

<b>New Jersey Council for the Humanities</b> 28 West State Street, Sixth Floor Trenton, NJ 08608 (609) 695-4838 Phone 888-FYI-NJCH (toll free in NJ) (609) 695-4929 Fax <a href="mailto:njch@njch.org">njch@njch.org</a>	 <b>2009 Grant Application Cover Sheet</b> Expires 12/31/09	<b>OFFICE USE ONLY</b> Project #: _____ Date Rec'd: _____ Amount Funded: _____ Date Awarded: _____ Program Officer's Initials: _____ Format: _____ Final Report Due: _____
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Grant Funding Level (check one):  Major  Media  Mini  
 \*Applicants for media grants should request a copy of the media rider for review prior to submitting an application.

**PROJECT TITLE:** \_\_\_\_\_

Proposed Grant Period (from beginning of project) _____ / _____ / _____ (to completion of project) _____ / _____ / _____
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**ABSTRACT OF PROPOSAL.** Summarize the activities and humanities content that are covered in the proposal narrative. Do not exceed this space.

**PRINCIPAL APPLICANT ORGANIZATION**

Name: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ State Legislative District: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Website: \_\_\_\_\_

**PROJECT DIRECTOR**

Name: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

**COSPONSORING ORGANIZATION** (if any): \_\_\_\_\_

Has your organization received NJCH funding within the last five years?  NO  YES Grant #: \_\_\_\_\_

<b>PROPOSED BUDGET</b>	
1. NJCH Request Outright	\$ _____
2. Cost Share	\$ _____
<b>TOTAL BUDGET</b>	\$ _____
Funding from Other Sources	\$ _____

Person other than Project Director to whom grant funds should be sent:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

**NJCH 2009 GRANT APPLICATION  
PUBLIC PROGRAMS SCHEDULE**

If your project includes public programs, please provide the following details for each event. You may use additional pages if necessary.

1. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Title: \_\_\_\_\_  
Location (full address): \_\_\_\_\_  
\_\_\_\_\_  
Presenter: \_\_\_\_\_ Format: \_\_\_\_\_  
Summary of Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Title: \_\_\_\_\_  
Location (full address): \_\_\_\_\_  
\_\_\_\_\_  
Presenter: \_\_\_\_\_ Format: \_\_\_\_\_  
Summary of Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Title: \_\_\_\_\_  
Location (full address): \_\_\_\_\_  
\_\_\_\_\_  
Presenter: \_\_\_\_\_ Format: \_\_\_\_\_  
Summary of Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Title: \_\_\_\_\_  
Location (full address): \_\_\_\_\_  
\_\_\_\_\_  
Presenter: \_\_\_\_\_ Format: \_\_\_\_\_  
Summary of Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Title: \_\_\_\_\_  
Location (full address): \_\_\_\_\_  
\_\_\_\_\_  
Presenter: \_\_\_\_\_ Format: \_\_\_\_\_  
Summary of Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CERTIFICATION OF ADHERENCE TO NJCH GRANT PROVISIONS**

Grant applicants are required to certify that they will comply with the following provisions. In addition, any condition incorporated in the Media Rider (when applicable) or Award Letter will be legally binding upon recipients of grants from the New Jersey Council for the Humanities.

### **A. NONPROFIT STATUS**

The applicant stipulates that it is a registered New Jersey nonprofit organization, or local, state or federal governmental agency. In the case of media applications, the applicant stipulates that it is a registered New Jersey nonprofit organization or the nonprofit sponsor of a film about a New Jersey subject.

### **B. GRANT PERIOD**

The grant period commences on the date the grant agreement has been signed by all parties. The end of the grant period is the date upon which all expenditures have been obligated and the final narrative and budget report have been received in the NJCH office. This date must be within 90 days after completion of the project. Obligations outstanding at the end of the grant period must be liquidated within 60 days thereafter.

### **C. BUDGET PROPOSAL AND USE OF GRANT FUNDS**

Grant funds may be expended only for project purposes set forth in the proposal narrative and budget as originally approved or subsequently amended. Ineligible project costs include entertainment, refreshments, operating expenses, capital funding and acquisitions. No NEH funds may be used as cost share. Request for reallocation of awarded funds in excess of 10% of the total award must be submitted in writing to the Grants Officer for approval prior to program completion.

