



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

County Historic Partnership Program (CHPP)

2019 GUIDELINES

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

Application Deadline: Thursday, July 19, 2018

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.

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 available in Large Print.



*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) is offering 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, 2019 to December 31, 2019.

Requests for funding may be made from **\$800 to \$4,000**.

The term re-grant is used to describe funds that are granted from the New Jersey Historical Commission (NJHC) to the PCCHC, and re-granted to local organizations.

Re-grant Applications and Guidelines are available online at <http://www.pccc.edu/cultural-affairs/pcchc>. Please submit your **typed** application via mail, along with two copies. Your 100-word (or less) description must be emailed to nrodriguez@pccc.edu before the submission deadline.

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 apply for and receive both arts and history re-grants from PCCHC, even for the same project.
- ◆ You can only apply to one county for a re-grant.

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, 2019 to December 31, 2019;
- ◆ Match every dollar with 50 cents of your own (at least 25 cents must be a cash match, and the balance can be in-kind support).

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.

Examples of Re-grant Projects:

- ◆ Exhibition.
- ◆ Public lectures, 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.
- ◆ Professional media production.

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 that are not accessible to the general public
- ◆ Work completed and expenses incurred outside grant cycle.
- ◆ 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 the PCCHC 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

- ◆ **Re-grant Application** must be received or postmarked by **Thursday, July 19, 2018**. Please submit original (signed in blue ink) and 2 copies (3 total) of your application.
- ◆ **Notification** of re-grant award is projected for early October.
Final Report is due in the PCCHC office, 32 Church St., Paterson, NJ (or postmarked) **within four weeks of completion of the project**. The latest date for any final report is **Thursday, December 5, 2019**. The final report will cover the grant period and must show that the project was completed in good form, and include complete documentation for all expenses and income for the project.
- ◆ Failure to submit a **final report** to the PCCHC by the deadline, or not submitting the final report, may jeopardize the second payment, as well as future funding (unless an extension has been approved by the PCCHC in writing). Please contact the PCCHC office if your project occurs in late November or December, or if you anticipate difficulty completing your final report by the deadline.

Support Materials

You are limited to **five examples** of your work. Please do not staple support materials to the application but clip them together and attach one set to the application and one set to each copy.

Support Materials may include the following (in hard copy):

- ◆ Programs / Brochures
- ◆ Fliers (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 history-related presentations or exhibits. On a separate sheet of paper, please indicate no more than two (2) links lasting three (3) minutes each, or less. Please do not include links to fliers, articles, etc., or your organization's general website, unless it highlights a history presentation or exhibit footage.
- ◆ 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.

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 will be discarded.

Grant Period

The grant period is January 1, 2019 to December 31, 2019. All presentations and events must take place, and expenses must be expended, within this time period.

Matching Requirements

Re-grants under this program are not intended to underwrite the costs of an entire project. Your organization is responsible for a **total match equal to 50%** or more of the grant amount. You must make a cash match of at least 25%. The additional 25% can be in-kind (donated goods or services). You can choose to match the entire 50% with cash only. Documentation of all re-grant and match expenses should be available for inspection.

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. 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 event(s).

Grants Distribution

Following receipt of signed contracts, an initial payment of 80% of the award will be made in February 2019. The remaining 20% will be paid upon receipt of an acceptable 2019 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.”***

Notes 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.
2. **First-time applicants must schedule a one-on-one meeting**, which can occur Monday through Thursday, May 7 to June 21, 10 a.m. to 4 p.m., at the Hamilton Club Building, 32 Church Street, Paterson, NJ.
3. Your **narrative should be clear and concise**; well-organized narratives receive favorable scores. Tell the panel your organization's purpose, for what project the re-grant funds are needed, and how you will use these funds to impact your audience. The panelists may be from outside the county, and can differ each year, therefore they may not know your organization and the quality of its work. Present them with a strong narrative and support materials.
4. Pay particular attention to the **budget**; unrealistic funding expectations will be reviewed unfavorably. A description of budget expenses (on p. 9 of the application) **must** be included.
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, such as, women in history (the 100th Anniversary of the 19th Amendment), multiculturalism, or youth programs. Other themes include: “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. The panel will review the resumes of the historians involved with your project and the organization's success in executing similar presentations or exhibits.

7. Outreach efforts and the involvement of special constituencies when planning and executing exhibits and activities are areas of high interest to the 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. Highlight your publicity and exhibit plans in this regard. A list of organizations that serve the disabled and senior citizen groups is available from the PCCHC.
8. The panel pays attention to programming and venue accessibility (see p. 11 of the application). The PCCHC encourages applicants to, at the very least, demonstrate efforts to make progress.

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 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 (as described in question #7 above)?
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?

Extensions

Please observe the **application deadline** of **Thursday, July 19, 2018**. Extensions are discouraged but can be requested **before the deadline** via email, sbalik@pccc.edu.

ADA Compliance Guidelines

Ensuring that the programming supported by the PCCHC is available to the widest possible audience is a priority of PCCHC and NJHC. This includes access for persons with disabilities. The accommodations listed below should be carefully considered when designing your project. If you operate from your own facility and do not conform to these guidelines, indicate how you will meet them in your ADA fact sheet or ADA plan.

Examples of physical accessibility include:

- ◆ Accessible parking spaces that are near the door and identified with signs;
- ◆ 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 type directing persons to program space / performance, and rest rooms.
- ◆ 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 page 8.
- ◆ **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, presentations, 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:
https://www.graphicartistsguild.org/tools_resources/downloadable-disability-access-symbols
- ◆ **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. They will refer an interpreter appropriate to your needs and location www.state.nj.us/humanservices/ddhh/services/. For open captioning, "c2" (www.c2net.org), offers the service for live performances.
- ◆ **Braille Publications.**
Tip: The website <http://www.state.nj.us/humanservices/cbvi/info/braille/> lists companies that transcribe Braille from print or disk. PCCHC utilizes the services of Braille Enterprises: www.brailleenterprises.com/.

Contact PCCHC with any questions on the regulations of the Americans with Disabilities Act or preparation of an ADA Plan.

Assistive Listening and Audio Description Devices Program

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:

Clifton Public Library
292 Piaget Avenue
Clifton, NJ 07011
(973) 772-5500

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 07666
(201) 837-4171

NJ State Library Talking Book & Braille Center
2300 Stuyvesant Ave.
Trenton, NJ 08625
800-792-8322