



History Grants 2020

County History Partnership Program (CHPP)

Warren County Board of Freeholders

New Jersey Historical Commission

Guidelines and Instructions for the Grant Cycle

Hand Deliver Application to:

**Warren County Department of Land Preservation
500 Mt. Pisgah Ave
PO Box 179
Oxford, NJ 07863
908-453-2650**

Applications are due on or before 3 pm Friday, March 13, 2020



The Warren County Cultural & Heritage Commission received a grant from the New Jersey Historical Commission, a division of the Department of State.

Mini Grant Cycle Timeline and Initiatives

Grant Round January – June 2020

Friday, March 13, 2020: Application Due

March 2020: Grant Review Panel Meets

April 2020: Grants Awarded

Monday, August 17, 2020: Interim Report Due

- Grant amount per organization is \$1,000
- You may team with other organizations
- Assistance will be provide to find helpful consultants
- Your final report will include an example of your work product

Mini Grant – Eligible Expenses:

Work with a consultant to develop to:

- Create a simple website for your organization
- Set up Facebook, Instagram, Twitter, etc. accounts to reach out the public
- Create / organize your mailing list in a format such as Excel, Mail Chimp, etc. to easily send out event announcements

History Projects:

- Honoraria to qualified professional historians, researchers, consultants, speakers and guest curators (such as to create a State/National Register of Historic Places nomination)
- Photo reproduction of images for exhibition or display
- Costs to mount an exhibition
- Development and printing of promotional materials to advertise the event, ads placed in local media
- Supplies directly related to the project
- Postage, telephone, online marketing when directly related to the project (may not be used to fund internet service)
- Marketing and graphic design costs for a publication, educational brochure or monograph



**County History Partnership Program (CHPP)
History Grant Application
APPLICATION CHECKLIST**

Applicant Organization	
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- **This checklist must accompany the original and FIVE (5) copies of the application (SIX copies total).**
- **The checklist items represent the order in which the application should be packaged.**

	DESCRIPTION
	Application checklist
	Signature page
	Narrative
	List of board members with two-sentence description of each person’s expertise or affiliations; please include an email or phone number for each.
	Organizational Budget for the most recently completed fiscal year showing income and expenses

The Warren County Cultural & Heritage Commission received a County History Partnership Program Grant from the New Jersey Historical Commission, a division of the Department of State, to make this program possible. Please visit the NJHC website at www.state.nj.us/state/history/

**County History Partnership Program (CHPP)
History Grant Application
Signature Page**

Complete the attached forms in a clear and concise manner. If information is unavailable put NA in the box. Forms must be typed.

APPLICANT ORGANIZATION					
ADDRESS					
PHONE #		FAX		E-MAIL	
WEBSITE					
CONTACT PERSON				TITLE	
ADDRESS					
PHONE #		FAX		E-MAIL	
FEDERAL ID #					
NJ CHARITIES REGISTRATION #					

PROJECT/PROGRAM SUMMARY (100 words or less) This will be used to describe your request.

GRANT REQUEST SUMMARY	
Total grant request	

AUTHORIZING SIGNATURE		
I/We hereby certify that the information in this application is true and correct and authorize its submission.		
Name and Title	Signature	Date

CHPP History Grant Application
PROJECT GRANT NARRATIVE

APPLICANT ORGANIZATION	
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Answer the following questions.

1. **Provide your group's mission statement and a brief history of your organization to include when was it founded, what noteworthy things it has accomplished. Describe your project, its goals, purpose, activities and content.**

2. **Which of initiative does it address?**

3. **What is the timeline for your project?** Explain how the project will be implemented and where and when the project will take place.

4. **Who are the professionals involved in your project?**

5. **Will your project involve any noteworthy partnerships or collaborations?** If so, please describe. If not, leave blank (*there is no penalty for leaving this question blank*)

6. (Optional) **What initiatives would you like to see funded in future grant rounds?**