



P.C.C.H.C
PASSAIC COUNTY CULTURAL & HERITAGE COUNCIL AT PASSAIC COUNTY COMMUNITY COLLEGE

Passaic County Cultural & Heritage Council
at Passaic County Community College

The Passaic County Local Arts Program Re-grant

2019 GUIDELINES

for Special Projects and General Operating Support

Grant Period: January 1, 2019 - December 31, 2019

Application Deadline: Thursday, July 12, 2018

Contact Information for PCCHC:

Passaic County Cultural & Heritage Council
Passaic County Community College
One College Boulevard
Paterson, NJ 07505
(973) 684-5444 or 6507
www.pccc.edu/cultural-affairs/pcchc

Maria Mazziotti Gillan, Executive Director
Susan Balik, Manager (sbalik@pccc.edu)
Nicholas Rodriguez, Assistant Director (nrodriguez@pccc.edu)

Guidelines are available in Large Print & Spanish



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from the New Jersey State Council on the Arts.*



Introduction

The **Passaic County Cultural and Heritage Council (PCCHC)** at Passaic County Community College administers and awards re-grants to organizations that demonstrate a high degree of professionalism in sponsoring or producing arts activities in performing, visual and literary arts. Applicants should have a responsible administration and propose innovative programs that can be completed within the allotted time and proposed budget. Applications are invited from any eligible organization with the desire to provide the Passaic County public with a high quality arts program.

The term 're-grant' is used to describe funds that are granted from the New Jersey State Council on the Arts to the PCCHC, and are re-granted to local organizations. It does not mean funding for applicants who have been granted funds in the past, although many of our applicants have received funding in previous years.

Eligible Applicants

A Passaic County Arts 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.
- ◆ Have been in existence for at least two years.
- ◆ 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 an arts project (dance, media arts, music, theater, visual arts, poetry, etc.) that culminates with a public presentation and takes place in Passaic County between January 1, 2019 and December 31, 2019.
- ◆ Match every dollar with one dollar of its own (at least 50% of match must be cash; remainder can be "in-kind").

Compliance with the Americans with Disabilities Act of 1990 is the law. Any public program or performance for which funding is requested must be held at a site that is accessible to persons with disabilities (ADA compliance). The Arts 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 attach their ADA Plan or 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**.

Types of Re-grants

Re-grants will be made for **Special Projects** or **General Operating Support**. An organization may apply in only one category in any given grant year.

Special Project Re-grants help support non-profit organizations, including educational, social service and municipal organizations, with the production and promotion of arts projects that culminate in a public presentation within Passaic County. The programming and public events must occur within the calendar year, and projects may include training, a performance or series, an art exhibit, etc. 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. **Requests may be made from \$800 to \$5,000.**

General Operating Support Re-grants will be made to **non-profit arts organizations** only. Requests should not exceed twenty percent (20%) of the organization's annual expense budget or \$5,000 (whichever is lower). These are non-restricted, non-project oriented funds.

Eligible Expenses:

- ◆ Technical/Production staff
- ◆ Fees for professional services, particularly artists
- ◆ Rentals of equipment/space
- ◆ Mounting costs for an exhibition
- ◆ Supplies/materials directly related to your project
- ◆ Graphic design, printing and photography
- ◆ Publicity for your program, including ads and printing of promotional materials

Ineligible Expenses:

- ◆ Projects which are primarily recreational in nature
- ◆ Fundraising events
- ◆ Capital improvements
- ◆ Construction or renovation of buildings
- ◆ Equipment purchases
- ◆ Previous program deficits
- ◆ Projects in educational or religious institutions which exclude non-students or non-congregational members
- ◆ Foreign travel
- ◆ Scholarships

The following may not be funded by the PCCHC grant, but may be used as a cash match:

- ◆ Project Personnel/Administrative salary
- ◆ Postage/Telephone
- ◆ Hospitality (food, refreshments, decorations, etc.)

Please note:

- ◆ You may receive New Jersey State Council on the Arts (NJSCA) funding for Fiscal Year 2019, or funding from the PCCHC for Calendar Year 2019, but not both.
- ◆ You may receive PCCHC funding for an Arts and a History project, even if it is for the same project.
- ◆ You may only receive funding from one county.
- ◆ All first-time re-grantees are **required** to meet with PCCHC staff before submitting an application.

