

**CAPE MAY COUNTY DEPARTMENT OF TOURISM,
PUBLIC INFORMATION AND CULTURE & HERITAGE**

N.J. COUNCIL ON THE ARTS RE-GRANTING PROGRAM

N.J. HISTORICAL COMMISSION RE-GRANTING PROGRAM

GUIDELINES AND APPLICATION

FOR

CALENDAR YEAR JANUARY 1, 2019 – DECEMBER 31, 2019



CAPE MAY COUNTY DEPARTMENT OF TOURISM, PUBLIC INFORMATION AND CULTURE & HERITAGE

ATTN: DIANE F. WIELAND, DIRECTOR

4 MOORE ROAD

CAPE MAY COURT HOUSE, NJ 08210

(609) 463-6415-PHONE (609) 463-4639-FAX

dwieland@co.cape-may.nj.us

<http://www.cmcculture.net>

THIS APPLICATION IS AVAILABLE IN PDF FORMAT VIA THE DEPARTMENT'S WEBSITE AND BY REQUEST.

NOTE: Applications must be delivered to Diane F. Wieland, Director, Cape May County Department of Culture & Heritage on or before October 12, 2018. Only the original with all support material needs to be submitted.

**CAPE MAY COUNTY DEPARTMENT OF TOURISM, PUBLIC INFORMATION AND
CULTURE & HERITAGE**

FREEHOLDERS

GERALD M. THORNTON, *Director*
LEONARD C. DESIDERIO, *Vice- Director*
E. MARIE HAYES, *Liaison to Department*
WILL MOREY
JEFFREY L. PIERSON

COMMISSIONERS

MARY STEWART, *Chair (Retired)*
ANNE SALVATORE, *Acting-Chair*
CHRISTINE COTE, *Secretary*
JANICE BETTS
CRAIG VAN BAAL
RALPH COOPER
DEB MCALARNEN
CHERYL SPAULDING
ELIZABETH (LIZ) HARGETT

STAFF

DIANE F. WIELAND, *Director*
CHRISTINE OSTRANDER, *Assistant*
ELIZABETH BAKLEY, *Assistant*

TABLE OF CONTENTS

INTRODUCTION	PAGE 4
ELIGIBILITY	PAGE 4
CATEGORIES OF FUNDING	PAGE 6
FUNDING LEVEL	PAGE 6
ELIGIBLE/INELIGIBLE EXPENSES	PAGE 6
MATCHING REQUIREMENTS	PAGE 7
CULTURAL & DISCIPLINE CODES	PAGE 7
REVIEW PROCESS	PAGE 8
APPEAL PROCEDURE	PAGE 8
AWARDS	PAGE 9
FUNDING	PAGE 9
ACKNOWLEDGEMENTS	PAGE 9
APPLICATION CHECKLIST	PAGE 11
SIGNATURE PAGE	PAGE 12
NARRATIVE	PAGE 13
NARRATIVE CHECKLIST	PAGE 13
PUBLICITY PLAN	PAGE 14
ADA PLAN	PAGE 14
FORM A: ACTIVITIES CHART	PAGE 16
FORM B: EXPENSES CHART	PAGE 17
FORM C: INCOME CHART	PAGE 18
FORM D: FUNDRAISING CHART	PAGE 19
FORM E: COMMUNITY CHART	PAGE 20
DATES TO REMEMBER	PAGE 21

INTRODUCTION

Thank you for your interest in the Cape May County Department of Tourism, Public Information and Culture & Heritage regranting program. The mission of the Department and our Culture & Heritage Commission is to work in partnership with Cape May County cultural and heritage organizations to educate, encourage and inspire public participation in the cultural heritage of Cape May County. The Department, along with the Commission, serves as an advisory agency to the Board of Chosen Freeholders and aids the Freeholders in seeking available State and Federal funds to develop and support historical, arts and cultural programs.

