

GENERAL INFORMATION

New Jersey Council for the Humanities

The mission of the New Jersey Council for the Humanities (NJCH) is to serve the people of New Jersey by developing, supporting and promoting projects that explore and interpret the human experience, foster cross-cultural understanding and engage people in dialogue about matters of individual choice and public responsibility.

NJCH is a nonprofit organization established in 1972 as a state council of the National Endowment for the Humanities (NEH). Accountable to the NEH and responsive to the people of New Jersey, the Council is governed by a twenty-five member volunteer board and funded by the NEH and the State of New Jersey as well as contributions from individuals, private foundations, and corporations.

The Humanities

People examine the human experience and explore basic questions of meaning and value through the humanities, a range of disciplines and areas of inquiry, such as literature, history, philosophy, languages, art and music history, architecture, folklore, and comparative religion. Public humanities programs bring these disciplines out of the classroom and into our lives, giving us the opportunity to look beyond our everyday concerns and see ourselves in relation to larger questions. Humanities programs offer ways to investigate, evaluate, discover, record, and articulate the meaning of human experience.

The Grant Program

Twice yearly, NJCH awards major and media grants to New Jersey nonprofit organizations through a competitive proposal review process. In addition, minigrants are awarded three times a year. Up to \$10,000 is awarded for each major grant; \$15,000 for each media grant; \$3,000 for minigrants.

Staff Consultation

NJCH strongly recommends that prospective applicants consult with the NJCH Grants Officer about project proposals and submit drafts for review up to one month in advance of the application deadline.

Grant Program Calendar

	Maximum Request	Number of Application Copies	Application Deadline	Review and Decision By	Notification of Decision
Major	\$10,000	26 + original	May 1 October 1	Full Council	July December
Media	\$15,000	26 + original include 4 media samples	May 1 October 1	Full Council	July December
Mini	\$3,000	6 + original	February 1 June 1 October 1	Minigrant Committee	March July November

All major and media grant applications must be submitted by the deadline that is at least three months prior to the project start date. Minigrant applications must be submitted by the deadline that is at least two months prior to the project start date.

ELIGIBILITY

Eligible Applicants

Eligible applicants include:

- Registered New Jersey nonprofit organizations and local, state, and federal governmental agencies that choose to sponsor a humanities project and do not have an open grant with NJCH. Ad hoc groups may apply as a co-sponsoring organization with a registered New Jersey nonprofit organization as the sponsor to take fiscal responsibility. Some examples of the organizations that apply to NJCH for funding are cultural commissions, historical societies, libraries, museums, neighborhood and community associations, civic and religious organizations, arts organizations, and public service organizations.
- If your proposal is for a film/video/television project, the applicant organization must either be a registered New Jersey nonprofit organization or the nonprofit sponsor of a film about a New Jersey subject.

NJCH welcomes applications from organizations with little experience in preparing proposals for funding of humanities programs and encourages applicants to consult with our Grants Officer about their topics and to request input on their draft narratives and budgets.

If your organization has an open grant with NJCH, the final report for that grant must be received and approved by NJCH before a new application is eligible.

Eligible Projects

To be considered for support, the humanities must be central to the project. A humanities scholar must also be involved in the project. NJCH encourages projects that:

- emphasize interpretive and critical thinking – the *how* and *why* – rather than simply telling *what*
- involve intended audiences in the planning process
- promote discussion between scholars and audience
- provide for public distribution of published, recorded, and computerized materials
- present objective points of view, offering balanced examinations of topics
- are designed primarily for an adult or intergenerational audience
- serve primarily a New Jersey audience
- **are free and open to the public**

NJCH looks favorably on projects that promote:

- the reading and understanding of literature
- cross-cultural understanding
- participation in civic discussion
- exploration of history and its relevance today
- understanding of life in a civil society
- examination of public policy issues

Eligible Project Formats

The Council is interested in any public project format that promotes dialogue about the humanities. Examples of acceptable formats include:

