



COUNTY OF HUDSON
OFFICE OF CULTURAL & HERITAGE AFFAIRS/
TOURISM DEVELOPMENT
JUSTICE WILLIAM BRENNAN COURT HOUSE
583 NEWARK AVENUE
JERSEY CITY, NEW JERSEY 07306
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THOMAS A. DEGISE
COUNTY EXECUTIVE

GINA HULINGS
DIRECTOR

**FISCAL YEAR (FY) 2024 HUDSON COUNTY
HISTORY PARTNERSHIP PROGRAM (HPP)
FOR PROGRAMS
FROM JANUARY 1, 2024 TO DECEMBER 31, 2024**

IF YOU NEED HELP WITH YOUR FY24 HPP APPLICATION?

TECHNICAL HELP (not with the application questions)?

Get in touch with Survey Monkey Apply - Go to: <https://hcnj.smapply.org/helpdesk/>

QUESTIONS ABOUT THE APPLICATION QUESTIONS?

There are two ways to get it:

- 1) Phone: (201) 459-2070
- 2) E-mail: grants@hcnj.us

Application help is available from 9:00 a.m. to 5:00 p.m., Monday through Friday

GRANT GUIDELINES

THE APPLICATION CAN BE FOUND AT

https://hcnj.smapply.org/prog/HPP_FY2024

OR

<https://hudsoncountyculturalaffairs.org/hchpp/>

DEADLINE FOR APPLICATION

Applications are being accepted **online only** from **12:00 a.m. on Monday, August 21 2023 until 5:00 p.m. on Monday, September 25, 2023** for programs that will be offered between **January 1, 2024 and December 31, 2024**. **There are no exceptions.**

*****YOU NO LONGER HAVE TO HAND DELIVER OR MAIL THE CERTIFICATION PAGE TO US. THE CERTIFICATION PAGE IS PART OF**

THE APPLICATION AND MUST BE SUBMITTED ONLINE WITH YOUR COMPLETED APPLICATION***

*****Applicants are advised to read all of the guidelines thoroughly before beginning to fill out the application.*****

INTRODUCTION

Hudson County Executive Thomas A. DeGise and the Hudson County Board of County Commissioners are pleased to introduce the Fiscal Year 2024 **Hudson County History Partnership Program (HPP)**. Funding for this program is made available through the New Jersey Department of State - New Jersey Historical Commission (NJHC) and the County of Hudson.

In partnership with NJHC, the Hudson County Office of Cultural & Heritage Affairs/Tourism Development/Tourism Development (HCOCHA/TD) offers matching grants to non-profit organizations located in, and serving the residents of, Hudson County. These grants are administered through HCOCHA/TD, a unit of Hudson County government, by authority of Hudson County Executive Thomas A. DeGise and the Hudson County Board of County Commissioners.

The guidelines and application describe how grant funds can be used for specific programming by Hudson County based non-profit history organizations, arts organization that offer historical programming and units of local government, including libraries and schools that meet the NJHC priorities and criteria.

The Hudson County Office of Cultural & Heritage Affairs/Tourism Development affirms the priorities and goals of NJHC:

- Broadening, deepening, and diversifying the audience for history in Hudson County.
- Strengthening and further developing existing history organizations and programs in Hudson County.
- Initiating new programming on the history of Hudson County and its 12 municipalities.
- Improving management and interpretation of historic sites and historical collections in Hudson County.
- Expanding public understanding and awareness of historical resources in Hudson County.
- Increasing public and organizational participation in historical programs and activities in Hudson County.

- Increasing accessibility of historical resources to diverse communities and encourage the exploration of understudied and multicultural aspects of history in Hudson County.
- Increasing the body and quality of information on Hudson County’s history available to the public.
- Preserving materials for the study or preservation of Hudson County history.

GRANT APPLICATION “WEBINAR”

On **MONDAY, SEPTEMBER 11, 2023 at 10:00 a.m.**, HCOCHA/TD will present a live Zoom webinar on how to complete the FY24 HPP application. **PLEASE NOTE THE NEW TIME.** A webinar is a live, interactive online workshop which users can access via computer or smart phone. The webinar will be recorded. Information on how to attend the webinar and view the recorded video will be available at a later date.

For further information about the HPP application, please contact Joe Waks at (201) 459-2070 or jwaks@hcnj.us.

WHO MAY APPLY?