#### Project Income

- 1) Admission to a program must be free. If a nominal registration fee is necessary to cover costs for which NJCH funds may not be used (e.g., refreshments), the amount, its purpose, and how provision will be made for those who cannot afford to pay must be detailed in the grant application and approved by the Council. Fees cannot be used as cost share.
- 2) Media and print product grantees are required to report on sales, rental or re-use of films, video/DVD and audio tapes, and publications for a period of three years after project completion. Income may be used to offset promotional and distribution costs.

### **D. INSURANCE**

Grantees must include NJCH as an additional insured on their existing general liability policy and provide a certificate of insurance reflecting their coverage to NJCH. Grantees must maintain this policy throughout the grant period.

### **E. FISCAL RECORD KEEPING**

The fiscal agent should have access to and follow federal standard accounting procedures according to General Grant Provisions for Organizations and Office of Management and Budget Circular A-110, Part II. Since all grants are subject to NJCH and NEH audit, grant recipients must maintain financial records for at least three years following submission of the final fiscal and narrative reports.

The NJCH regrants federal funds it receives as a grant from the NEH. The Catalog of Federal Domestic Assistance (CFDA) number related to the NEH grant monies is 45.129. Please consult your organization's accountant/auditor to determine if you are subject to certain governmental audit requirements as a result of your receipt of these federal funds. If your organization is subject to these audit requirements, a copy of your most recent audit report, completed within 9 months after the end of your fiscal year, must be sent to:

New Jersey Council for the Humanities  
28 West State Street, Sixth Floor  
Trenton, NJ 08608  
Attn: Grants Officer

Any cost reimbursed by the Council which is subsequently found to be disallowable under audit shall be refunded to the Council.

### **F. ACKNOWLEDGMENT**

- 1) Grantees must acknowledge NJCH funding at all programs and in all promotional efforts as follows:  
"This (publication, program, exhibition, film/video, website) was made possible by a grant from the New Jersey Council for the Humanities, a state partner of the National Endowment for the Humanities. Any views, findings, conclusions or recommendations

expressed in this (publication, program, exhibition, film/video, website) do not necessarily represent those of the National Endowment for the Humanities or the New Jersey Council for the Humanities.”

- 2) The NJCH logo must appear with the above statement in promotional materials. In publication products, the NJCH logo must be reproduced along with the acknowledgment on the reverse of the title page and in the acknowledgments.
- 3) Samples of all promotional materials must be submitted prior to publication for NJCH approval.

## **G. FUNDED PROGRAM CHANGES**

Proposed changes that must be detailed and submitted in writing to the Grants Officer for approval include:

- 1) changes in project agenda, scope, purpose, or activities;
- 2) changes in key personnel, including the project director, humanities scholars, or speakers (résumés are required);
- 3) changes in duration of the grant period must be requested in writing at least 30 days prior to the end of the original grant period.

## **H. FINAL REPORTING**

The grantee is required to submit one copy of the following, within 90 days of the end of the grant period:

- 1) Completed, signed, and dated Final Fiscal Report Form.
- 2) A narrative assessing project humanities content and public value, the project’s success in engaging the audience (if applicable), and the effectiveness of outreach and publicity.
- 3) An appendix of printed informational and promotional materials including press articles.
- 4) Photographs if available.
- 5) Audience surveys.
- 6) Project Director’s report.
- 7) Media Projects: four cassette/CD copies of radio programs or films/videos/DVDs.
- 8) Oral History Projects: one copy of tapes, transcripts or other materials.
- 9) Living History Projects: one copy of scripts and a videotape/DVD (non-professional is acceptable) of presentation.
- 10) Access to Collections and Publications Projects: four copies of the publication and three copies of the finished humanities resource produced as a result of the grant.
- 11) Web project: one paper copy of the site created.

Grantees with projects that continue to reach audiences after the close of the formal grant period through the continued distribution, screening, or hosting of funded publications or media projects are also required to report on audience numbers annually.

## **I. COPYRIGHT**

The Council reserves nonexclusive license to use and reproduce for Council use, without payment, any publishable matter, including copyrighted matter, arising out of a grant.

Copyright provisions are covered in the NJCH Media Rider. Applicants for media projects should request a copy of the rider before submitting a proposal.

