



**Passaic County Cultural & Heritage Council  
at Passaic County Community College**

## **County History Partnership Program (CHPP)**

### **2021 GUIDELINES**

**Grant Period: January 1, 2021 - December 31, 2021**

*(Please read our guidelines carefully since the application process has changed, and the application will to be completed online.)*

#### **Please note:**

If your organization has a budget of \$100,000 or more, and at least 25% of your audience is out of county, you may apply directly to the New Jersey Historical Commission (NJHC).

**YOU MAY NOT APPLY TO BOTH THE NJHC AND THE PCCHC.**

**Application Deadline: Thursday, August 13, 2020**

#### **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/cultral-affairs/pcchc](http://www.pccc.edu/cultral-affairs/pcchc)**

**Maria Mazziotti Gillan, Executive Director  
Susan Balik, Director ([sbalik@pccc.edu](mailto:sbalik@pccc.edu))  
Nicholas Rodriguez, Assistant Director ([nrodriguez@pccc.edu](mailto:nrodriguez@pccc.edu))**



*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, 2021 to December 31, 2021. **Requests for funding may be made from \$700 to \$8,000.**

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.**
- ♦ 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 or project.)
- ♦ 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.
- ♦ 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 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, 2021 to December 31, 2021;
- ♦ 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).

### **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.

## ***Types of Re-grants***

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

**Requests may be made from \$800 to \$8,000** (*\*PCCHC has increased the maximum request.*)

**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 that culminate in a public exhibition or event within Passaic County during a calendar year. 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.

## ***Types of Re-grants (cont'd)***

**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 \$8,000 (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.
- ◆ History through the lens of pop culture.
- ◆ 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 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 2021
- ◆ 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

The following **may not be funded by a CHPP re-grant**, but 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***

*(Our application process is now online and will include the following steps.)*

- ◆ **Letter of Intent (LOI)** deadline is on **June 15, 2020**.
- ◆ **Re-grant Applications** must be submitted no later than **Thursday, August 20, 2020 at 12 PM**.
- ◆ **Notification of Re-grant Award** is projected for **mid-November 2020**.
- ◆ **Interim Reports:** all re-grantees will be required to notify the PCCHC regarding project completion or new developments, such as a venue or timeframe changes, etc., midway through the calendar year.

- ◆ **Final Reports** must be submitted no later than **four weeks after the completion of your project**. The final deadline for outstanding reports is **Thursday, December 2, 2021**. 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.

### ***Support Materials***

You will be required to upload no more than five examples of your work. Support Materials may include the following:

- ◆ Programs/Brochures/Fliers/Photographs.
- ◆ Links to publications/published works.
- ◆ Links to *YouTube*, *Vimeo*, or other online platforms, featuring exhibits or presentations must be (3) minutes or less to be viewed.
- ◆ Please do not include links to your organization's general website as support, unless it highlights exhibition footage or images relevant to the application.

### ***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. (Examples of in-kind contributions include donated rehearsal or performance space, staff or event volunteer hours, donated food, use of equipment, and any other goods or services with a documented cash value.)

**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.

### ***Grant Period***

The grant period is January 1, 2021 to December 31, 2021. All presentations and exhibits must take place, and expenses must be expended, within this time period.

### ***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' evaluations, and approved by the PCCHC's Advisory Board. Panelists are required to sign an affidavit, indicating any conflict of interest with applicant organizations.

## ***PCCHC History Re-grant Evaluation Panel (cont'd)***

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, the re-grantee 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 event(s).

## ***Grants Distribution***

Following receipt of signed contracts, an initial payment of 75% of the award will be made in February 2021. The remaining 25% will be paid upon receipt and review of an acceptable 2021 final report.

## ***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."***

Additionally, 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 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 applicant will have thirty (30) days upon notification to appeal the decision.

## ***New 2021 Application Process***

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

### **1. The Letter of Intent (LOI) deadline is on June 15, 2020.**

*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.*

### **2. Applications must be submitted virtually no later than Thursday, August 20, 2020, 12 PM.**

*If the LOI is approved, the PCCHC will contact the applicant via e-mail with an invitation to submit a full application.*

**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)*
- *Upload Copy of 501(c)3 IRS letter*
- *Upload Support Materials*

3. An **Interim Report** will be required to update the PCCHC regarding completed projects and/or changes to program specifics, such as budgetary or venue changes.
4. **Final Reports** will be due no later than four weeks after the completion of the project. (The final deadline for all outstanding reports is **Thursday, December 2, 2021**.)

**Getting Started**

You will find a link to our online application process 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 our the grant writing process and/or online application, contact the Assistant Director of the PCCHC, Nicholas Rodriguez, at [nrodriguez@pccc.edu](mailto:nrodriguez@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 us Google Translate or similar tool.)*
2. Make your **narrative** clear and concise; well-organized narratives receive favorable attention. 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 may be from another county, and thus, not familiar with your organization or the quality of your work.
3. Pay particular attention to the **budget**; unrealistic projections and/or expectations may result in 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 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, culturally diverse artists, and the percentage of people of color in the audience, as well as disabled persons and senior citizens.
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. History themes have included: "Native Americans of New Jersey, Past and Present," and "Greetings from New Jersey: Pop Culture and the Garden State". Please indicate your plans in this regard in your narrative.
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 ethnically, culturally or racially 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 and exhibit plans in this regard. A list of organizations that serve the disabled and senior citizen groups will **be posted online at the PCCHC website** to assist with outreach efforts and audience diversification.

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 diversity**?
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?
7. **CHHP Contingency Plan 2021**

In light of Covid-19, if you are unable to realize your history projects, events or lectures before a live public, how will you re-imagine your projects or programming? Be prepared to consider what virtual platforms you will use: (Facebook, Zoom, Google Classroom, gallery sites). How will you reach your audience, such as through websites, videos, etc.? Will your audiences be the same or will they change and/or expand?

### ***Extensions***

Please observe the online **application deadline** of **Thursday, August 20, 2020**. Extensions are discouraged but can be requested **before** the deadline via email. Some acceptable reasons for an extension are unexpected family or medical emergencies or office construction or displacement.

### ***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 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 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 a tape recorder or iPhone. You can also offer guided docent tours of exhibitions.
- ◆ **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. Visit <http://www.state.nj.us/humanservices/ddhh/home/index.html> for more information. For open captioning, visit [www.c2net.org](http://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/](http://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](mailto: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

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

Morris County Library  
30 East Hanover Avenue  
Whippany, NJ 07981  
(973) 285-6930  
(201) 837-4171

Teaneck Public Library  
840 Teaneck Road  
Teaneck, NJ 07666

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