A. Hudson County-based, non-profit history-related organizations that:

- have collections or programming relating to the history of Hudson County or the history of its 12 municipalities.
- are incorporated in the state of New Jersey.
- have been in existence at least one year as of January 1, 2023, and can demonstrate an ability to provide history programs and/or services to the public;
- are defined as non-profit organizations under sections 501(c)(3), 501(c)(4) or 501(c)(6) by the Internal Revenue Service. Applicants are required to include copies of their IRS letter of determination.

or

B. 1) Units of government in Hudson County including schools, libraries, colleges and universities. or 2) Private non-profit universities that:

- provide local history programs, services or activities pertaining to Hudson County or any of its municipalities and that offer these programs to the general public. PLEASE NOTE: Agencies of the federal or state government ARE NOT eligible for an HPP grant. State colleges or universities are eligible.

or

C. Hudson County-based Non-Profit Arts Organizations that:

- *present local “artistic history” programing* such as creative history-based happenings, historically based murals, visual arts exhibits, musical arrangements or performances, or performances on historical subjects inside or outside a theater can be considered for funding if at least 20% of the cost to be covered by the grant is for consultation with qualified historian(s) on the subject matter of the project. *This programming must educate or bring public awareness to persons, places, or events in the history of Hudson County or any of its 12 municipalities.*
- have been in existence for at least one full year as of January 1, 2023 and can demonstrate an ability to provide history programs and/or services to the public.
- are defined as a non-profit organization under sections 501(c)(3), 501(c)(4) or 501(c)(6) by the Internal Revenue Service. Applicants are required to include a copy of the organization’s IRS letter of determination.

or

D. Hudson County-based Business Organizations (i.e. chambers of commerce, economic development corporations or non-profit organizations) that:

- present local history programs, services or activities pertaining to Hudson County or any of its municipalities.
- are incorporated in the state of New Jersey.
- are defined as a non-profit organization under section 501(c)(3), 501(c)(4) or 501(c)(6) by the Internal Revenue Service. Applicants are required to include a copy of the organization’s IRS letter of determination.

**AN ORGANIZATION OR GOVERNMENTAL ENTITY
MAY SUBMIT ONLY
ONE APPLICATION IN A FISCAL YEAR.**

WHO MAY NOT APPLY?

A. Agencies of the federal or state government cannot apply for an HPP grant. (State colleges or universities are eligible).

B. Organizations/individuals who have received a grant from the Historical Commission and failed to submit a final report on the project cannot apply for an HPP grant.

C. Organizations engaged in an active project funded by the New Jersey Historical Commission cannot apply for an HPP grant.

D. Organizations that do not practice policies of equal access and non-discrimination cannot apply for an HPP grant.

E. Organizations that have received HPP grants in the previous fiscal year but failed to complete their projects during the allotted period of the previous calendar year.

F. Organizations that are not registered as nonprofits in the State of New Jersey and do not have status as a 501(c)(3), 501(c)(4) or 501(c)(6) nonprofit organization as defined by the Internal Revenue Service.

IMPORTANT

- HPP grant recipients must comply with all applicable state and federal laws and maintain good standing with all required state and federal filings.
- Applicants must show that grant funds will permit them to expand, enhance or introduce Hudson County and/or local history programs or services.
- Organizations may not use grant monies to reduce their own expenditures on history programs or services by using these funds as replacement funds.
- Any proposed changes to the project in an approved application must first be submitted in writing to HCOCHA/TD. HCOCHA/TD will determine if the proposed changes will be accepted.

ADDITIONAL REQUIREMENTS

Credit Line: All funded projects must include the following credit line on all printed and publicity materials: *“This program is made possible by a grant from the New Jersey Historical Commission, a division of the Department of State, and the Hudson County Office of Cultural & Heritage Affairs, Thomas A. DeGise, Hudson County Executive & the Hudson County Board of County Commissioners.”* All funded projects must also feature the Hudson County logo, which will be provided to all grantees.

Informing HCOCHA/TD About Programming: Information on all funded programs must be sent to the Hudson County Office of Cultural & Heritage Affairs for inclusion in any calendar of events, newsletter, or social media platform that HCOCHA/TD publishes as soon as program dates are firm, preferably three months in advance of the date of the event.

