



FY2025 HISTORY PARTNERSHIP PROGRAM GUIDELINES

A HUDSON COUNTY OFFICE OF CULTURAL &
HERITAGE AFFAIRS | TOURISM
DEVELOPMENT GRANT PROGRAM

For programs and services from
January 1st, 2025 to December 31st, 2025

APPLICATION DATES

Opens:
Monday, August 19th, 2024

Closes:
Monday, September 23, 2024



Contact

Phone 201-459-2070
Website www.hudsoncountyculturalaffairs.org
Email hppgrants@hcnj.us
Address 583 Newark Avenue,
Jersey City, NJ 07306



Cultural & Heritage Affairs
Tourism Development

INTRODUCTION



William J. Brennan Court House, Jersey City, NJ

Hudson County Executive Craig Guy and the Hudson County Board of County Commissioners are pleased to introduce the Fiscal Year 2025 Hudson County History Partnership Program (HPP). Funding for this program is made available through the 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.



I'm extremely proud to introduce the Hudson County History Partnership Program (HPP), which aims to strengthen and support Hudson County's local history organizations and programs to further deepen understanding of our County and state's history. The HPP brings resources closer to our diverse and vulnerable communities within Hudson County – giving them the opportunity to learn about our history. HPP brings history to life so that we can all understand and appreciate our rich, varied past and how we each play a role in it.

Hudson County Executive, Craig Guy



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PRIORITIES FOR FUNDING

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).

Focus on funding accessible / ADA compliant programming.

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 artists to a broader sphere.



William J. Brennan Courthouse, Rotunda, Jersey City, NJ

ELIGIBILITY

BASIC ELIGIBILITY

ALL non-profit organizations must meet the following criteria:

- ✓ Based in Hudson County, NJ
- ✓ Serves the residents in Hudson County, NJ
- ✓ Has been in existence for at least one full year as of January 1, 2024.
- ✓ Has been incorporated in the State of New Jersey.
- ✓ Is a tax exempt, non-profit organization, as approved and certified by the Internal Revenue Service (IRS) under section 501(c)(3), 501(c)(4) or 501(c)(6).
- ✓ Demonstrates an ability to provide history programs and/or services to the public

ELIGIBLE ORGANIZATIONS

HISTORY-RELATED ORGANIZATIONS

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.

ARTS ORGANIZATIONS

Hudson County-based non-profit arts organizations must present local “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.** 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.

UNITS OF GOVERNMENT

Units of government in Hudson County including schools, libraries, colleges, and universities or private non-profit universities must 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.

BUSINESSES

Hudson County-based, Business organizations (i.e. chambers of commerce, economic development corporations or general non-profit organizations that present local history programs, services, or activities pertaining to Hudson County or any of its municipalities

INELIGIBLE ORGANIZATIONS

The following organizations or governmental entities **MAY NOT** apply:

- Organizations or governmental entities that do not meet the basic eligibility criteria.
- Agencies of the federal or state government cannot apply for an HPP grant. (State colleges or universities are eligible).
- 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.
- Organizations engaged in an active project funded by the New Jersey Historical Commission cannot apply for an HPP grant.
- Organizations that do not practice policies of equal access and non-discrimination cannot apply for an HPP grant.
- 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.

KEEP IN MIND

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.

INELIGIBLE PROGRAMS

Ineligible programs, projects, and expenses in ALL grant categories.

HPP Grants **MAY NOT be used for:**

Administrative salaries, except for GOS applicants as previously defined cannot be funded with an HPP grant.

Airline travel and hotel expenses

Purchase of equipment, including, but not limited to, phones, fax machines, computers, DVD players, televisions, cameras, etc.

Offset institutional/organizational budget deficits.

Collateral to obtain loans.

Funds to lend to other organizations.

Projects that do not relate to the history of Hudson County, New Jersey or any of its municipalities.

Project work that is completed before the submission of the application. 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.

Restoration or preservation of structures.