A significant part of the Department's work each year is the development and administration of the Block Grants provided by the New Jersey State Council on the Arts (NJSCA) and the New Jersey Historical Commission (NJHC). A Block Grant is a single proposal submitted to a single source to fund the projects and/or expenses of several organizations. The NJSCA and NJHC review the blocks, and based on the perceived quality of the proposed programming and the anticipated value to the community, they allocate funds from their annual budgets to the County. Using the same criteria, the Department/Commission then regrants some or all of the funding requested to the individual groups for implementation of their programs.

As you are working on this application, should you have any questions, contact Diane F. Wieland at the Cape May County Department of Tourism, Public Information and Culture & Heritage, (609) 465-6415, dwieland@co.cape-may.nj.us

The NJSCA is the State agency charged with promoting interest in arts programs throughout the state. The NJHC's mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past. A portion of NJSCA's funding may come from the National Endowment for the Arts, and it is important to keep in mind that proposals submitted to the Department and by the Department must comply with guidelines established by all funding entities. It is therefore imperative that all information requested be supplied. Failure to do so will result in disqualification.

ELIGIBILITY

Arts: Any nonprofit group is eligible, including libraries, civic organizations, Y's, educational institutions (for non-standard extracurricular funding only), museums, historical groups, festival programs, arts councils and commissions, and creative groups in all disciplines. **For the arts regrant, non-arts groups can apply for funding only to support arts-related programs.** Any proposal that does not clearly support the arts, no matter how well prepared, will be denied funding. Arts as used in these guidelines include: visual arts (painting, sculpture, drawing, etc.), music, dance, theater, opera/music theater, crafts, media arts, photography, design arts and literature. The Department/Commission is open to other kinds of arts programming, but strongly recommends that you discuss the suitability of your project with the Director of the Department before beginning work on a proposal.

The State Council on the Arts does not permit county agencies to award fellowships. Any funding requested by an individual artist is considered a fellowship and is not eligible for Block Grant funding. Individual artists may apply directly to the NJSCA.

History: Any nonprofit, government or educational agency with a historic focus within Cape May County may apply for funding for itself or as the umbrella agency for an historical project that is largely the work of an individual. Work for which support is sought must be in some way related to Cape May County history.

Proof of nonprofit status must be provided. Recipients of grant funding must comply with the Fair Labor Practices Law in the payment of supporting personnel at least the minimum compensation level prevailing for persons employed in similar activities. They must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and with the Americans With Disabilities Act. The organization must clearly explain its mission relating to history.

Eligible History “Special Projects” include any work of an historical nature that is based in documentation or research, primary or secondary, whether or not it is intended for publication. For all the sub-categories 1-4 listed here, **applications must present the significance of the history and include evidence that the work will be (or has previously been) performed or reviewed and approved by persons professionally qualified to do so.**

“Professionally qualified” is defined as meeting or exceeding the National Park Service’s 36CFR 61, Appendix A, minimum professional requirements as listed in an amended version below:

The minimum professional requirements in history are a graduate degree in history or closely related field or a bachelor's degree in history or closely related field plus one of the following:

- 1) The equivalent of at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- 2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(1) Written history based on primary sources: National register nominations of County sites; Oral history projects; Biographies of significant persons or group biographies, or histories of cultural groups or entities. Inventories or curatorial assessments of historical, archeological or antiquarian collections are eligible provided the work will produce a documentary record.

(2) Non-written historical work intended as public history (that is, to develop and communicate or publicize primary historical information related to County or local history): Videos, group or self-guided tours, podcast tours, websites, seminars, conferences, workshops, expert lectures or lecture series, Historic American Building Survey work, documentary photography, etc.

(3) Publication Re-grants: The re-grant program will provide limited funding assistance to offset the cost of printing brochures or tour guides or creating video documentaries from research (whether or not previously funded by this program) or for posting information on a community or other internet site, or both. The program will also offer limited assistance for republication of important historical materials (maps, pamphlets, brief local histories) of demonstrated public value and interest.

