



## Arts Institute of Middlesex County

### 2024 Program II 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, Library/School, 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 Fiscal Year's Total Operating Expenses

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

Select One Track:

- Arts (applying for Arts Grant only)
- History (applying for History Grant only)
- Arts & History (applying for both Arts and History Grants – these MUST be separate projects)

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**

Provide 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 (Non-Profit Applicants) or Audit (Government/Library Applicants)
- IRS Letter of Determination (Notice of Tax-Exempt Status)

## APPLICATION

### Organization and Contact Information

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 (applying for Arts Grant only)
- History (applying for History Grant only)
- Arts & History (applying for both Arts and History Grants – these MUST be separate projects)

## Project

Arts or History Project:

- Title of Project
- Project Date(s)
- Location(s) in Middlesex County

How many total members of the public do you expect to participate in this project?

Co-Sponsor(s), Collaborators or partner(s) - (Attach a Letter of Commitment) (optional)

Project Coordinator (Attach a Resume) (optional)

Highlight your artistic or historic programmatic history over the past two years. This includes the essential programs and services your organization has carried out. (Limit 2000 characters)

Describe the project for which you are requesting funding in detail. (Limit 2000 characters)

The following sets of questions will ONLY open if you select "Yes" to the type of project that fits your request:

### OPTIONAL ARTS TRACK

- Is this a Public Art request? (yes/no)
  - Is this public art project temporary or more permanent? If temporary, how long will the artwork be on display?
  - Does this project require permits and/or approval from a building owner? (yes/no)
  - Will there be an open call for artists or have the artists been pre-selected? Please explain.
  - How will your community be involved or have input in the project?
  - Describe your installation methods, anchoring procedure, and maintenance of the artwork. Who is responsible for maintaining the artwork over time?
  - Attach a preliminary sketch/design for the proposed public art. (required for track)

### OPTIONAL HISTORY TRACKS

- Is this an Oral History project request? (yes/no)
  - How many oral histories with transcripts do you plan to complete?
  - How many interviewers will be involved in the oral history project?
  - How many transcribers will be involved in the oral history project?
  - What is the process for selecting interviewees?
  - How will the oral history tapes and transcripts be made available to the public after completion?
  - How will the oral history tapes and transcripts be stored after completion?
- Is this a Digitization project request? (yes/no)
  - Has the applicant confirmed that the proposed material to be digitized has not already been digitized and is not available elsewhere? (yes/no)
  - Who will be completing the digitization? If it is an outside vendor, please provide a quote. (optional file upload for a Vendor Quote)
  - How will the digitized material be available to the public?

- Will the digitized material be searchable? (yes/no)
- How will the originals be stored and maintained after digitization is completed?
- Will there be a public program to support the digitization project? If yes, describe the proposed program.
- Is this a Historical Performance request? (yes/no)
  - Describe the artistic performance component of your project. What type of performance is it? (For Example: Music, Dance, Theatre)
  - How many performances will be offered?
  - Historical performances must be based in a solid foundation of historical research. Describe your research plan and who will be conducting the research.
  - How many artists are involved in your historical performance project?
    - Please attach the bio/resume of the artists involved in your project. (file upload here)
  - How many historians will be overseeing your historical performance project? A historian must be involved in the project.
    - Please attach the bio/resume of the historian overseeing your project. (file upload here)

Describe what you hope you will accomplish. How do you measure the success of your project relative to your organization? (Limit 2000 characters)

### **Timeline**

Provide a timeline of how you plan to complete this project (January through December).

### **Artists or Historians**

What gives the program artistic or historic merit? Who are the professionals and stakeholders involved in this project? (specify the role of staff/board members or other project partners and their expertise) (Limit 2000 characters)

Who are the artists or historians/professionals involved in this project? Note: It is required to submit a resume for each professional at the end of this application. This table correlates to the Artists/Historians #1-5 listed in the budget section. (5 lines available – Each line asks for Name of Professional, Discipline and Role, and if NJ based)

### **Community Benefit**

Define the community that you wish to serve through this project. How will this project or program directly benefit the residents of Middlesex County? 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)

Describe your plan to market or raise awareness about your program or project(s) with your community/neighborhood. (Limit 2000 characters)

### **Additional Information**

Are there any challenges within the organization that might impact your grant? Is there any additional information you would like to share? (Limit 1000 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
Personnel to Coordinate Project			
Administrative Staff			
Artist/Historian #1			
Artist/Historian #2			
Artist/Historian #3			
Artist/Historian #4			
Artist/Historian #5			
All Other Artists/Historians			
Venue Rentals			
Graphic Designer/Videographer			
Permits and Fees			
Marketing			
Postage			
Website and Software Expenses			
Program Supplies			
Costume, Lighting, Sound, Stage Expenses			
Equipment Rentals			
Insurance			
Royalties			
Travel			
Site/Building Utilities			
Maintenance			
Building Restoration Expenses			
Building Restoration Professional Services			

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)

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

**Additional uploads:**

- Signature Page
- Governing Board Form
- ADA Questionnaire\*
- 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)\*\*
- IRS Form 990 or Independently certified financial audit for the most recently completed fiscal year
- 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!

\*The ADA Questionnaire is composed of a series of open-ended and yes/no type questions. You should be prepared to answer questions about the programmatic accommodations you offer (like open/closed captioning, American Sign Language, assistive listening, alternative formats, website accessibility, etc.), as well as the accessibility of the venue or outdoor space you own or rent for the purposes of the project you are requesting support for in this application. Remember, if you are renting a venue or outdoor space for your program, it is still your responsibility to ensure the space is ADA compliant for public programming.

\*\*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.