Purchase of collections, furniture, costumes, artifacts, or other items for collections.

Construction, restoration, preservation of gravestones, statuary, plaques, historic property, and other such items.

The acquisition of works of art, antiques, ephemera, etc.

Projects of federal or state government agencies.

Conservation of materials owned by the federal government.

Conservation of collections of unidentified photographs.

Projects which are not accessible to the general public.

Publication of coloring books, cookbooks, and calendars.

Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of Hudson County history).

Video or audio recording of public programs, or oral history interviews without the production of transcripts to be made accessible to the public.

Capital projects and improvements, such as renovation or construction.

Purchase of books or prepackaged instructional materials unless the applicant can demonstrate that such expenditures are warranted.

Trophies, prizes and scholarships.

Hospitality, food and beverage.

Pay for or support fundraising events for the recipient organization or as a donation to another organization.

Field trips

Projects that are for the curricular or extracurricular activities of a school.

Presenting performances, exhibits, and productions outside Hudson County.

Programs whose sole emphasis is to motivate religious, sectarian, social welfare, or health education.

Personal gain in any manner.

GENERAL OPERATING SUPPORT

GOS

MAX REQUEST

\$15,000

WHO MAY APPLY

History-related organizations

Applicants to this category of support must:

- demonstrate the highest artistic and administrative professionalism, with a proven multi-county impact.
- have collections or programming relating to the history of Hudson County or the history of its 12 municipalities.

ELIGIBLE USE OF FUNDS

General operating and programmatic costs.

Up to 15% of the grant may be used toward administrative costs.

RESTRICTIONS

- **ALL applicants to the GOS category, including previous GOS recipients, must first discuss this option with HCOCHA/TD BEFORE applying.**
- Organizations that rely upon membership dues or fees for more than 25% of their operating budgets are ineligible to apply in the GOS category.

REQUIREMENTS

- Applicants must have
 - at least one full-time paid staff administrator
 - a proven fundraising campaign
 - be fiscally responsible;
 - have an active Board of Directors or Trustees involved in the governance of the organization.
- Applicants must offer year-round programs.
- Must submit a schedule of its board of directors or trustee meetings for FY2024 and FY2025
- Must submit a letter from a recognized professional in the same discipline attesting to the professionalism and artistic quality of the organization.
 - This letter may not come from any individual connected with the organization.
- All applicants who apply in this category must compensate all artists involved in their programs.
- Must submit a copy of the by-laws of its organizations with the application.
- 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-kind donations, which may include products and services such as volunteer time, donated services, supplies, rental space, etc.
 - 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.

PROGRAM SUPPORT

PS

MAX REQUEST

\$12,500

WHO MAY APPLY

History-Related Organizations and
Non-History Organizations

ELIGIBLE USE OF FUNDS

Programmatic costs related to the
history of Hudson County and its
12 municipalities

RESTRICTIONS

- An organization's administrative costs cannot be underwritten using funds from this category.
- Organizations may not reimburse themselves for the administrative or operational services it provides or donates to the program.
- Programs or projects with budgets that are incomplete or vague will receive low scores.
- GOS Applicants **MAY NOT APPLY** for a Program Support grant in the same Fiscal Year.

REQUIREMENTS

- Applicants must provide the resume(s) or qualifications of the required qualified historians.
- 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-kind donations, which may include products and services such as volunteer time, donated services, supplies, rental space, etc.
 - 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-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.

THE APPLICATION

The following section is not intended to be an exhaustive list of every question in the HPP application. Rather, this section is intended to help you draft your narrative, budget narrative, and budget, which are crucial parts of you application.

Please read these guidelines carefully, in their entirety, as well as the following important application pointers.

Hoboken Lackawanna Terminal, Hoboken, NJ



APPLICATION POINTERS

As with all other grant programs, HCOCHA/TD grants are awarded to support and acknowledge a meritorious proposal.