APPEALS PROCESS

An appeal of the decision by the Peer Review Panel will be entertained only if an applicant can specifically demonstrate that the application was misinterpreted or

misunderstood during the evaluation process. The amount of an award will not be grounds for an appeal, and the appeal must be made only on the basis of the information contained in the initial application. HCOCHA/TD staff will clarify the appeals procedure for any applicant requiring further information.

GRANT CATEGORIES

For FY24, HCOCHA/TD is offering HPP grants in **two** categories:

- 1) **Program Support**
- 2) **General Operating Support**

**GOS APPLICANTS MAY NOT APPLY FOR
A PROGRAM SUPPORT GRANT IN THE SAME FISCAL YEAR
AND VICE VERSA.**

1) PROGRAM SUPPORT (PS)

What is Program Support?

The Hudson County History Partnership Program awards competitive matching grants to Hudson County organizations to support specific projects related to the history of Hudson County or any of its 12 municipalities.

**HISTORY-RELATED ORGANIZATIONS AND NON-HISTORY
ORGANIZATIONS MAY APPLY FOR A PS GRANT.**

How much can an organization request for a PS grant?

The maximum HPP Project Support grant request is **\$12,500**.

Is there a match requirement?

A one-to-one match (1:1) is required; hence 100% of the grant amount must be matched by the grantee organization. The match can be in **any combination** of cash and/or in in-kind donations, which may include products and services such as volunteer time, donated services, supplies, rental space, etc. For example, if the grant award is \$6,000, the required 1:1 match would be \$6,000, which can be in any proportion of cash and/or in in-kind donations.

The total cost of a project often exceeds the grant amount. Projects may be “overmatched” with additional cash and/or in-kind donations from the grantee

organization. **Applicants should determine the actual costs of the project before deciding on the amount of the grant request which ensures that your organization can meet the cash match requirements.**

What Kinds of Projects Can Be Funded?

1. Presentation and interpretation of public information about county and local history, such as brochures describing the organization's collection, programs, or services.
2. Public programs such as lectures, exhibitions, conferences, symposia, and workshops.
3. "Artistic history" programming such as creative history-based happenings, historically based murals, visual arts exhibits, musical arrangements or performances, or performances on historical subjects inside or outside a theater can be considered for funding **if at least 20% of the cost to be covered by the grant is for consultation with qualified historian(s) on the subject matter of the project. YOU WILL BE ASKED TO PROVIDE THE RESUME(S) OR QUALIFICATIONS OF YOUR REQUIRED QUALIFIED HISTORIAN(S).** This programming must educate or bring public awareness to persons, places, or events in the history of Hudson County or any of its 12 municipalities.
4. Original research and writing, bibliographical essays, historiographies.
5. Research in connection with historic preservation projects.
6. Research that analyzes the field of Hudson County (and its municipalities) history, such as the need for long-range planning, resource management or heritage tourism.
7. Oral history projects (audio, video, monographs).
8. Editorial work (including the updating of important works on Hudson County and its 12 municipalities).
9. Publications.
10. Film or videotape treatments, scripts, or production.
11. Development or enhancement of websites that specifically deal with the history of Hudson County and its municipalities.

12. Feasibility studies or planning for large-scale projects concerning Hudson County's (and its municipalities') history.
13. Surveys of historical resources of Hudson County or its municipalities. Such a survey is planning tool to identify, record, and evaluate historical assets and would form the foundation for a comprehensive and proactive historic preservation program.
14. Educational components of ceremonies, reenactments, commemorations, or anniversaries of historical events (funds may not be used for expenses such as receptions, refreshments, citations and/or proclamations, plaques, equipment rental, or other operational expenses associated with such events).
15. Microfilming and the production of finding aids to collections.
16. Genealogical projects resulting in research tools (indexes, cemetery locators, collective regional resources, publicly accessible databases) of use to the wider historical community.
17. Production of CD-ROMs or other digital projects that feature original content relating to the history of Hudson County or its municipalities.
18. Videotaping or audiotaping of public programs or oral history projects is permitted if transcripts, YouTube links, free downloads/and or viewing or listening are available at publicly accessible website.

What Kinds of Expenses Are Covered?

1. Microfilming.
2. Travel expenses with the following limits: Automobile travel - 65.5 cents per mile.
3. Archival or research library user fees.
4. Oral history tape transcription.
5. Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers.
6. Speakers' honoraria in the following amounts:
 - a. Keynote speaker, up to \$750 - One keynote speaker per program.
 - b. Main speaker - Up to \$500.
 - c. Chairperson or moderator - Up to \$150.

d. Panelist - \$125.

