



**Arts Institute of Middlesex County  
2025 General Operating Support Grants**

**Application Questions and Attachment Information**

**Please find the Declaration of Intent and Application narrative questions below, along with a list of the additional attachments required in each stage. All questions will be answered in the online grant system. This document is for reference only.**

**DECLARATION OF INTENT**

**Organization and Contact Information**

Name of Organization, Address, Email, Phone Number, Website, Social Media

Name of Director or President

Name of Financial Officer/Treasurer

Name, Phone Number, Email of Primary Grant Contact

FEIN #

NJ Charitable Registration #, if applicable

Organization Information for Current Fiscal Year (fill in the table with figures):

- Projected Total Income
- Projected Total Expenses
- Total full-time staff
- Total part-time staff
- Number of board members
- Number of volunteers
- Number of members
- Projected annual attendance for all activities

Last Middlesex County Grant Received: Arts, History, Preservation/Open Space Grant (amount/year)

Last Fiscal Year's Total Operating Expenses

Select One Track:

- Arts
- History

Grant Funds Requested (Cash Grant Request from Middlesex County, Matching Funds, and Total Project Cost) (Note: Total Project Cost is the sum of the Cash Grant Request plus the Matching Funds)

**Executive Summary**

State your organization's mission, goals, and history. (Limit 2000 characters)

Provide a brief description of the purpose of the grant funds. (Limit 500 characters)

**Name and Title of the Organization Authorizing Official****Additional uploads:**

- Certificate of Incorporation
- Most Recent IRS Form 990
- IRS Letter of Determination (Notice of Tax-Exempt Status)

## APPLICATION

### Organization and Contact Information

All of the information from the Declaration of Intent will automatically populate into the first page of the application.

### Annual Combined Audiences

Tell us about the annual combined audience for all your programs in the last year. If you do not have exact numbers, please use your best judgement. Please only include audiences that directly benefited from your arts, history, cultural, and folklife programs in the past year.

In-Person Audience Numbers (Persons under 18; Adults 19-64; Senior 65+)

Virtual Audience Numbers (Persons under 18; Adults 19-64; Senior 65+)

For the next two questions, select all categories that make up 25% or more of your total in-person and virtual audience numbers noted above.

Population Benefited by Race/Ethnicity (Check only those boxes that represent 25% or more of your total audience.)

- American Indian/Alaska Native
- Asian/South Asian
- Black/African American
- Hispanic/Latino
- Native Hawaiian/Other Pacific Islander
- White
- No single racial/ethnic group made up more than 25% of the population directly benefited

Population Benefited by Distinct Groups (Check only those boxes that represent 25% or more of your total audience.)

- Individuals with Disabilities
- Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and shelters)
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active-Duty Personnel
- No single distinct group made up more than 25% of the population directly benefited

Social Media Audience Numbers

Select One Track:

- Arts
- History

**Organizational Capacity**

Describe your organizational planning process for the current year. Who are your board members and key staff? What are their responsibilities? How will you ensure that your organization is reaching its goals? Please refer to your Strategic Plan attached to this application. (Limit 5000 characters)

Please tell us about any outstanding accomplishments and/or challenges that your organization has faced in the past year. Is there anything else you would like us to know? (Limit 3000 characters)

**Programs and Services**

Provide highlights of your programmatic history over the last two years in relationship to your organization's goals. (include performances, exhibitions, collections, collaborations, partnerships, and practices) (Limit 5000 characters)

Describe the primary activities planned for the upcoming grant year, including important partnerships. Who are the artists and/or history professionals you plan to retain? Discuss the relevance of your programs to your current and intended audiences. (Limit 5000 characters)

Describe what you hope you will accomplish with this grant funding. How do you measure success? (Limit 3000 characters)

**Community Benefit**

Define your community. How do you build relationships with stakeholders (partners, audiences, patrons, etc.)? How did your past programming fulfill a need and benefit your community, especially regarding diversity, equity, and inclusion? (Limit 5000 characters)

What are your outreach and marketing plans to reach your community and general public? Include any plans to enhance public access to your programs with this grant funding. (Limit 3000 characters)

**Budget Page**

Complete the proposed budget table. Do not include dollar signs, periods, or commas in the table. (You will get an error if you include those in the table.)

	GRANT REQUEST	CASH MATCH	IN-KIND
Administrative Salaries (Fulltime & Part time)			
Fringe Benefits			
Graphic Designer/Videographer Personnel			
Technical/Production Personnel			
Independent Contractors - Other			
Outside Fees and Services			
Professional Development			
Dues and Memberships			
Permits and Fees			
Capital Expenditures/Renovations			
Acquisitions			
Capital Equipment - Purchase			
Equipment Rental			
Marketing			
Postage			
Website & Software Expenses			
Royalties			
Printing			
Travel			
Site/Building Utilities			
Facility Maintenance			
Facility Rental/Mortgage			
Supplies and Materials			
Insurance			
Repayment of Loans			
Other			

Briefly explain your proposed budget and provide details on how you plan to spend grant funds. (Limit 4000 characters)

Is there any other information you wish to share? (Optional; Limit 1500 characters)

**Additional uploads:**

- Signature Page
- Governing Board Form
- Resumes of Key Personnel
- Resumes of Key Personnel (2) (optional)
- Resumes of Key Personnel (3) (optional)
- Artist/Historians Resumes or Bios
- Artist/Historians Resumes or Bios (2) (optional)
- Artist/Historians Resumes or Bios (3) (optional)
- Additional Supporting Material (minimum 1; maximum 5)\*
- Strategic Plan
- ADA Plan
- Independently certified financial audit for the most recently completed two fiscal years
- Statement of Financial Activity for Previous Fiscal Year (Income & Expense Statement; Profit & Loss Statement) - Required for Nonprofit Organizations

→ Make sure to hit the green “Submit” button once all of the sections are complete!

\*Additional Supporting Material: Supporting materials should showcase activities and programs that your institution has undertaken within the past two years. Supporting materials may include digital images, audio files, video clips, flyers, newspaper articles, or any other documents showcasing the artistic and/or historical merit of your organization.