Deadlines

- ◆ **Re-grant Application** is due in our office or postmarked by **Thursday, July 12, 2018.**
- ◆ **Notification** of re-grant awards is projected for early October 2018.
- ◆ The **Final Report** is due in our office four weeks after the completion of your project or sooner. The final report deadline for any project is **Thursday, December 5, 2019**, unless you request and receive written permission for an extension.

Grant Period

The grant period is January 1, 2019 – December 31, 2019. All projects must take place and grant funds must be expended within this time period.

Application

Please submit one (1) original and three (3) copies (4 total of your application). Sign the original in blue ink. Clip each copy together. **PLEASE DO NOT STAPLE THE APPLICATIONS.**

Support Materials

The limit is up to **five examples** of your work, and you must include **four (4) sets of each**. Please do not staple support materials to the application. Clip together and attach to each set at the end of applications.

Support Materials may include the following:

- ◆ Programs/Brochures
- ◆ Flyers (no larger than 8" X 12"; no posters please)
- ◆ Photographs (no larger than 8" X 10")
- ◆ Published work (book, catalog, article; please include only one)
- ◆ Links to *Youtube*, *Vimeo*, or other online platform, featuring performance clips or visual arts exhibits. On a separate sheet of paper, please indicate no more than two links to videos lasting three (3) minutes each, or less. Do not include links to fliers, articles, etc., or your organization's general website, unless it highlights performance or exhibit footage.

Support materials may be picked up at the PCCHC office, 32 Church St., Paterson, no later than Friday, November 2, 2018. Items not picked up by that date may be discarded. We strongly recommend you do not send original materials.

Matching Requirements

Re-grants under this program are one-to-one matching grants. You must match each dollar of the re-grant award with at least one dollar of your own. **At least one-half (50%) of the match must be in cash.** The other half may be in-kind contributions, that is, documented donations of goods and/or services. Examples of in-kind contributions may include donated performance space, volunteer hours, donated use of equipment and any other goods or services with a documented cash value.

Documentation of all re-grant and matching expenses may be asked for at the conclusion of the re-grant cycle. So, all invoices and receipts must be kept. 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. **Projects may be "overmatched" by cash and/or in-kind expenses (provided that the cash match is at least 50% of the match);** the total cost of a project will often exceed twice the re-grant amount.

PCCHC Arts Re-grant Evaluation Panel

Applications are evaluated by professional peer panelists, who are selected from various disciplines and backgrounds. The Arts Re-grant Evaluation Panel reviews and rates all applications then recommends to the PCCHC those organizations and projects which it feels are most worthy of support. The final awards are made based on NJSCA funding, grant panelists' evaluations, and approval from 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.

On-Site Evaluations

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

Notification and Payment of Awards

Following receipt of signed contracts, payment of 80% the award will be made in early February 2019. The remaining 20% will be paid upon completion and submission of the final report.

A **final report** must be submitted to the Passaic County Cultural and Heritage Council **four (4) weeks after the completion of your project or sooner**. **The final deadline for any project is Thursday, December 5, 2019.** Organizations with late November or December programming must contact the PCCHC office to request an extension. The final report must show that the project was completed in good form, include documentation for all expenses and income of the project, and support materials showing proper credit. Failure to complete a final report may result in the forfeit of the second payment and will jeopardize future re-grant funding.

Credit

All publicity items—including printed materials (fliers, programs, etc.), website postings, releases, announcements (printed and broadcast)—for the project must include the following statement (exact wording): ***“This program is made possible in part by a grant administered by the Passaic County Cultural & Heritage Council from funds granted by the New Jersey State Council on the Arts.”***

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 on the basis of 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 applicants will have thirty (30) days upon notification to appeal the decision.

Suggestions to Applicants

1. Follow directions carefully. Read through the guidelines and application completely before answering the questions. **Failure to supply all requested information or meet stated criteria may disqualify your application.** These guidelines are available in Spanish and large print format. For Spanish guidelines, assistance with improving your application, or help with the grant writing process, contact Nicholas Rodriguez, Assistant Director of the PCCHC at (973) 684-6507 or nrodriguez@pccc.edu to schedule an in-person meeting. A face-to-face meeting is required of first-time applicants.