They must not be perceived to be, nor are they intended to be, the sole source of funding to plan, create, or facilitate a program or project.

The HCOCHA/TD grant program is highly competitive. A successful applicant will have articulated the standards enumerated in the EVALUATION OF PROPOSALS criteria throughout its application.

Also keep in mind HCOCHA/TD's PRIORITIES FOR FUNDING.

When composing your narrative, please consider the need your mission or program/project is addressing in Hudson County.

Cite relevant information; Present supporting facts for stated assumptions; Use clear, understandable language (jargon or acronyms discouraged) and be brief, concise, and simple.

When calculating your budget, please remember to include all in-kind donations at their estimated dollar amount.

This includes all hours worked by volunteers in a professional capacity, either artistic or operational (e.g., the total of an accountant's volunteer hours multiplied by the professional hourly fee); rent amount covered by donated space; and the cost of donated supplies and services (printing, postage, transportation, etc.).

These amounts are included in the matching funds acquired by your organization. Please remember to complete the in-kind budget chart in the application package.

Please consider your organization's method of documenting its impact on geographical areas and underserved communities. If this is a new effort, please indicate so your plan in the narrative portion of the application.

Simple methods of such documentation are quick questionnaires and/or sign-in sheets that request the zip code of participants/audience members. (Please remember to be sensitive to the privacy of your patrons.)

Evaluation plays a critical role in the success of a program/organization. Please pay close attention to the efforts your organization has made to evaluate its programs/services.

Evaluation and geographical impact data may be obtained together using an array of techniques. Please consider questionnaires, comment sheets, and statistical information when determining your evaluation plan.



William J. Brennan Court House, Mural, Jersey City, NJ

YOUR NARRATIVE

The narrative will constitute an overview of your organization, including its mission, targeted audience, history, governance, administration, planning and artistic distinction (i.e., what sets your group apart from others).

Each grant category - GOS and PS - has its own narrative. The guidelines for each are below.

GOS APPLICATION PARAMETERS

GOS

PURPOSE

This question asks you to detail why FY25 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.

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.

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.

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 the 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.

BUDGET

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.



Central Railroad of New Jersey Terminal, Jersey City, NJ

PS APPLICATION PARAMETERS

PS

PURPOSE

This question asks you to describe what project, program or initiative that FY25 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.

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?

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

D. **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.

E. **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.

F. 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.

G. 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.

H. How will you **EVALUATE** the success, benefits, and failures of your project?

I. Illustrate how your organization's programs addresses HCOCHA/TD's **PRIORITIES FOR FUNDING** as described above.

J. Does your program promote the value of **HISTORY EDUCATION** and raise **PUBLIC AWARENESS** of historic resources? Give specific examples.

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.



The Colgate Clock, Jersey City, NJ

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 THE LINE-ITEM SECTIONS ARE BOTH REQUIRED FOR CONSIDERATION.

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.

EVALUATION OF PROPOSALS

After all proposals have been reviewed by HCOCHA/TD staff for eligibility and guidelines compliance, they are then evaluated by an independent panel of peer professionals in the arts realm.

These panelists are chosen for their expertise in a particular discipline and for their overall ability to critique the merits of proposals in a fair and insightful manner. They review and score each proposal based upon criteria that includes the following:

- The **professional credibility** of the applicant.
- The **merit and financial need** of the program or project proposed.
- The **artistic excellence** of past and present programs or projects.
- The applicant **servicing the needs of its constituency** by the funds requested in its proposal.
- The applicant's demonstration of **community support**.
- The applicant's presentation of a **true and fully enumerated budget** for all expenses.
- The applicant's demonstration of a **process for evaluating programs or projects**.
- The applicant's presentation of **clear, relevant answers** to all questions.
- The applicant's demonstration of an appropriate use for the requested funds.
- The applicant's address of any of HCOCHA/TD's Priorities for Funding.
- The applicant's submission of a **complete application** including all documents requested in the online application.
- The applicant presenting a **barrier free, content accessible** program.