- series of reading/discussion, lecture/discussion programs
- television and film/video documentaries (finishing costs only)
- radio programs
- scholar-led walking tours and accompanying interpretive brochures
- seminars, symposia and workshops
- discussion/interpretation programs focused on showing of films, performances, videotapes/DVDs, slides/audiotapes, and exhibits
- oral history projects that involve a community and result in the production and distribution of materials to the general public (publications, tapes, videos, exhibits developed from these histories)
- living history programs that reflect serious exploration and are presented by a humanities scholar

- humanities museum exhibitions (design, implementation, with emphasis on interpretive materials and programs)
- publication projects that make humanities materials accessible to the general audience (excluding research monographs)
- interpretive essays
- development of a catalog or inventory at a museum archival collection
- organization of archival materials for publication and distribution
- conservation work connected to a public humanities project
- computerization of inventories, catalogs or archival materials
- web design projects that bring humanities content to the public

Ineligible Projects and Project Costs

NJCH does not fund:

- planning projects
- direct social action or political advocacy
- projects that provide academic credit, scholarships, fellowships, or regular course offerings
- scholarly programs directed at a limited audience
- projects focusing on teaching methodology
- operating expenses, general overhead, capital funding, and acquisition of major equipment (over \$500 in value)
- the performing arts (however, interpretations of the arts that place works in their historical, political or social context are eligible – see “Eligible Project Formats” above)
- research or individual scholarship not connected with a public program
- salaries of full-time employees that are customarily borne by the sponsoring organization (this expense should be accounted for as cost share)
- refreshments or alcoholic beverages
- programs that charge admission (nominal donations may be requested but cannot be required)

APPLICATION PROCEDURE

Draft Proposal Review

NJCH staff is available to review draft proposals submitted **up to one month in advance** of the application deadline. The staff does not make funding recommendations or decisions, but can offer applicants suggestions for strengthening proposals. **Submission of draft proposals for review is strongly recommended.**

Major Grant Proposal

Proposals must be submitted by the application deadline (see table in first section) that is at least three months prior to the project start date. Submit one signed original and twenty-six copies of the proposal, which must consist of these sections, assembled in the following order:

1. Completed 2009 Application Cover Sheet, Public Programs Schedule, and signed Certifications.
2. 2009 Budget Form.
3. A narrative that is typed, double-spaced, and no longer than six (6) double-sided 8 ½” x 11” pages. Please review the “Proposal Narrative” section that appears in these guidelines.

Appendix

1. Résumés, biographical sketches, or CVs for key project personnel, including speakers. Limit of 2 pages per person.
2. Proof of nonprofit status.

Be sure to staple or binder clip the proposal. Please do not use binding materials or folders.

DEADLINE: Proposals must be postmarked no later than the application deadline (see table in first section) or the Monday following a weekend deadline. They must comply with the 2009 NJCH Grant Guidelines to be eligible. No materials will be returned.

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

Minigrant Proposal

Proposals must be submitted by the application deadline (see table in first section) that is at least two months prior to the project start date. Submit one signed original and six copies of the proposal, which must consist of these sections, assembled in the following order:

1. Completed 2009 Application Cover Sheet, Public Programs Schedule, and signed Certifications.
2. 2009 Budget Form.
3. A narrative that is typed, double-spaced, and no longer than three (3) double-sided 8 ½ “ x 11” pages. Please review the “Proposal Narrative” section that appears in these guidelines.

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ADDITIONAL REQUIREMENTS

If your proposal is for a:

Media Project

- TELEVISION DOCUMENTARIES/FILMS/VIDEOS: The applicant organization must either be a New Jersey nonprofit organization or the nonprofit sponsor of a film about a New Jersey subject. Submission must include four DVDs or ½” VHS tapes of a rough cut, no more than ten minutes longer than final running time, documentation from broadcast outlets confirming likeliness of acceptance of, or significant interest in, the completed film for broadcasting, and confirmation that all additional funding required for broadcast has been secured. Broadcast to a New Jersey audience should be part of the plan.
- RADIO PROGRAMS: Funding may be requested for finalizing script development, production, distribution, and airing of radio program(s) (one or a series). The proposal narrative should state the total number of audiotapes that will be produced, a plan for their distribution, and the projected air time schedule. Four sample tape recordings and/or four copies of the script must be submitted. Broadcast to a New Jersey audience should be part of the plan.

