



## Arts Institute of Middlesex County

### 2024 Capital 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

Type of Organization (Nonprofit, Government, Other)

FEIN #

Do you have Tax-Exempt status? (yes/no)

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)

Please select the Grant Track for which you are seeking funding (see page 3 of the Grant Guidelines):

- Planning and Construction Documents
- Construction, Repair, or Expansion of Facilities or Features
- Capital Equipment

Is your facility located in Middlesex County? (yes/no)

Do you own or lease the facility for which you are seeking funding? (yes/no)

Is the facility listed on the NJ or National Register of Historic Places; a contributing component of an historic district; or have a certificate of eligibility or designation as a local landmark? (yes/no)

In the facility, do you have dedicated space to provide public arts or history programming? (yes/no)

Does your organization have an arts or history primary purpose (mission statement)? (yes/no)

Grant Funds Requested (Cash Grant Request from Middlesex County, Matching Funds, and Total Project Cost)

**Executive Summary**

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

Provide a brief description of the purpose of the grant funds. (Limit 1000 characters)

**Name and Title of the Organization Authorizing Official**

**Additional uploads:**

- Certificate of Incorporation
- Most Recent IRS Form 990 (Non-Profit Applicants) or Audit (Government/Library Applicants)
- IRS Letter of Determination (Notice of Tax-Exempt Status)

## APPLICATION

### Organization and Contact Information

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

Please select the Grant Track for which you are seeking funding (see page 3 of the Grant Guidelines):

- Planning and Construction Documents
- Construction, Repair, or Expansion of Facilities or Features
- Capital Equipment

Describe your project. (Limit 25,000 characters) (Note: Address *sustainability* in a later question)

**Timeline**

Provide a monthly timeline (up to 24 months) of the scheduled work, including key dates, milestones, and dates of deliverables.

**Professional Team**

Who are the professionals involved in this project? What is the role of each and the percentage of their costs to the overall project? Note: It is required to submit a resume for each professional at the end of this application. (10 lines available – Each line asks for Name of Professional, Discipline, Role, % of cost of the project)

**Community Benefit**

Define your community and how the project benefits them, especially regarding diversity, equity, and inclusion. (Limit 2000 characters)

How will the grant impact your organization? Will it increase visitors or will there be other benefits? (Limit 2000 characters)

How do you measure the success of your project relative to your organization and the community? (Limit 2000 characters)

**Sustainability**

What is your plan to address ongoing sustainability of the project? Will the project generate additional revenue? Does the plan have arts, history, and cultural programming components that will support the site? (Limit 6000 characters)

Describe your plan to market and raise awareness about your project with your community and neighborhood. (Limit 2000 characters)

Who are the intended audiences for this project? How do you intend to reach them and encourage them to participate? Take note of diverse demographics such as age, persons with disabilities, persons of color, etc. List any examples of how you have served such communities in the past. (Limit 2000 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
Project Administration		
General Contractor		
Project Subcontractors		
Project Personnel Others		
Architect/Engineer		
Supplies and Materials Interior		
Supplies and Materials Exterior		
Acquisitions		
Site Work		
Insurance		
Marketing		
Documents/Reports		
Equipment Purchases		
Equipment Rentals		
Site Building/Utilities		
Maintenance		
Rental/Mortgage		
Permits/Fees		
Supporting Programs		

Briefly explain your proposed budget and provide details on how you plan to spend grant funds. This is your opportunity to clarify your budget information. (Limit 2000 characters)

**Additional uploads:**

- Signature Page
- Governing Board Form
- Proof of Ownership or Lease of the Property (If leasing the property, you must also upload a signed approval letter from the Property Owner.)
- Project Team with Resumes (minimum 1; maximum 5)
- Estimates and Consultant Proposals
- Strategic Plan
- ADA Plan
- Independently certified financial audit for the most recently completed two fiscal years
- Construction Documents (optional)
- Sustainability Plan (optional)

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