



## 2024 Technical Assistance Grants GUIDELINES AND APPLICATION INSTRUCTIONS

Technical Assistance funding is available to Arts, History, and Folklife nonprofit organizations located in Middlesex County that wish to strengthen their management skills, improve board functions, undertake long-range planning with a consultant, develop professional educational materials, or increase their virtual capacity and online presence. Technical Assistance grants can also be used for expenses related to planning arts and history activities to participate in RevolutionNJ.

This opportunity is not for public-facing programs. Funding is meant to increase the internal capacities and technical needs of your organization.

Grants range from \$800-\$5,000

No cash match required.

Projects must take place between May 17, 2024 – December 31, 2024.

A final report is required.

Organizations must be a 501(c)3 nonprofit organization or must be in the process of becoming a 501(c)3 nonprofit organization during time of application submission.

Organizations must exist primarily for arts, history, or folklife purposes.

Organizations must have an annual budget of \$500,000 or less.

**Deadline to Apply: Monday, April 15, 2024 by 11:59pm**

Submit your application through the online grants portal: <https://middlesex.smapply.io/>

*Questions? Contact Grants Administration Manager, Manda Gorsegner*

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*732-745-4030*

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**Allowable Funding Uses:**

- Hiring outside planning or nonprofit/museum consultants, specialists, and/or training professionals directly related to your project
- Development of an internal planning document, such as:
  - Participation in RevolutionNJ
  - Strategic Plan
  - ADA Plan
  - Emergency Preparedness Plan
  - Public Art Plan
  - Marketing & Social Media Plan
  - Development Plan
  - Facilities Plan
  - Collections Plan
  - Interpretive Plan
  - Equity, Diversity, and Inclusion (EDI) Plan
  - Other long-range planning
- Graphic design and/or printing when directly related to your project, such as for an educational brochure, guide, or monograph
- Professional website development or upgrade
- Customer Relationship Management (CRM), virtual production, or other software integration to increase capacity of the organization
- Equipment with a life of 3 years or less to increase capacity to present public programs virtually or in-person
- Supplies when directly related to your project
- Phone and postage when directly related to your project

**Restricted Funding Uses:**

- General administrative salaries
- Payment to board members
- Equipment or items with a life of 3 years or more
- Maintenance, restoration, or renovation
- Deficits or losses from other events or projects
- Any project or part of a project that is already completed
- Fundraisers
- Paying individuals under age 18
- Scholarships or awards
- Food and Hospitality
- Out-of-state travel
- Costs related to legal expenses or disputes
- Purchase of historic artifacts or replicas
- Purchase of artwork
- Indirect costs