(4) “Artful History”: Artistic history-based happenings, historically based murals, musical arrangements or performances, historical re-enactments or performances on historical subjects inside or outside a theater can be considered history projects if at least 25% of the cost to be covered by the re-grant is for consultation with qualified historian(s) of the subject matter, or if they are the outcome or byproduct of a previously-awarded history re-grant that has been acknowledged to be genuinely

history-based. If a proposed application cannot meet these requirements, the application might be better submitted under the ARTS category.

CATEGORIES OF FUNDING:

There are three categories of funding under the Departments' regrant program.

Special Project: Funding is for any nonprofit group, regardless of the intent of its charter to sponsor a special arts or history related project. This Special Project funding is intended to allow, for example, a civic organization to present a music program as part of its annual holiday celebration; a social organization to mount an exhibit; or the local YMCA to stage a theatrical performance.

General Programming Support (GPS): Funding is for any nonprofit group, regardless of the intent of its charter, to offset the expense of presenting major, on-going arts programs. These programs should have their own mission and goals and contain multiple events or activities. These activities could include a series of concerts, history lecture or other multiple events throughout the year and is distinguished from Special Projects by having multiple events rather than a single activity within a calendar year.

General Operating Support (GOS): This funding is for groups whose charter is primarily arts or history related. It is designed to provide general operating support for groups that increase exposure to art in the community. This would include, but is not limited to: community theater groups, dance companies, not-for-profit museums or galleries, orchestras, and singing groups who exist primarily to create and/or perform art or history projects. General Operating Support funding is more stringent in its requirements and more detail is required in substantiating fiscal responsibility. **General Operating Support requests are limited to 20% or less of the previous year's cash income.**

Organizations may apply for one (1) arts re-grant and one (1) history re-grant per year.

FUNDING LEVEL

There are no set limits on the amount of funding that may be requested. However, it is important to understand that grants are competitive, and the final awards are based on artistic merit, documentation of past arts programming, financial and administrative capability, and the quality of the project. The completeness and correctness of the application submitted to the Department will also be a factor in award considerations.

We ask, therefore, that applicants use good judgment when completing the budget information. Inflated budgets will be flagged, and may adversely affect funding decisions at all levels of review. Applicants are encouraged to submit budgets that accurately reflect their needs. Although the Department always has more requests than funds, every effort will be made to award appropriate funding. Please do not hesitate to request more funding if your project truly requires it, and you can justify the expenses. It is not our intent to restrict your vision, but rather to encourage fiscal responsibility.

ELIGIBLE/INELIGIBLE EXPENSES

There are limits on what is acceptable for funding by the NJSCA and NJHC. Capital expenses or equipment needs are **NOT** permitted. Any material with a three year or longer life expectancy (i.e.

photocopier, fax machine, a/v equipment, equipment leases, musical instruments, real estate, etc.) are considered capital expenses for the purposes of this grant.

Some reusable materials are permitted, such as sets constructed for a theater presentation or the purchase of sheet music for a performance.

Funds may **NOT** be used for deficit reduction or for the replacement of funds normally budgeted for the agencies activities.

Funds may **NOT** be used for entertaining, such as costs for food or beverages; however, those expenses, if part of the project, may be shown as a match.

Funds may **NOT** be used for scholarships.

Projects must commence no sooner than January 1, 2019 and must be completed on or before December 31, 2019. Projects that do not fit within this time frame must be individually evaluated by the Department/Commission.

Proposals must be for projects that take place within Cape May County.

MATCHING REQUIREMENTS

Each organization must match the funding requested from the Departments' Block Grant program at least on a 50% cash match investment or in-kind. Salaries and benefits for employees of the organization may be considered part of the cash match for that part of their job that is related to the project in question. These sources may include other government agencies (excluding the Commission, NJHC and NJSCA), private contributions, membership fees, admission to programs, and other grants, etc.

CULTURAL & DISCIPLINE CODES

The following codes are required by the State, and must be specified on the signature page of your grant application. The Cultural Code that applies is the one that best represents the predominant composition of your board and/or staff. If the program itself is targeted at a special constituency to promote cultural diversity, that should be noted in the narrative.

