakers
- ◆ Equipment/Space Rental
- ◆ Archival materials (folders, boxes, etc.)
- ◆ Mounting costs for an exhibition
- ◆ Photocopying, graphic design and printing
- ◆ Supplies/materials directly related to your project
- ◆ Publicity for your program, including ads and printing of promotional materials

Ineligible Projects/Expenses:

- ◆ Projects that do not deal with Passaic County or New Jersey history
- ◆ Projects not accessible to the general public
- ◆ Work completed and expenses incurred outside grant cycle, which is calendar year 2025
- ◆ Capital improvements (i.e. construction or renovation of buildings and exterior maintenance)
- ◆ Re-enactments or actors for historic re-enactments
- ◆ Previous program deficits
- ◆ Research without an apparent public benefit
- ◆ Fundraising
- ◆ Scholarships/Endowments

Ineligible expenses that may be used as a cash or in-kind match:

- ◆ Administrative salary
- ◆ Postage/Telephone
- ◆ Hospitality (food, refreshments, etc.)
- ◆ Equipment purchases directly relating to this project

Deadlines

- ◆ Letter of Intent (LOI): Wednesday, July 3, 2024 at 11:45 p.m..
- ◆ Re-grant Application: Thursday, August 15, 2024 at 11:45 p.m..
- ◆ Notification of Re-grant Award: mid-November.
- ◆ **Interim Report:** re-grantees will notify the PCCHC of project progress or new developments, such as a venue or schedule changes, etc., midway through the calendar year.
- ◆ **Final Report:** we encourage submission of the final report four weeks after the completion of the project, as this will allow us to release your 2nd payment. The final deadline for all outstanding reports is **Friday, December 5th, 2025, at 11:45 p.m.** The final report must show that the project was completed in good form, include all expenses and income of the project, and support materials showing proper funding credit. Failure to complete a final report may result in the forfeit of the second payment and will jeopardize future re-grant funding.
- ◆ **Extensions:** Organizations with late November or December programming must contact the PCCHC via email to request an extension in writing.

Grant Period

All presentations and exhibits must take place, and expenses must be expended between January 1, 2025 to December 31, 2025.

Support Materials

You will be required to upload no more than 5 examples of Support Materials, which may include:

- ◆ Programs, brochures, fliers, and photographs;
- ◆ Links to publications/published works; and
- ◆ Links to *YouTube*, *Vimeo*, or other online platforms, featuring exhibits or presentations must be (3) minutes or less to be viewed.

Support Materials **must include:**

- **Estimates/quotes** on letterhead from vendors for products to be purchased (or proof of website prices of items to be exhibited or purchased).
- **A written inventory** of exhibition items to be displayed or digitized or archived, etc.
- **Specific historic text or language** to be used on plaques, banners/signage or statutes, etc.

Matching Requirements

Re-grants under this program are not intended to underwrite the costs of an entire project. Re-grants are awarded as matching grants. Your organization is responsible for a total match equal to 50% or more of the re-grant amount. At least half of the match must be in cash. The remainder of the match can be in-kind. You can also choose to match the entire 50% with cash only. 'In-kind' contributions are documented donations of goods and/or services with a documented cash value. Examples include donated rehearsal or performance space; staff or event volunteer hours; and donated food and equipment.

Projects may be overmatched by cash and/or in-kind expenses (provided that the cash match is at least half of the total match).

Documentation of all re-grant and matching expenses may be asked for at the conclusion of the re-grant cycle. So, keep all records, invoices and receipts but please do not submit unless requested. In-kind donations may be documented by time sheets for volunteer hours and statements of the value of donated goods and services from the providers.

Additional Documentation:

- ◆ Please provide quotes for services, restoration appraisals, exhibit supplies, display cases, etc., on vendor letterhead or use website printout.
- ◆ For restorations, please provide close-up photographs of specific area(s) to be restored, as well as full view of artwork/sculpture.
- ◆ For exhibits or lecture series, include timeline/schedule of presentations.

On-Site or Virtual Evaluations

A site visit may be conducted by the PCCHC, time permitting. If the re-grant is funding an event, the re-grantees must provide the PCCHC with advance notification and two complimentary tickets (or a link to a virtual event). If the event is free, publicity for the funded event(s) still must be shared with the public and PCCHC, prior to the event(s).

Notification and Payment of Awards

Following the receipt of signed contracts, a payment of 75% of the award will be made in February 2025. The remaining 25% will be paid upon submission and approval of an acceptable final report.