Oral History Project

- **ORAL HISTORY PROJECTS:** Proposals for the collection of primary research documentation by means of tape-recorded interviews must result in an interpretive presentation and distribution of the collected materials to the general public in the form of a public program, publication, audio or videotape/DVD, or as an exhibition. The project should include consultation with a scholar trained in oral history.

Living History Project

- **LIVING HISTORY PROJECTS:** Proposals for script development, costuming, and production of living history character performances should include a timetable for project development, a schedule of presentations, research information, and sample script materials. The project must be based on serious exploration of the topic and be presented by a humanities scholar.

Publication Project

- **PUBLICATION PROJECTS:** A design plan for the publication, one sample chapter, a timetable, and current status of the manuscript.
- Editorial projects must include a description of the work to be edited with a sample of the text, table of contents, and a plan for edit and design including current interpretive essays by humanities scholars.
- Proposals for conservation work must include photographs of the objects to be conserved.
- Catalogs/Inventories/Archival/Computerization of materials projects must include a proposed table of contents and description of the materials to be accessed.
- Web design projects must include a design plan for content, functionality, and maintenance, and a plan for acknowledgment of NJCH during the grant period. Web addresses of projects by the web designer should be part of the appendix.

PROPOSAL NARRATIVE

The narrative describes the entire project and should include:

1. **Project description:** This detailed explanation of your project clearly states the goals and work plan and demonstrates that they are achievable. This section includes:
 - **Goals:** Summarize clearly what you intend to achieve. What will people learn, explore or gain from the project? What impact will this project make on the lives of the participants or on the community?
 - **Context:** If this project is part of a larger project, explain the interrelationships.
 - **Humanities Content:** What is the central theme and what makes this a humanities project? Explain which humanities disciplines are central to the project and describe what analysis or interpretation will take place.
 - **Humanities Scholars:** Who are the key humanities scholars, and what are their roles?
 - **Timeline:** A detailed timeline that covers planning, implementation, and evaluation of the project.
2. **Evaluation:** Include a plan of how the project will be assessed for realization of goals, humanities content, effectiveness of the scholars and other key personnel, and project administration, including success in reaching targeted audience(s) and numbers served.
3. **Organization:** This section tells briefly about the sponsoring organization, gives the group's reasons for sponsoring the project, and describes the abilities of the project personnel to execute and evaluate the project.
4. **Audience Description and Publicity Plan:**

- Identify specific group(s) that will be targeted
- Describe the size and composition of the intended audience and how their interest and participation will be enlisted. Describe how the targeted audience will be included in the planning process. Projects should be directed principally at New Jerseyans.
- Provide a publicity schedule and describe printed materials that you will create.

APPENDIX

The appendix includes:

- Résumés, biographical sketches, or CVs for key humanities and administrative project personnel, including speakers. These must be limited to 2 pages per person and include information on the person's education and related work experience, including places and dates of degrees and any graduate or advanced professional education. The use of New Jersey scholars is strongly encouraged.
- Proof of nonprofit status.

COMMON PROPOSAL WEAKNESSES

- The humanities content is not clearly described.
- Humanities scholars are not fully involved in project planning or execution.
- The proposal is incomplete or poorly written.
- The duties of the project personnel are not well defined.
- Potential audience is not identified.
- The proposal reflects inadequate marketing plans.
- Sufficient lead-time is not provided.
- The proposal does not present a balanced point of view.
- The budget is not justified or reasonable.

BUDGET FORM

Detailed instructions for completing the Budget Form are included on the form itself. A sample budget follows to assist you in preparing your budget.