<i>Cultural Codes:</i>	A	Asian	B	African-American
	H	Hispanic	N	Native American / Alaska Native
	W	White, not Hispanic	P	Native Hawaiian / Pacific Islander
	G	General (no single race represents more than 50%)		

<i>Discipline Codes:</i>	01	Dance	08	Photography
	02	Music	09	Media/Arts
	03	Opera, Musical Theatre	10	Literature
	04	Theatre	11	Interdisciplinary
	05	Visual Arts	12	Folk Arts
	06	Design Arts	14	Multidisciplinary
	07	Crafts	17	Presenters

REVIEW PROCESS

At the beginning of each grant cycle, a Grant Writing Workshop is held to provide applicant organizations the opportunity to meet with Department staff, review the requirements for the proposal, and ask questions and explore ideas for qualifying projects. All organizations planning to submit a proposal are encouraged to send a representative to the meeting, preferably the person responsible for organizing the proposal and writing the narrative.

Once the final submittal is made, the Director checks to determine that all required information is included, then prepares review packets for the Grants Review Panel. All applications are carefully reviewed by this independent panel of arts and history professionals. The proposals are evaluated for artistic merit, the manner in which the proposals address the needs of the community, compliance with local, state and federal law, the applicant's administrative capabilities and prior program and funding history, where available.

The panel will make recommendations and provide scores to the Department/Commission based on the following criteria:

1. **Quality of Art, Education or Creative Experience:** Does the project, program or institution have a system or plan to ensure the highest quality to the work being conducted? Is the organization listening to numerous interests and points of perspective? Is the work or organization engaging and thought-provoking? How innovative is the concept?
2. **Audience Engagement:** Audiences seek experiences that are active, immersive and even social. How well does the organization understand and know its audience? Is the activity participatory or have a participatory component? Is there a learning component? Is the experience more than a singular event and include ways of continuing interaction and impact?
3. **Attendance/Quantitative Impact:** How many individuals will be touched by this programming in some way? Are there plans to reach as many people as possible? Is the marketing inclusive (i.e. are there efforts to reach a diverse audience)?
4. **Governance:** Does the organization have a track record of good programming administration? Is the governance (both staff and board) diverse and inclusive? Is the governance representative of the community being served? Are high standards of professional conduct in place? Does the program or institution conduct critical assessment to determine success and impact?
5. **Budget:** Does the organization seem to have a realistic grasp of the programming costs? Is the organization working to diversify funding sources across government, foundation, business and audience/member giving? Is efficiency a consideration in programming goals?

The funding decisions are not made with regard to an upper limit. The panel may recommend reduced funding because of procedural failings or because the panel feels that the amount requested cannot be justified by the scope of the project, but it will not reduce the amount requested simply to fall under an artificially constructed dollar limit. The Panel's recommendations are then submitted to the Department/Commission, which makes award recommendations to be considered by the Freeholder Board.

APPEAL PROCEDURE

Applicants may appeal the decision of the Department upon receipt of the Panel's determination letter. **Please note: Appeals can be made only on the grounds that the application was misinterpreted or misunderstood. No appeal will be heard based solely on disagreements with the recommended funding level.** No new information will be accepted for consideration, and additional segments cannot

be added to increase the funding. **Applicants will have two weeks from receipt of the determination letter to file an appeal with the Department.**

AWARDS

Awards will be made by letter in late December. Groups should not begin projects dependent on NJSCA or NJHC funds until they have received official notification of the award amount. Every effort will be made to determine the likelihood of funding based on the best information available at the time, but no guarantee of funding can be made until the results are officially announced.

FUNDING

Grant funds are distributed in two payments. The first payment will be made in February 2019, after the terms and specifications of the award are met and contracts are signed. You will have 14 days from receipt of contract to sign and return it to the Department; failure to do so may result in a loss of funding. This process includes notification of the final amount of the award. You must also allocate the funds that will be available, and advise us of any changes that will be necessary to programs if there were reductions in funding at this time. The first payment is 75% of the final award amount. In the event a grant award is less than or equal to \$1,500 a lump sum payment will be made upon receipt of the previously mentioned criteria.