PCCHC History Re-grant Evaluation Panel

Applications are evaluated by professional peer panelists, selected from differing backgrounds, and based on their expertise within their field of New Jersey history. The History Re-grant Evaluation Panel reviews and rates all applications then recommends to the PCCHC those organizations and projects it feels are most worthy of support. The final awards are made based on NJHC funding and grant panelists' ratings and evaluations and approved by the PCCHC's Advisory Board. Panelists are required to sign an affidavit indicating any conflict of interest with applicant organizations. They are also asked to leave the room when those organizations are being discussed and cannot participate in any decision-making concerning funding for those organizations. Any member serving on the PCCHC Advisory Board, who has an affiliation with an applicant organization, is asked to recuse themselves from any voting or decisions affecting outcomes for that organization.

Funding Credit

All publicity items, including printed materials (fliers, programs), website postings, releases, announcements (printed and broadcast) on this project must include the following statement: ***"This project is funded, in part, by the Passaic County Cultural and Heritage Council at Passaic County Community College through a grant from the New Jersey Historical Commission, a division of the Department of State."***

The template below is a sample of how the credit must appear at the bottom of all printed materials. The PCCHC will provide re-grantees with credit logos and text once they receive an award notification. (Please do not alter the appearance or placement of the credit.)



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**Appeals**

Appeals by applicants will be entertained if an applicant can specifically demonstrate that their application was misinterpreted or misunderstood during the initial evaluation process. The amount of an award will not be grounds for an appeal, and the appeal must be made only based on the information contained in the application. No new materials may be presented during an appeal. The PCCHC staff will clarify the procedure for any applicant requiring further information. The applicant will have thirty (30) days upon notification to appeal the decision.

2025 Application Process *(The application process listed below will occur online.)*

1. The Letter of Intent (LOI) deadline is Wednesday, July 3, 2024 by 11:45 PM.

The first step in the application process will be to submit a Letter of Intent, which will include basic information about your organization and project. If the LOI is approved, the PCCHC will contact the applicant via e-mail with an invitation to submit a full application.

2. The application must be submitted virtually by Thursday, August 15, 2024, 11:45 PM.

What you will need to prepare for the online application:

- *Organizational Information, Mission, History & Special Project Description*
- *Board of Directors, Project Director(s)*
- *Budget Details, including Expenses & Income*
- *ADA Compliance Information*
- *Outreach Statistics & Information (such as populations served)*
- *Copy of 501(c)3 IRS letter*
- *Liability Insurance Endorsement Page*
- *Support Materials*

Getting Started

You will find a link to the online LOI and application on our PCCHC Website.

Suggestions to Applicants

1. Please read the CHPP guidelines and follow the online application directions. **Failure to supply requested information or meet stated criteria may disqualify your application.** For assistance with the grant writing process and/or online application, contact the Assistant Director of the PCCHC, Vel Hodson, at ahodson@pccc.edu or call **(973) 684-6507**. *(If you need to enlarge a Word or PDF, you can increase the 'View' setting. For translations of the Guidelines, please use Google Translate or similar tool.)*
2. Make your **narrative** clear and concise. The information requested in the application helps paint a picture of your organization and the proposed project. This is important because panelists change each year, and they may be unfamiliar with your organization or the quality of your work.
3. Pay particular attention to the **budget**; unrealistic projections and/or expectations may result in the rejection of your application. You will be required to include an 'Explanation of Expenses'.
4. In your **final report**, particular statistics will be required, so please note the following during your programs: total audience (adults and children); social media and website visits.
5. The panel is interested in **innovative projects** that reflect local or New Jersey history, and/or represent historic interpretations that address Passaic County's underserved communities, multiculturalism, or youth programs. In addition, the year 2025 will mark the 250 anniversary of the American Revolution, so projects that tie into this theme are encouraged.
6. **Outreach efforts** and the involvement of special constituencies when planning and executing exhibits and activities are areas of high interest to the New Jersey Historical Commission (NJHC) and PCCHC. Special constituencies include diverse communities, persons with disabilities, school children, veterans, senior citizens, gifted and talented, and persons in hospitals, nursing homes, mental institutions, and prisons. Please highlight your publicity/exhibit plans in this regard.
7. The panel pays attention to programming as it pertains to **Americans with Disabilities Act (ADA)** and venue accessibility. The PCCHC encourages applicants to, at the very least, demonstrate efforts to make progress. (See **ADA Compliance Guidelines** below.)

Evaluation Criteria

The following criteria are utilized by the panel in evaluating applications:

1. Does the project have **historic merit**? Does it promote local or New Jersey history and expand public knowledge and preservation of our state's history?
2. Judging by the **support materials** and resumes, does the organization/project director(s) appear capable of successfully executing this project? Is there evidence of previous undertakings of history projects?
3. Is the **budget** plausible and clear?
4. Does the organization clearly illustrate how it will fulfill its goal of executing **community outreach** that includes or expands its mission regarding **diversity, equity and inclusion**?
5. Does the organization have a system to ensure **accountability**; how is **success evaluated or measured**?
6. Is the **ADA compliance** plan or Accessibility Fact Sheet satisfactory?