Make your narrative clear and concise; well-organized narratives receive favorable attention. The information requested in the application will help paint a picture of your organization and the proposed project. This is important because panelists change each year and may be from another county, and thus, may not know your organization or quality of your work.

Important: your 100-word description must be emailed to nrodriguez@pccc.edu before the submission deadline.

2. Pay particular attention to the budget; unrealistic expectations may result in rejection of your application. **You must include an ‘explanation of expenses’.** (See bottom of page 10.)

3. In your final report, particular statistics will be required, so please note the following figures during your programs: total audience (adults and children); indirect beneficiaries through radio or television broadcast, *Youtube*, etc.; number of professional artists, New Jersey artists, minority artists, and the percentage of minorities in the audience, including disabled persons and senior citizens.
4. The PCCHC Arts Re-grant Evaluation Panel and NJSCA are interested in the use of New Jersey and Passaic County artists, opportunities for training and arts education provided by professional artists (workshops, master classes), and the promotion and production of contemporary artwork. Please indicate plans in this regard in your narrative.
5. Outreach to underserved audiences and special constituencies is another area of high interest to the New Jersey State Council on the Arts and PCCHC. These include: culturally diverse communities; persons with disabilities; veterans; senior citizens; gifted and talented; and persons in hospitals, nursing homes and prisons. Be sure to highlight your plans in this regard. A list of organizations that serve the disabled and senior citizen groups will be sent to all re-grantees to assist with outreach efforts and audience diversification.
6. See **ADA Compliance Guidelines** on the next page.

Evaluation Criteria

The following criteria are utilized by the PCCHC Re-grant Evaluation Panel to review applications:

1. Artistic Merit: does the project seek to expand the impact of the arts for the community, rather than simply being recreational or entertainment-based? In particular, when presenting a music series, organizations should carefully consider the artists' expertise, and whether elements of the series reach a culturally diverse audience. Do the artists engage and educate the audience beyond the entertainment of pop music or cover songs? Can the music series include jazz, classical or other art forms, such as visual art or dance, to enhance its artistic merit?
2. Degree of professionalism: are the artists experts in their disciplines; does the project director have the background or expertise to carry out the project? (Resumes/bios on professional personnel **must** be included. No website addresses please.)
3. Is the budget plausible and clear?
4. Judging by the support materials, is there evidence of previous undertakings of high-quality arts and cultural projects and presentations?
5. Are efforts to promote diversity, for both audiences and artists, evident in the application? Does the re-grantee seek to increase cultural participation and accessibility?
6. Does the organization have a system to ensure accountability; how is success evaluated?
7. Is the ADA compliance plan satisfactory? Have steps been taken toward compliance with accessibility requirements?

Extensions

Please observe the **application deadline** of **Thursday, July 12, 2018**. Extensions are discouraged but can be requested **before the deadline** via email.

ADA Compliance Guidelines

Ensuring that programs we support are available to the widest possible audience is a priority of PCCHC and the NJSCA. 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 www.njtheatrealliance.org/access.

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 persons to the program and restrooms.
- ◆ Accessible water fountains and reception desk (mounted low for wheelchairs).

Below are examples of programmatic accommodations 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 following 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 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, exhibits, artwork, performance, etc.).
Tip: This can be done simply with a tape recorder or iPhone. You can also offer guided docent tours of exhibits.
- ◆ **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: <http://www.pccc.edu/cultural-affairs/pcchc/ada>
- ◆ **Accessible Website**
Tip: To learn more, visit <http://www.w3.org/WAI/>
- ◆ **Tactile Exhibits** allowing 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. For more information, visit:

<http://www.state.nj.us/humanservices/ddhh/home/index.html>

For open captioning, visit www.c2net.org. This non-profit company offers open captioning for live performances.

◆ **Braille Publications.**

Tip: The website www.state.nj.us/humanservices/ddhh/services/ lists companies that transcribe Braille from print or disk, ranging from \$0.25 - \$0.50 per page. 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 contact Robert Carr at (973) 540-0515 ext. 15 or rcarr@njtheatrealliance.org, or 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

NJ State Library Talking Book & Braille Center

2300 Stuyvesant Avenue
Trenton, NJ 08625
(800) 792-8322

Piscataway Public Library

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

Teaneck Public Library

840 Teaneck Road
Teaneck, NJ 07666
(201) 837-4171