7. Supplies to be used in the project (such as audiotapes, videotapes, storage materials, office supplies, and materials for educational projects).

8. Materials for fabricating and installing exhibitions.

9. Payment of fees for touring exhibitions or the costs related to exhibitions loaned out to another entity.

10. Archival folders, boxes and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs.

11. Typesetting, printing, and binding.

12. Photography and photocopying.

13. Production of promotional or advertising materials.

2) GENERAL OPERATING SUPPORT (GOS)

What is General Operating Support?

The Hudson County History Partnership Program awards competitive matching grants to support Hudson County history-related organizations that work to promote the history of Hudson County or any of its 12 municipalities. The purpose of a GOS grant is to provide operating and administrative funding needed to sustain Hudson County history-related organizations into the future.

ONLY HUDSON COUNTY HISTORY-RELATED ORGANIZATIONS MAY APPLY FOR A GOS GRANT. NON-HISTORY ORGANIZATIONS CAN ONLY APPLY IN THE PROJECT SUPPORT CATEGORY ONLY.

How much can an organization request for a GOS grant?

The maximum HPP General Operating Support grant request is **\$15,000**.

Is there a match requirement?

A one-to-one match (1:1) is required; hence 100% of the grant amount must be matched by the grantee organization. The match can be in **any combination** of cash and/or in in-kind donations, which may include products and services such as volunteer time, donated services, supplies, rental space, etc. For example, if the grant award is \$6,000, the required 1:1 match would be \$6,000, which can be in any proportion of cash and/or in in-kind donations.

What can be funded with a GOS grant?

GOS grants can be used to support history-related organizations' general operating and programmatic costs. Up to 15% of the grant may be used toward administrative costs.

Who can apply for a GOS grant?

Hudson County-based, non-profit history-related organizations that:

- have collections or programming relating to the history of Hudson County or the history of its 12 municipalities.
- are incorporated in the state of New Jersey.
- have been in existence at least one year as of January 1, 2023, and can demonstrate an ability to provide history programs and/or services to the public.
- are defined as non-profit organizations under section 501(c)(3), 501(c)(4) or 501(c)(6) by the Internal Revenue Service. Applicants are required to include copies of their IRS letter of determination.

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What is ineligible? What kinds of projects and expenses ARE NOT allowed in both Project Support and General Operating Support categories?

1. Administrative salaries, except for GOS applicants as previously defined cannot be funded with an HPP grant.
2. Airline travel and hotel expenses cannot be funded with an HPP grant.
3. HPP grants cannot be used to purchase of equipment, including, but not limited to, phones, fax machines, computers, DVD players, televisions, cameras, etc.

4. HPP grants cannot be used to offset institutional/organizational budget deficits.
5. HPP grants cannot be used as collateral to obtain loans.
6. HPP grants cannot be used as funds to lend to other organizations.
7. Projects that do not relate to the history of Hudson County, New Jersey or any of its municipalities cannot be funded with an HPP grant.
8. Project work that is completed before the submission of the application cannot be funded with an HPP grant. For example, a request to typeset and print a completed manuscript is eligible; a request to pay an author who produced the manuscript, after the manuscript has already been written, is not.
9. Restoration or preservation of structures cannot be funded with an HPP grant.
10. Purchase of collections, furniture, costumes, artifacts, or other items for collections cannot be funded with an HPP grant.
11. Construction, restoration, preservation of gravestones, statuary, plaques, historic property, and other such items cannot be funded with an HPP grant.
12. The acquisition of works of art, antiques, ephemera, etc. cannot be funded with an HPP grant.
13. Projects of federal or state government agencies cannot be funded with an HPP grant.
14. Conservation of materials owned by the federal government cannot be funded with an HPP grant.
15. Conservation of collections of unidentified photographs cannot be funded with an HPP grant.
16. Projects which are not accessible to the general public cannot be funded with an HPP grant.
17. Publication of coloring books, cookbooks, and calendars cannot be funded with an HPP grant.

18. Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of Hudson County history) cannot be funded with an HPP grant.
19. Video or audio recording of public programs, or oral history interviews without the production of transcripts to be made accessible to the public cannot be funded with an HPP grant.
20. Capital projects and improvements, such as renovation or construction cannot be funded with an HPP grant.
21. Purchase of books or prepackaged instructional materials cannot be funded with an HPP grant unless the applicant can demonstrate that such expenditures are warranted.
22. Trophies, prizes and scholarships, cannot be funded with an HPP grant.
23. Hospitality, food and beverage cannot be funded with an HPP grant.
24. HPP grants cannot be used to pay for or support fundraising events for the recipient organization or as a donation to another organization HPP grants cannot be used to pay for any fundraising activities or fundraising-related costs.
25. Field trips cannot be funded with an HPP grant.
26. Projects that are for the curricular or extracurricular activities of a school cannot be funded with an HPP grant.
27. Presenting performances, exhibits, and productions outside Hudson County cannot be funded with an HPP grant.
28. Programs whose sole emphasis is to motivate religious, sectarian, social welfare, or health education cannot be funded with an HPP grant.
29. HPP grants cannot be used for personal gain in any manner.

*****PRIORITIES FOR FUNDING FOR BOTH PROGRAM SUPPORT
AND GENERAL OPERATING SUPPORT CATEGORIES *****

Special consideration will be given to proposals of quality, innovation, and merit that address the following priority issues:

- Outreach to underserved communities (i.e., senior citizens, physically challenged, developmentally challenged, culturally diverse, economically disadvantaged).
- Promotion of history in municipalities in northern and western Hudson County.
- Promoting the appreciation of history and historical programming in Hudson County.
- Expanding the influence of Hudson County history to a broader sphere.

THE APPLICATION - Program Support (PS)

Program Support - PURPOSE

This question asks you to describe what project, program or initiative that FY24 HPP Program Support (PS) funding will help support. This statement should include date(s), location(s) and any other pertinent information about what the grant will specifically fund in the program. You should also explain what the benefit will be to either the general public and/or an underserved audience. Also explain what the benefit will be to either the general public and/or an underserved audience, and/or how the project promotes the growth of history, history-related organizations, or historical programming in Hudson County.

Program Support - THE NARRATIVE

*The Program Support narrative is the heart of your application. You must assume that the reader knows nothing about the project or the topic covered. Nevertheless, please be as succinct as possible. **Section headings based on the lettered items below are recommended.***

A. Begin narrative with a brief **OVERVIEW** of your organization and history related activities it has conducted, if applicable.

B. **WHAT** is the project? **WHY** is it worth doing? **WHY** is it worth funding? Tell how it relates to your organization's mission. State the goals and objectives of your project. Is it new or ongoing programming? **HOW** was the project selected?

Discuss the **project planning process** including how you determined the interests and needs of the community or if hiring a consultant, your organizational needs.

C. **WHO** is involved with the project? Provide the name and **history related qualifications or credentials** of person(s) responsible for overseeing the project. If there is a committee, name its members and discuss credentials. Give the name and relevant experience of professionals hired through the grant. Provide a clear statement of responsibilities of each. Describe how you selected the professionals.

There will be an opportunity to attach resumes and other related documents in the application.

- D. **WHERE** and **WHEN** will the project take place? How many events will take place? Who will **BENEFIT** from your project? How will they benefit? Describe the demographics of your community, and the participants and audience for this project. Will your project promote history with an underserved audience? How will it promote the broadening and diversifying of the audience for the history of Hudson County or its municipalities? Estimate the number of individuals directly served by your project. Is this project in addition to your usual public hours? Please explain.
- E. How will you **ADVERTISE** and **PROMOTE** the project? Discuss your **publicity plan**; list the specific media you will use. Describe plans to expand diversity in audience members and membership.
- F. What is the **TIMELINE** of your project? Include with the support material a complete timeline in monthly increments, beginning with grant approval through the conclusion of the project.
- G. How will you **EVALUATE** the success, benefits, and failures of your project?
- H. Illustrate how your organization's programs addresses HCOCHA/TD's **PRIORITIES FOR FUNDING** as described above.
- I. Does your program promote the value of **HISTORY EDUCATION** and raise **PUBLIC AWARENESS** of historic resources? Give specific examples.