A consensus critique is developed by a Peer Review Panel at its group meeting. HCOCHA/TD staff does not participate in the deliberations but are present to facilitate the process in a timely and orderly manner and to ensure fairness and objectivity.

The panel's consensus critique is its collective impression and professional evaluation of a proposal, based upon the information provided, answers to questions, support materials, narrative, and overall application presentation submitted by the applicant.

The intent of the critique is to provide constructive feedback on the merits of the proposal and the applicant's organization. Consensus critiques are sent to all applicants with their letter of grant award recommendation.

ANNOUNCEMENT OF AWARDS AND PAYMENTS

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 FY25.

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 FY25 CONTRACT.**
- An appropriation from the Hudson County Board of County Commissioners and Hudson County Executive Craig Guy. 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 FY25 Hudson County operating budget will not be finalized until June of 2025.

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 FY25 Hudson County budget.

AUG-SEP	Application Open
OCT-NOV	Evaluations and Peer Review
DEC-JAN	Award Letters go out
JAN-FEB	Vouchers & Contracts go out to organizations
JAN-APRIL	First payment of 75% of total award recieved
JULY-AUGUST	County funds distributed
DEC-JAN '26	Final reports due / once received, final payment vouchers to go out

GRANT AWARD GRIEVANCE PROCEDURE

- An applicant may not appeal its grant award based on disagreement with the consensus critique of its proposal.
- An applicant may not appeal its grant award if any part of its proposal contains ineligible expenses or requests that are not allowable under the guidelines.
- An applicant may not appeal its grant award based on outdated HCOCHA/TD guidelines published in prior years. New or additional information that was omitted from the submitted application may not be used as grounds for grievance.
- An applicant that can demonstrate a pattern of gross misunderstanding on the part of the grant panel, as written in the panel's consensus critique, based on the facts, information, or support materials contained in its submitted application may appeal its grant award.
- An applicant that can factually document that the consensus critique of its proposal contains actual statements of bias against race, age, religion, physical or developmental aptitude, cultural diversity, or sexual orientation, may appeal.
- An applicant that meets the grievance procedure requirements as enumerated above may submit a written appeal up to 30 days after the date on the HCOCHA/TD letter of recommended grant award and consensus critique. Appeals will not be considered after this time period. Appeals by telephone will not be answered. Appeals that meet the grievance procedure requirements will be reviewed by HCOCHA/TD. Applicants will receive a written response from HCOCHA/TD with appropriate action, if any, no later than thirty after the appeals due date.

FINAL REPORT

All GOS and PS HPP grant recipients must submit a final report to HCOCHA/TD at a date designated by HCOCHA/TD staff.

- 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.
- Grant recipients must adhere to the proposal approved in the original application. If any changes are to be made to the proposal, recipients must notify HCOCHA/TD in writing, in advance of the program start date, for approval.
- 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), and the number of artists served or participating in the program(s).
- Grant recipients must keep all receipts as they will be required for submission with the final report.
- Applicants must provide all the materials pertaining to their category as requested in the guidelines.
- All GOS and PS grant recipients grant recipients must provide at least two (2) digital photos documenting the funded programming with their final reports. They can be attached to the electronic application. These photos are required by the New Jersey State Council on the Arts and may be used for promotional purposes and/or in its annual report.

QUESTIONS

APPLICATION HELP

If you have any questions regarding the application, please reach us at:



201-459-2070



hppgrants@hcnj.us

We are available Monday - Friday from 9AM to 5PM

TECHNICAL ISSUES/HELP

If you are having technical issues with the application platform portal, we urge you to reach out to SurveyMonkey Apply.

Submit a ticket and their support team will get back to you in a timely manner.

Use the link below to reach Support



<https://hcnj.smapply.org/helpdesk/>

You can also reach Support through your application in the upper right hand corner. Click the ⓘ symbol and click “Having technical issues with this site?”. This will take you to the support ticket form.