The second payment is made after the Final Report is submitted in January 2020. Receipt of the final payment is dependent on several factors:

- 1) Programs must be completed and funds utilized in strict compliance with the plans outlined in the proposal;
- 2) Any changes in the program must be reported in the Final Report, and must have been discussed with Department staff *prior* to implementation;
- 3) A Final Report must be on file at the Department office;
- 4) The Department and the State Council on the Arts or Historical Commission must have been credited in all advertising and published programs;
- 5) The organization must have provided and documented the required cash matching funds.

All or part of the final payment may be withheld if the above conditions are not met, or if other requirements that may be stipulated by the Department, NJSCA or NJHC during the contract period are not met. The extent of the monies that are withheld will be based on the individual circumstances.

Organizations may not receive grants from both the Cape May County Department of Tourism, Public Information and Cultural & Heritage and the New Jersey State Council on the Arts or the New Jersey Historical Commission in the same funding cycle.

ACKNOWLEDGEMENTS

The Cape May County Board of Chosen Freeholders along with the Cape May County Department of Tourism, Public Information and Cultural & Heritage and the New Jersey State Council on the Arts or New Jersey Historical Commission must be credited in promotional literature (posters, flyers, programs, etc.) and press releases.

Use the following language in crediting the agencies for arts funding: **“Funding has been made possible in part by the New Jersey State Council on the Arts / Department of State, the National Endowment for the Arts, and the Cape May County Board of Chosen Freeholders through the Cape May County Department of Tourism, Public Information and Culture & Heritage.”**

Use the following language in crediting the agencies for history funding: **“Funding has been made possible in part by the New Jersey Historical Commission / Department of State, and the Cape May County Board of Chosen Freeholders through the Cape May County Department of Tourism, Public Information and Culture & Heritage.”**

Additionally, the Cape May County Board of Chosen Freeholders, Department of Cultural & Heritage, logo and the logos of the N.J. State Council on the Arts or New Jersey Historical Commission, respectively, must be placed on all promotional materials for programs being funded through re-grant awards. Logos will be emailed to you upon award of funds.

**Cape May County Department of Culture and Heritage
Block Grant Application Checklist**

This checklist (completed, signed and dated) must accompany the **original** copy of the application (no additional copies are required). The checklist items represent the order in which the application should be packaged.

- Application Checklist
- Signature Page
- Narrative (3-5 pages, 1.5 spaced, no smaller than 12 point font): The narrative should detail the history of your organization and be updated annually to include goals and results in the preceding calendar year.
- Activities Chart (Form A)
- Local Arts and History Finance Chart – Expenses (Form B)
- Local Arts and History Finance Chart – Income (Form C)
- Local Arts and History Finance Chart – Fundraising (Form D)
- Community Chart (Form E)
- Resumes of Key Staff: This item may include biographies and should include information on artists proposed to be hired with grant funds.
- List of Board Members with terms and length of service
- Copy of By Laws (**Only required for first-time applicants**)
- Copy of audit or financial review (**Note: At a minimum, for non-government non-profits this must include the organization’s most recent IRS Form 990. Preferably, the Better Business Bureau Standard 11 should be followed: When total annual gross income exceeds \$500,000, complete annual financial statements audited in accordance with generally accepted auditing standards should be submitted. For organizations whose annual gross income is less than \$500,000, a review by a certified public accountant is sufficient to meet this standard. For organizations whose annual gross income is less than \$250,000, an internally produced, complete financial statement is sufficient to meet this standard.**)
- Copy of Board approved ADA Plan
- Copy of Board approved Long Range Plan (**Only required if applying for GOS funding**).
- Copies of publicity (press clippings, programs, flyers, etc. – limit of 10)

By signing, you are also agreeing to the guidelines listed within this packet.