Program Support - ACCESSIBILITY

You are not required to file a formal Americans with Disabilities Act (ADA) plan in order to receive an HPP grant. Nonetheless, HCOCHA/TD believes that it is essential that your programming be accessible to all people. In this question, you are asked to describe in detail your organization's efforts to make its programming available to all individuals. You should explain how your organization's programming will be made accessible to allow for greater participation by special needs audiences or visitors. Specifically address your organization's use of descriptive listening devices, sign language interpretation, Braille interpretive signage, special tactile exhibits, or any other methodologies.

Program Support - THE BUDGET NARRATIVE

This is the financial narrative: The narrative should coincide with the budget portion of the application that you will fill out. How much will the project cost? How did you determine the costs shown on the major line items of your budget? (Be sure your projected expenses are based on sound research.) Why are these funds needed? How will you spend the funds? Be very specific. For example, tell how you projected the costs of printing, postage, supplies and materials and any paid advertising. What are your major projected sources of income? Note that donated services - or in-kind services - are permitted for inclusion on your budget.

It is advisable to keep your budget on hand when filling out this portion.

PLEASE BE ADVISED THAT BOTH THE NARRATIVE AND LINE-ITEM SECTIONS ARE BOTH REQUIRED FOR CONSIDERATION.

Program Support - THE BUDGET

*In filling out your budget, please remember that **earned income** (i.e., ticket sales, cash donations, etc.) **PLUS in-kind income** (i.e., free rent, donated costumes, etc.) **PLUS the grant amount** you are asking for **SHOULD EQUAL** the cost of your project. For example, your project costs \$20,000. You receive a \$7,000 HPP grant. You have a difference of \$13,000, **which you need to make up with any combination of earned income and in-kind income.***

PROGRAM SUPPORT APPLICANTS - YOU ONLY NEED TO COMPLETE THE PROGRAM SUPPORT BUDGET (NOT THE GENERAL OPERATING SUPPORT BUDGET).

THE APPLICATION - General Operating Support (GOS)

General Operating Support - PURPOSE

This question asks you to detail why FY24 HPP General Operating Support (GOS) funding is needed at this stage of development in your organization's growth. In addition, you should describe the benefit to the general public and/or an underserved audience by your organization's continued presence and growth in Hudson County and New Jersey.

General Operating Support - THE NARRATIVE

The General Operating Support narrative is the heart of your application. You must assume that the reader knows nothing about your organization. Nevertheless, please be as succinct as possible. This narrative will constitute an overview of your organization, including its mission, targeted audience, history, governance, administration, planning and distinction (i.e., what sets your group apart from others). Section headings based on the lettered items below are recommended.

- A. Begin your narrative with a brief **OVERVIEW** of your organization and history related activities it has conducted.
- B. Discuss the **QUALIFICATIONS** of the full-time and part-time paid and unpaid administrative and other personnel, including their longevity.
- C. Present an overview of the **BOARD OF DIRECTORS OR TRUSTEES**, including longevity of each member, titles, term of office, frequency of meetings, board retreats, standing committees, and how board members are cultivated and chosen to serve.
- D. Explain in detail the process used to develop and choose your organization's **PROGRAMMING** and who makes the final decisions.
- E. Indicate how individuals with **SPECIAL NEEDS** are considered for inclusion.
- F. State what measurable tools are employed to **EVALUATE** your programming and audience participation in all programs.
- G. Discuss your organization's **LONG-RANGE PLAN**, with goals to be achieved, and elaborate on the time frame and current status of that plan.
- H. Illustrate how your organization's programs addresses HCOCHA/TD's **PRIORITIES FOR FUNDING** as described above.
- I. Tell how the organization measures **DIVERSITY** in its audience and how it develops programming to respond to that diversity.

General Operating Support - ACCESSIBILITY

You are not required to file a formal Americans with Disabilities Act (ADA) plan to receive an HPP grant. Nonetheless, HCOCHA/TD believes that it is essential that your programming be accessible to all people. In this question, you are asked to

describe in detail your organization's efforts to make its programming available to all individuals. You should explain how your organization's programming will be made accessible to allow for greater participation by special needs audiences or visitors. Specifically address your organization's use of descriptive listening devices, sign language interpretation, Braille interpretive signage, special tactile exhibits, or any other methodologies.

General Operating Support - THE BUDGET NARRATIVE

This is the financial narrative: The narrative should coincide with the budget portion of the application that you will fill out. For GOS applicants, your budget is an actual accounting of your organization's finances. Hence, for the budget narrative, discuss how much it costs to run your organization. How did you determine the costs shown on the major line items of your budget? (Be sure your projected expenses are based on sound research.) Why are GOS funds needed? How will you spend the funds? Be very specific. What are your major projected sources of income? Note that donated services - or in-kind services - are permitted for inclusion on your budget.