ADA Compliance Guidelines

Ensuring that programs we support are available to the widest possible audience is a priority of PCCHC and the New Jersey State Council on the Arts. This includes access for persons with disabilities. Accommodations listed below should be carefully considered when planning your projects and choosing the site for your programs. If you operate from your own facility, and do not presently conform to these guidelines, please indicate how you will meet them in your long-range ADA plan. If you have not completed an ADA Plan, tools to guide you through the process are available at <https://njtheatrealliance.org/cultural-access-network-project>.

Examples of physical accessibility include:

- ◆ Accessible parking spaces identified with signs and near door entrances.
- ◆ Curb-cuts from the sidewalk to the street.
- ◆ Entrance ramps to the building for wheelchairs (if there are stairs).
- ◆ Door openings wide enough for wheelchairs (36" wide).
- ◆ Accessible seating for patrons in wheelchairs.
- ◆ Elevators provided and identified if performance is not on ground level.
- ◆ Accessible restrooms (36" wide door opening out, stall with handrails, five feet of clear space for wheelchairs to turn).
- ◆ Readable signs printed in large print directing people to the program and restrooms.
- ◆ Accessible water fountains and reception desk (mounted low for wheelchairs).

Below are examples of programmatic accommodation that can be made available on request, if not routinely provided. For example, you can simply note on publicity materials: "Large print materials, FM listening systems and Braille transcriptions are available on request. Please contact (xxx) xxx-xxxx for availability by [date of two weeks prior to event]."

- ◆ **Large print** programs, publications or labels (**minimum 18-point font size**).
Tip: These publications can easily be made on a copy machine or by adjusting font size and printing the publication in at least 18-point font from your computer.
- ◆ **Assistive Listening Devices:**
Tip: These devices are available for loan, free of charge, from the libraries listed on the last page.
- ◆ **Telecommunications Device (TTY)** to receive calls from patrons who are deaf or hard of hearing (for organizations with their own sites).

Tip: In October 2001, the Federal Communications Commission (FCC) implemented 7-1-1 for access to Telecommunications Relay Services. Anyone in the United States can dial 711 to be connected to a relay operator who will place either a voice call or a TTY call for the caller. This will enable staff and visitors to place and receive calls to and from persons or organizations who utilize TTY phones.

- ◆ **Audio Description** (audio guides of publications, exhibitions, artwork, performance, etc.).
Tip: This can be done simply with an iPhone.
- ◆ **Disability Access Symbols** to promote and publicize accessibility of your programs to people with various disabilities.
Tip: Publicize your program's accessibility utilizing access symbols on your promotional materials. Symbols can be downloaded at: <https://pccc.edu/pcchc/pcchc-accessibility/>
- ◆ **Accessible Website**
Tip: To learn more, visit <http://www.w3.org/WAI/>
- ◆ **Tactile Exhibits** allow persons with visual impairments to touch objects.
- ◆ **Sign language Interpretation** or **Open Captioning**. While these services are expensive, consider offering them at select performances.
Tip: You can secure interpreters through the Division of the Deaf and Hard of Hearing's free Interpreter Referral Service at **(800) 792-8339** V/TTY. They will refer an interpreter appropriate to your needs and location. Visit <https://www.nj.gov/humanservices/ddhh/> for more information. For open captioning, visit <https://www.ncicap.org/>.
- ◆ **Braille Publications**
Tip: The website <http://www.aadb.org/> lists companies that transcribe Braille. PCCHC utilizes the services of Braille Enterprises: <http://www.brailleenterprises.com/>.

The **Cultural Access Network** can provide guidance and information on the regulations of the Americans with Disabilities Act and the tools to preparing an ADA Plan. For information, please visit <https://njtheatrealliance.org/cultural-access-network-project>.

Assistive Listening and Audio Description Devices Program

The New Jersey Theatre Alliance has multi-channel FM Equipment available for loan that can be used for assistive listening and audio-description events.

Through the NJ Division of the Deaf and Hard of Hearing, libraries participate in the Assistive Listening Loan Program and lend personal FM systems, Wide Area FM systems, conference microphones, and related equipment. The most convenient library locations are:

Montclair Public Library
50 South Fullerton Avenue
Montclair, NJ 07042
(973) 744-0500

Morris County Library
30 East Hanover Avenue
Whippany, NJ 07981
(973) 285-6930

Piscataway Public Library
500 Hoes Lane
Piscataway, NJ 08854
(732) 463-1633

Teaneck Public Library
840 Teaneck Road
Teaneck, NJ 0766

(201) 837-4171

NJ State Library Talking Book & Braille Center
2300 Stuyvesant Avenue
Trenton, NJ 08625
(800) 792-8322