Signature _____ Date _____
Organization _____ Phone _____

Cape May County Department of Culture and Heritage
Block Grant Application

Signature Page

Complete the attached forms in a clear and concise manner.

THE DEADLINE FOR ALL APPLICATIONS IS: **FRIDAY, OCTOBER 12, 2018**

Applicant Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

1) Contact Person & Phone Number: _____

2) Contact Person & Phone Number: _____

Federal ID No. _____ Tax Exemption No. _____

State Legislative District: _____ Cultural Code: _____ Discipline: _____

(for Cultural Code and Discipline Code, see page 7)

Program Summary: _____

Choose one of the following funding categories:

Special Project Amount Requested \$ _____

General Programming Support Amount Requested \$ _____

General Operating Support Amount Requested \$ _____

Authorizing Signature and Title for Applicant Organization

Date

Narrative

NOTE: The Cape May County Department of Culture and Heritage Grant Review Panel will use the information provided herein to form its opinion of the value of the project and the appropriate funding level. Please provide enough specific information to allow the panel to make a valid decision and prepare a sound grant proposal. (See the attached checklist for help in organizing your narrative.) Narrative should be 3-5 typed pages, 1.5 spaced with 1" margins and font no smaller than 12 point.

Special Project Applicants: Provide a complete description of your proposed program. Include the title, program location, artists and date of the program. Give a *brief* history of your organization and explain how this project helps artistic or historic enrichment. Please put the organization's name at the top of each sheet of the narrative, and number them sequentially if more than one page is submitted.

General Programming Support Applicants: Provide a complete description of your proposed events or activities. Include the titles, program locations, artists and dates of the program. Give a *brief* history of your organization and explain how these events or programs provide artistic or historic enrichment. Please put the organization's name at the top of each sheet of the narrative, and number them sequentially if more than one page is submitted.

General Operating Support Applicants: You must complete two distinct parts of your narrative. The first should include a history of your organization, including major programs, goals and objectives. The second part must describe, in full, the intended use of the GOS grant funds received as the result of this application, and explain how it will further your organization's goals and objectives. Please put the organization's name at the top of each sheet of the narrative, and number them sequentially if more than one page is submitted.

Budget Narrative: Applicants are strongly encouraged to include a synopsis of their budget within the narrative. This may take the form of a few paragraphs describing any anomalies in forms B, C & D or just a review of the financial components of your organization. If your organization received panel comments in the past which involved questions relating to your financials, these should be addressed in this section.

Narrative Checklist

The following checklist has been prepared to help you develop a complete narrative. In general, be sure your proposal answers the standard questions: who, what, when, where, why and how.

Your narrative should strive to answer these questions:

- Did you tell us what your project is, who the artists are, where the program will take place, and when the program is scheduled?
- Did you tell us who your audience is? How many people will attend? How many will participate? What the demographic distribution of your targeted audience is? Include the elderly, children under 12, minorities, and persons with disabilities. **NOTE: A detailed breakdown will be required as part of your final report. Please tell us here how you will gather the data required (see Form E).**

- Did you tell us why the project is important? How will it benefit the community? What is the social, cultural, and/or historic significance of the program? What is the connection to the arts? Did you tell how your project will broaden, deepen, and/or diversify the community's participation in the arts?
- Did you explain your organization's mission? How will this program help you meet your stated goals?
- Did you tell us what about your organization, activities or programs are unique or exciting?
- Did you tell us what methods you have used to reach out to special needs audiences: persons with disabilities, senior citizens, children, ethnic minorities?