Project Costs

All project costs must be reasonable, necessary to accomplish project objectives, eligible under NJCH guidelines, subject to audit, and incurred during the grant period. The budget must include project costs that will be charged to NJCH grant funds as well as those that will be supported by applicant or third-party monetary and in-kind contributions. Inclusion of these items presents an accurate view of the overall project costs and a sense of the project's feasibility.

Values assigned should be reasonable in relation to rates paid for similar work, current market prices, or fair rental charges. Requests for support from NJCH to cover costly honoraria and travel for speakers may be reduced or denied.

Cost Share

The Council requires the applicant organization to provide a 100% match for the funds requested of NJCH. This is called cost share. Source(s) of these funds may be the applicant organization and/or third party sources (individuals, foundations, corporations, businesses, or government sources (except NEH)). It may be from in-kind (donated goods or services), monetary contributions, or from the applicant organization's operating budget. Cost share may be applied to any project expense category. The applicant is strongly encouraged to use the salary expense of regularly employed individuals as cost share.

Additional Funds

Any anticipated funds from sources other than NJCH, including contributions from foundations, corporations and businesses, government agencies, private individuals, and revenues from fees, should be itemized separately on the bottom of page 1 of the Budget Form. NEH funds should also be listed there. Regardless of the source of revenue, entrance to the NJCH-sponsored portion of the program must be guaranteed to all.

Grant Period

The grant period begins with the signing of the grant agreement forms. Final reports are due no later than 90 days following the date of the last project event. No grant funds may be committed or expended beyond the final date of the closeout period.

Sample Budget

Budget Summary

		NJCH Request	Cost Share	Total
1. Salaries & Wages		0	\$8,500	\$8,500
2. Fees for Project Personnel		\$2,000	0	2,000
3. Travel		1,480	0	1,480
4. Supplies & Materials		175	0	175
5. Services		300	420	720
6. Other Costs		0	420	420
7. Total Project Costs		3,955	9,340	13,295

Salaries and Wages

Name & Title of Position	No. of Persons	Basis/Method of Cost Computation	NJCH Request	Cost Share	Total
Alice Lester, Project Director	1	1 month x 100% @ \$27,000 academic year	0	\$3,000	\$3,000
Isabel Hopkins, Research Assistant	1	4 months @ 50% @ \$25,000/yr.	0	\$4,166	\$4,166
Secretarial Support	1	2 months x 100% @ \$14,000/yr.	0	\$2,334	\$2,334
SUBTOTAL			0	\$8,500	\$8,500

Fees for Project Personnel

Name or Type of Consultant	No. of Days on Project	Daily Rate of Compensation	NJCH Request	Cost Share	Total
Dr James Maguire Professor of English Literature	2	\$ 250	\$500	0	\$500
Dr. Maria Ferdinanda Professor of Spanish Literature	2	\$ 300	\$600	0	\$600
Moderator	2	\$ 200	\$400	0	\$400
Spanish Language Specialist	5	\$ 100	\$500	0	\$500
SUBTOTAL			\$2,000	0	\$2,000

Travel

From/To	Type of Transportation	No. of Persons	Total Travel Days	Subsistence Costs	Transportation Costs	NJCH Request	Cost Share	Total
Chicago/Newark		2	4	\$500	\$480	\$980		\$980
Various/Newark (NJ scholars)		5	10	\$400	\$100	\$500		\$500
SUBTOTAL						\$1,480		\$1,480

Supplies and Materials

Item	Basis/Method of Cost Computation	NJCH Request	Cost Share	Total
Conference brochure	50 copies @ \$3.50 copy	\$175		\$175
SUBTOTAL		\$175		\$175

Services

Item	Basis/Method of Cost Computation	NJCH Request	Cost Share	Total
Long distance telephone	est. 40 toll calls @ \$3.00		\$120	\$120
Videotaping	2 days @ \$300	\$300	\$300	\$600
SUBTOTAL		\$300	\$420	\$720

Other Costs

Item	Basis/Method of Cost Computation	NJCH Request	Cost Share	Total
Insurance			\$120	\$120
Facility Rental	\$150/day x 2 days		\$300	\$300
SUBTOTAL			\$420	\$420