## **J. TERMINATION OR SUSPENSION OF GRANTS**

NJCH and the sponsoring organization may terminate a specific activity or the entire grant by mutual, written agreement.

- 1) A grantee may terminate its NJCH award in whole or in part by notifying the Grants Officer, in writing, of the reasons for such termination.
- 2) NJCH may, at its discretion and at any time, terminate a grant with written notice after consultation with the sponsoring organization.

Within 30 days of termination, a final report summarizing the progress achieved under the grant, and an itemized accounting of funds expended, obligated, and remaining under the grant must be submitted. The sponsoring organization will remit to the Council any funds due or disallowed.

## **K. CERTIFICATION REGARDING THE NON-DISCRIMINATION STATUTES**

The applicant certifies that it will comply with the following non-discrimination statutes and their implementing regulations:

- 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and the Civil Rights Act of 1991, which provide that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

- 2) Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
- 3) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and
- 4) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

**L. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION  
(45 CFR 1169)**

- 1) The prospective regrantee certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Where the prospective regrantee is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to their proposal.

**M. LABOR DEPT. STANDARDS ON PROJECTS OR PRODUCTIONS ASSISTED BY GRANTS FROM THE NEW  
JERSEY COUNCIL FOR THE HUMANITIES**

Grantees who hire performers and/or supporting personnel must notify the NJCH, in writing, that these persons have been hired and are being paid in compliance with 29CFR §505.3 and §505.5 of the Department of Labor Employment Standards. This requirement applies whether or not the NJCH grant covers the performance itself.

**N. HANDICAPPED ACCESSIBILITY**

Grantees are required to ensure that the program site(s) is (are) handicapped accessible according to the 1993 Americans with Disabilities Act (ADA). Grantees are required to accommodate the handicapped in order not to impede their access or participation in funded humanities activities.

# # #

The parties signing below on behalf of the applicant organization represent to NJCH that they are authorized to assure compliance with the provisions stipulated herein.

Project Director:

\_\_\_\_\_ Date \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_

Authorizing Official:

\_\_\_\_\_ Date \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_

Fiscal Agent (may not be Project Director):

\_\_\_\_\_ Date \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_

## NJCH 2009 GRANT APPLICATION BUDGET FORM

### Summary Budget

Basic Instructions:

The budget format separates Project Costs between funds requested from NJCH and those that will be contributed to the project through cost share. Please refer to the Budget Form Instructions in the NJCH Grant Application Guidelines for definitions of project costs and cost share.

After you have finished sections 1 through 6 on the following three pages, transfer the subtotal costs for each category of project expense to the summary budget chart below.

Budget Categories	NJCH Request	Cost Share	Total Costs
1. Salaries & Benefits			
2. Fees for Project Personnel			
3. Travel & Subsistence			
4. Supplies & Materials			
5. Services			
6. Other Costs			
7. Total Project Costs			

### Funding Sources

Do you anticipate funding from sources other than NJCH for this project?

NO  YES

**Amount**

\_\_\_\_\_

Do you anticipate any earned income?

NO  YES

\_\_\_\_\_

Do in-kind services make up any of the cost share?

NO  YES

\_\_\_\_\_

*If yes, please attach an explanation of the sources and uses of all in-kind services.*

Is the project for which NJCH funding is requested part of a larger project

NO  YES

Indicate funding sources other than NJCH on the table below and whether funding is committed or potential.

Source	Amount	Purpose	Committed	Potential

**NJCH 2009 GRANT APPLICATION  
BUDGET FORM**

**1. Salaries & Benefits**

Provide the names and titles of principal project personnel. For support staff, include the title of each position and indicate in the next column the number of persons who will be employed in that capacity. Applicants are strongly encouraged to designate these amounts as cost share.

Name & Title of Position	Number of Persons	Basis/Method of Computation	NJCH Request	Cost Share	Total
<b>SUBTOTAL (TO SUMMARY BUDGET LINE 1)</b>					

**2. Fees for Project Personnel (e.g. speakers, consultants)**

We strongly encourage the use of New Jersey scholars.