It is advisable to keep your budget on hand when filling out this portion. PLEASE BE ADVISED THAT BOTH THE NARRATIVE AND THE LINE-ITEM SECTIONS ARE BOTH REQUIRED FOR CONSIDERATION.

PLEASE BE ADVISED THAT BOTH THE BUDGET NARRATIVE AND LINE-ITEM SECTIONS ARE BOTH REQUIRED FOR CONSIDERATION.

General Operating Support - THE BUDGET

*For GOS applicants, your budget is an actual accounting of your organization's finances. In filling out your budget, you should detail your organization's **earned income** (i.e., ticket sales, cash donations, etc.) as well as your **in-kind income** (i.e., free rent, donated costumes, etc.) The GOS budget is your opportunity to detail your organization's fiscal picture.*

REPORTING AND GRANT PAYMENTS

ANNOUNCEMENT OF AWARDS

HPP grant awards are announced by letter. If awarded, a grant applicant will receive a first payment in the late first quarter of the new fiscal year.

PAYMENT AND FINAL REPORTS

Grant funds will be disbursed in three payments.* Grant funds are disbursed **AFTER** receiving properly completed and signed contracts and payment vouchers, as follows: HPP grant awards are announced by letter. If awarded, a grant applicant will receive a first payment of 75% of its total award in the **first quarter** of FY24. **First quarter means anytime between January and the end of April.** We strive to get payments to you as expeditiously as possible. Grant funds are disbursed, **only after** receiving properly completed and signed contracts and payment vouchers, as follows:

- **75% after** HCOCHA/TD's receipt of the county contracts and vouchers signed by the awardee. **NO FUNDS WILL BE DISPERSED UNTIL HCOCHA/TD IS IN RECEIPT OF AN ORGANIZATION'S SIGNED FY24 CONTRACT.**
- **An appropriation** from the Hudson County Board of County Commissioners and Hudson County Executive Thomas A. DeGise. **These funds will be distributed in the third quarter of the year, most likely in July or August.***
- **25% after** receipt of the final report and final payment vouchers.

***Please be advised that FY24 Hudson County operating budget will not be finalized until June of 2024. In past years, HCOCHA/TD has given grantees a range of possible amounts in the award letter. Once a budget is passed by the Hudson County Board of County Commissioners and signed by the Hudson County Executive, we will know the exact amount in county funds you can expect to receive. Whether you receive this amount, or any additional county funding at all, will be determined upon finalization of the aforementioned FY24 Hudson County budget.**

A ***Final Report*** will be due on or around **January 15, 2024**, and must include a financial accounting and a narrative of activities for the entire grant period of January 1, 2024, through the end of the grant period. If there has been any material change in the organization (staffing, management, facilities and finances) since the award, the final report must discuss those changes.

FOR THE FINAL REPORT

1. Documentation of all grant and match expenses must be in the form of paid receipts, canceled checks, or print out of an accounting program (e.g. Quickbooks) and submitted with the final reports at the end of the grant cycle. Time record sheets may document in-kind donations for volunteer hours and statements of value document donated goods and services. Whether used for "match" purposes or not, in-kind donations must be noted.

*****2. Grant recipients must keep records of the number of people who are served by their programs, including the number of underserved residents (i.e., culturally diverse communities, persons with physical or developmental challenges, senior citizens).*****

3. All grant recipients must provide at least two (2) digital photos documenting the funded programming to complete the Final Report. All grant recipients must also

provide copies of posters, advertisements, programs and any other such materials related to the programming funded by the HPP grant.

Non-compliance with these requirements and terms may affect both current and future funding.

DO YOU NEED HELP WITH YOUR FY24 HPP APPLICATION?

DO YOU NEED TECHNICAL HELP (not with the application questions)?

Get in touch with Survey Monkey Apply - Go to: <https://hcnj.smapply.org/helpdesk/>

DO YOU HAVE QUESTIONS ABOUT THE APPLICATION QUESTIONS?

There are two ways to get it:

1) Phone: (201) 459-2070

2) E-mail: jwaks@hcnj.us

Application help is available from 9:00 a.m. to 5:00 p.m., Monday through Friday.