IF YOUR PROJECT IS AWARDED A GRANT

Grant Agreement, Award Notification and Payments

Successful applicants will receive an award letter, grant agreement, and administrative materials. NJCH will process the initial payment (90% of the grant award) upon receipt of:

- the signed agreement forms
- a draft of publicity that illustrates how the NJCH logo will be used and how NJCH will be acknowledged
- copies of letters announcing the award to your government representatives (template will be sent with award packet)
- completed audit form
- current certificate of liability insurance showing NJCH as additional insured
- revised budget (if applicable)
- completed media rider (if applicable)

Final payment will be issued upon completion of the project and NJCH's approval of the final report.

Acknowledgement of NJCH

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 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.”

- The NJCH logo must be used when the above statement is used in print, film, or video.
- Samples of all printed materials must be submitted prior to publication.
- Sponsoring organizations may be asked to acknowledge a representative of NJCH who attends their program.

Audience Survey

An audience survey will be provided for distribution at all public programs. Grantees are responsible for seeing that the surveys are completed and returned to NJCH.

Final Reporting

Grantees will be expected to submit one copy of the following:

- Completed, signed and dated Final Fiscal Report form.
- A narrative assessing the project's humanities content and public value, the project's success in engaging the audience (if applicable), and the effectiveness of outreach and publicity.
- An appendix of printed informational and promotional materials including press articles.
- Photographs if available.
- Audience surveys.
- Project Director's Report.
- Media Projects: four cassette/CD copies of radio programs or films/videos/DVDs.
- Oral History Projects: one copy of tapes, transcripts, and other materials.
- Living History Projects: one copy of scripts and a videotape/DVD (non-professional is acceptable) of presentation.
- 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.
- Web Projects: 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.

Evaluator

NJCH may send an evaluator who will file a written report on the program.

GRANT PROVISIONS SUMMARY

Acceptance of an award from the New Jersey Council for the Humanities creates a legal duty on the part of the grant recipient to use the funds in accordance with the terms of the grant contract and to comply fully with all provisions and conditions attached to the award. A detailed account of these provisions is included in the Agreement of Grant Award and Certification of Adherence to NJCH Grant Provisions.

This summary is provided for convenient reference only and in no way replaces the specific regulations.

- **Acknowledgment:** In all publicity and other written materials related to the project, the grantee must acknowledge the support of NJCH and use its logo.
- **Nonprofit Status:** Grants are awarded only to nonprofit organizations that provide proof thereof.
- **Eligibility:** Applicants must certify that they are not debarred from participation in the transaction by any federal agency.
- **Fiscal Record Keeping:** NJCH regrants federal funds it receives as a grant from the National Endowment for the Humanities. The Catalog of Federal Domestic Assistance (CFDA) number related to the National Endowment for the Humanities 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 submitted.
- **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.
- **Use of Grant Funds:** Grant funds may be used only for project-related expenses set forth in the proposal and budget as approved or amended.
- **Project Changes:** Budget reallocation that does not exceed 10% of the total award figure may be made without NJCH approval. Approval for all other changes in project scope or activities, key personnel, budget or grant period must be requested in writing.
- **Nondiscrimination and Handicapped Accessibility:** All projects must meet the requirements of Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the 1990 Americans with Disabilities Act. These statutes prohibit discrimination on the basis of race, color, national origin, handicap, sex or age.
- **Department of Labor Standards:** Grantees must notify NJCH that the minimum compensation, including those applicable to professional performers, and safety standards are in compliance with U.S. Department of Labor Employment Standards.
- **Copyright:** NJCH and NEH reserve nonexclusive licenses to use and reproduce for noncommercial purposes, without payment, any publishable matter, including copyrighted matter, arising out of a grant.

- **Final Reporting:** Within 90 days of the project's completion, the grantee must submit the forms and materials listed under "Final Reporting" above.
- **Termination or Suspension:** If the terms of the grant contract are not met, NJCH reserves the right to terminate or suspend a grant.