Name or Type of Consultant	No. of Days on Project	Daily Rate of Compensation	NJCH Request	Cost Share	Total
		\$			
		\$			
		\$			
		\$			
<b>SUBTOTAL (TO SUMMARY BUDGET LINE 2)</b>					

**3. Travel & Subsistence**

NJCH will reimburse project-related travel expenses that are reasonably supported and documented. Requests for air, taxi, train, and bus fare should represent the lowest available rates. NJCH will reimburse at a maximum of \$0.31/mile for automobile use. Please note that the use of New Jersey scholars is strongly encouraged. Actual expenses for food and lodging must be used to calculate subsistence costs for long-distance participants. No alcoholic beverages may be purchased with NJCH funds.

Name	From/To	Type of Transportation	Total Travel Days	Subsistence Costs	Transportation Costs	NJCH Request	Cost Share	Total
<b>SUBTOTAL (TO SUMMARY BUDGET LINE 3)</b>								

**NJCH 2009 GRANT APPLICATION  
BUDGET FORM**

**4. Supplies & Materials**

Include consumable supplies and expendable materials to be used in the project.

Item	Basis/Method of Computation	NJCH Request	Cost Share	Total
<b>SUBTOTAL (TO SUMMARY BUDGET LINE 4)</b>				

**5. Services**

Include the cost of duplication and printing, long-distance telephone, equipment rental, postage, and other services related to project objectives.

Item	Basis/Method of Computation	NJCH Request	Cost Share	Total
<b>SUBTOTAL (TO SUMMARY BUDGET LINE 5)</b>				

**6. Other Costs**

Include other items not previously listed. Please be specific.

Item	Basis/Method of Computation	NJCH Request	Cost Share	Total
<b>SUBTOTAL (TO SUMMARY BUDGET LINE 6)</b>				

<b>TOTAL</b>				
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**NJCH 2009 GRANT APPLICATION  
APPLICATION CHECKLIST**

Specialized Grant Type, if applicable:     \_\_\_ Media   \_\_\_ Oral History   \_\_\_ Living History   \_\_\_ Publication

**All applications must be collated with application cover sheet on top. Be sure to staple or binder clip the application. Please do not use binding materials or folders. Include ONLY those items that are on this check list.**

**Contents of All Applications**

- \_\_\_ 2009 Application Cover Sheet
- \_\_\_ Public Programs Schedule
- \_\_\_ Signature page **ONLY** of the Certification of Adherence to NJCH Grant Provisions
- \_\_\_ 2009 Budget Form
- \_\_\_ Narrative

*Please note that this application checklist is for the applicant's use and should not be included with the submitted application. Please be sure that the Application Cover Sheet is on top of the submitted application.*

**Appendix**

- \_\_\_ Résumés for key personnel, including speakers
- \_\_\_ Proof of Nonprofit Status

**Number of copies**

- \_\_\_ Major/Media Projects: One signed original and twenty-six copies of the application
- \_\_\_ Minigrant Projects: One signed original and six copies of the application

**Additional Project Requirements**

**Media**

**Television Documentaries**

- \_\_\_ Four DVDs or 1/2" VHS tapes of a rough cut
- \_\_\_ Documentation confirming likeliness of acceptance of, or significant interest in broadcasting
- \_\_\_ Documentation confirming that all additional funding required for broadcast has been secured

**Radio Programs**

- \_\_\_ Four sample tape recordings and/or four copies of the script
- \_\_\_ Documentation confirming likeliness of acceptance of, or significant interest in broadcasting

**Oral History**

- \_\_\_ Plan for presentation and distribution of collected materials to the public

**Living History**

- \_\_\_ Timetable of project development including a schedule of presentations
- \_\_\_ Four sample copies of an outline of the presentation
- \_\_\_ CV of the presenting humanities scholar

**Publication**

- \_\_\_ Manuscript: Plan for design of the publication, 1 sample chapter, timetable, and current status of the text
- \_\_\_ Editorial: Description of the work to be edited, a sample of the text, plan for edit and design including scope of current interpretive essay(s) by humanities scholars, and proposed table of contents.
- \_\_\_ Catalogs/Inventories/Archival/Computerization of Materials: Table of contents and description of the materials to be accessed.
- \_\_\_ Web Projects: Design plan for content, functionality, and maintenance; web addresses of designer's work as part of the appendix.