Publicity Plan

The Department of Tourism, Public Information and Culture & Heritage has spent several years analyzing best practices for publicity of programming and events. Rather than asking applicants to complete a publicity plan, the Department is providing a checklist of what it expects as a minimal approach to adequate publicity:

- Be sure to properly use the acknowledgments as stipulated elsewhere in this application packet.
- Your organization should have a Social Media presence (e.g. Facebook, Twitter, Instagram, etc.) Social media announcements of upcoming events should be posted (always with images) about one month prior to the event. A follow-up posting should be made (with new images) about two weeks prior to the event.
- Bilingual promotional material is encouraged and should be considered in an effort to expand your demographics.
- Give consideration as to how to reach underserved communities (i.e. disabled, elderly, youth, low to moderate income) in Cape May County and the surrounding area. Consider what audiences you are not reaching and plan efforts to reach out to them. If you do not attract them, consider why and what can be done to build diversity in audience.
- Collecting audience demographics is critically important, not just to grant reporting, but to understand gaps in audience attraction. The only way to build audiences is to understand who is coming to your events and why, and who you are not reaching and why.

ADA Plan

Please provide a **one- to three-page narrative** plan describing efforts to ensure accessibility in facilities, programming, governance, and marketing. The plan should address the following items:

- **Organizational Mission Statement:** An ADA Plan should include a few paragraphs describing the organization's background, mission and type of programming offered.
- **Board-Approved ADA and Non-Discrimination Policy Statement:** An ADA Plan should outline the attitudes, practices and policies which provide a conducive environment for inclusion of people with disabilities, including, but not limited to, employment/volunteer practices, interview processes, and accommodations for volunteers with special needs.
- **Grievance Procedure:** All non-profit organizations must develop their own Grievance Procedures. The purpose of a Grievance Procedure is to provide an internal mechanism for the

prompt and equitable resolution of discrimination issues and complaints for employees, volunteers and **audience members**.

- Outline of Program and Services for People with Disabilities: The outline should include descriptions of current services and programs and those proposed to be implemented.
 - Do you conduct sensitivity training with your staff and volunteers on an annual basis?
 - Do you provide reduced ticketing charges for disabled audience members and non-disabled assistive companions?
- Outline of Marketing, Publication Services and other Outreach Efforts to People with Disabilities: The outline should include current and proposed outreach efforts.
 - Do you advertise through the County Department of Aging & Disabled?
 - Do your press releases and advertising mention accessibility and provide contact information for further information?
 - Do your fliers and brochures include standard accessibility logos?
- Outline of the Current Status of ADA Accessibility for All Venues to be Utilized:
 - Have you completed a self-assessment of your facility? If so, what were the findings?
 - Do you have ADA compliant parking with accessible spaces and drop off areas?
 - Do you have wheelchair accessible routes to all public spaces?
 - Do you have accessible bathrooms?
 - Do you have wheelchair seating?
 - Do you offer assistive listening devices to augment sound for people who are hearing impaired?

FINANCE CHART - EXPENSES (FORM B)

Applicant Organization:

Please round to the nearest dollar. **ALL ORGANIZATIONS MUST COMPLETE THIS FORM.**

It is strongly encouraged that the figures presented herein are explained in a budget narrative as part of your narrative component to this application. Also, make sure that you meet the match requirements of any grant request.

	2019 (1/19 - 12/19)		
	Grant Request	Matching Funds	Total
A. Personnel			
Administrative Salaries (staff)			
Artistic Salaries			
Technical/Production Salaries (IT, etc.)			
Fringe Benefits			
SUBTOTAL PERSONNEL			
B. Outside Fees & Services			
Artistic (contracted)			
Other (contracted)			
SUBTOTAL OUTSIDE FEES AND SERVICES			
C. Capital Expenditures			
Acquisitions			
Other			
SUBTOTAL CAPITAL EXPENDITURES			
D. Other Operating Expenses			
Space Rental/Mortgage			
Marketing (advertising, PR, etc.)			
Travel & Transportation			
Phone & Postage			
Facility Maintenance			
Rentals (port-o-johns, etc.)			
Supplies & Materials (includes printing)			
Insurance			
Technical/Production (non-personnel)			
Hospitality (Food expenses)			
Other (itemize if over 5% of Line E below)			
SUBTOTAL OTHER OPERATING EXPENSES			
E. TOTAL CASH EXPENSES (A+B+C+D)			
F. TOTAL INCOME (from Chart C)			
G. Total Annual Deficit/Surplus (F minus E)			

FINANCE CHART - INCOME (FORM C)

Applicant Organization:

Please round to the nearest dollar. **All organizations must complete this form.**

	2019 Projected (1/19 - 12/19)
A. Earned Income	
Admissions (Ticket Sales, registrations)	
Contracted Service Revenue (Rides, etc.)	
Merchandise, concession, ad sales	
Other (Property sales and all investment income to be spent)	
SUBTOTAL EARNED INCOME	
B. Contributed Income/Private (Itemized in Form D: Fundraising)	
Corporations & Businesses	
Foundations & Non-Profits	
Individuals & Other Private Sources	
SUBTOTAL CONTRIBUTED INCOME/PRIVATE	
C. Contributed Income/Government	
Government Grants (other than this grant)	
SUBTOTAL OF ALL CONTRIBUTED INCOME/GOV.	
D. Other Income	
CASH (include carry-forward surplus and other unearned and non-contributed income)	
LOANS used to support the activities of the organization	
CAPE MAY COUNTY C&H AWARDS (Requested in 2018)	
SUBTOTAL OTHER INCOME	
E. TOTAL INCOME	

FINANCE CHART - FUNDRAISING (FORM D)

Applicant Organization:

Please round to the nearest dollar. **All organizations must complete this form.**

SOURCES	2019 Projected (1/19 - 12/19)
A. Corporations & Businesses (List individually below)	
SUBTOTAL CORPORATIONS & BUSINESSES	
B. Foundations & Non-Profits (List individually below)	
SUBTOTAL FOUNDATIONS	
C. Individuals	
SUBTOTAL INDIVIDUALS	
D. Government (other than this grant)	
SUBTOTAL GOVERNMENT	
E. TOTAL FUNDRAISING	

Form E – Community Chart

Applicant Organization: _____

ALL ORGANIZATIONS MUST COMPLETE THIS FORM. Based on reporting requirements from the State and Federal agencies supporting the Block Grant Program, we must provide additional demographic analysis of the community being served by our programs. Please provide the following information:

NOTE: The numbers provided on this form may be estimates based on prior years. When your final report is submitted, actual figures will be requested.

	General Population * as per 2010 Census	Board	Executive Staff	Support Staff	Volunteers	Artists	Live Audiences
Total # (Winter)	97,265						
Total # (Summer)	760,000+						
OUR Numbers are based on winter population:							
African-American	4,565						
Asian/Pacific Islander	870						
Native American	205						
Hispanic	6,054						
White	87,369						
Multi-racial	1,857						
Adults (25-64)	50,203						
Children (0-18)	18,349						
Seniors (65+)	20,977						
Persons w/ Disabilities	817						
Veterans	7,462						

Estimated number of people served by Special Project: _____

Total number of people served by your organization: _____

(Total annual attendance figures for performances, workshops, classes, seminars, etc.)

DATES TO REMEMBER

- AUGUST 21, 2018- LETTER OF INTENT DUE TO THE DEPARTMENT
- AUGUST 27, 2018- LETTER OF INTENT APPROVAL LETTERS TO BE MAILED
 - A LETTER WILL BE SENT DETAILING WHETHER YOUR PROJECT MEETS THE CRITERIA. IF IT DOES NOT, YOU STILL HAVE TIME TO REWORK YOUR STATEMENT.

- OCTOBER 12, 2018-APPLICATION DEADLINE

- NOVEMBER 30, 2018- REVIEWS TO BE COMPLETED

- DECEMBER 17, 2018- FREEHOLDER APPROVAL AND CONTRACTS TO FOLLOW

*CONTRACTS MUST BE SIGNED AND RETURNED NO LATER THAN 14 DAYS FROM DAY OF RECEIPT. ALL CONTRACTS WILL BE SENT WITH READ-RECEIPT. FAILURE TO MEET THE DEADLINE MAY RESULT IN A FORFEIT OF FUNDS.