COUNTY OF BERGEN
DEPARTMENT OF PARKS
DIVISION OF CULTURAL AND HISTORIC AFFAIRS

2027
BERGEN COUNTY
HISTORY GRANT PROGRAM
FOR
GENERAL OPERATING SUPPORT & SPECIAL PROJECTS

DECLARATION OF INTENT DEADLINE: OCTOBER 9, 2026

APPLICATION DEADLINE: NOVEMBER 20, 2026

****

This 2027 Bergen County History Grant Program is funded
by an operating support grant from the New Jersey Historical Commission,
a division of the Department of State.

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LARGE PRINT: This application is available in large print. If you are in need of any special accommodation to fill out this application, please contact Elaine Kiernan Gold, Grants Administrator at 201-336-7294.

2027 BERGEN COUNTY HISTORY GRANT PROGRAM

PURPOSE

The Bergen County Division of Cultural and Historic Affairs (DCHA) created this annual history grant program to support and promote Bergen County history programs, projects, and local history-based non-profit organizations. The DCHA established this competitive program, with funds re-granted from the New Jersey Historical Commission, to strengthen local history organizations, to inspire projects that will preserve and contribute to the local historic record and to increase the public's awareness and participation in local history programming.

The Bergen County Division of Cultural & Historic Affair's Mission is to nurture Arts, History and Historic Preservation throughout Bergen County. The DCHA promotes heritage and cultural tourism for all county assets to enrich quality of life and stimulate the economy, provide educational, marketing, and financial support for the County's many cultural and historic resources, create new opportunities for economic growth and participation through all our citizens' lives, and preserve and interpret nine historic sites entrusted to the DCHA's care.

The Bergen County History Grant Program was created by the Division to:

- Support the fiscal stability and growth of Bergen County's history and preservation non-profit organizations, programs and projects.
- Improve the quality and visibility of, access to, and participation in history organizations and activities in Bergen County.
- Directly serve the local community by increasing the Bergen County historical record, and preserving and making it available to a broad audience.
- Develop heritage tourism as an element of a county-wide plan to strengthen Bergen County's cultural identity and economy.
- Engage residents of all ages, diversity, ethnicity, and physical capability in learning opportunities centered on Bergen County's history. Recognizing that persons with disabilities are eager to participate in cultural activities, the DCHA works to accommodate their needs and remove barriers to participation by seeking appropriate and reasonable ways to assure that programs are accessible, as well as those offered by its re-grantee organizations.
- Enhance Bergen County's quality of life and stimulate its economy by encouraging the preservation and high-quality stewardship of Bergen County's historic sites and districts.

GOALS OF THE PROGRAM:

- **Diversity:** Organizations and projects that describe, explain or increase our knowledge of Bergen County's ethnic or racial diversity and history, and develop new, more diverse audiences.

- **Heritage Tourism:** Organizations and projects that raise awareness of Bergen County history and develop program content and increase visitation to historic museums and sites.
- **History Education Programming:** Organizations and projects that create educational curricula and programs on local history that support the NJ Core Curriculum Content Standards. http://www.state.nj.us/education/cccs/
- **Innovation:** Organizations and projects that newly interpret and present local history to the public, non-traditional partnerships that inspire creative approaches to historic interpretation and programming.
- **Institutional Stabilization:** The development of tools that improve institutional stability and services. This includes ADA and board development, long-range, strategic, financial, disaster & emergency preparedness planning.

FOR ALL APPLICANTS

DEADLINES

DECLARATION OF INTENT: **October 9, 2026**
GRANT APPLICATION: **November 20, 2026**

DECLARATION OF INTENT

All prospective applicants must file a *Declaration of Intent* that conveys basic information on the organization. This initial application will be used to determine general eligibility for the grant program.

RETURN SIGNED FORM TO

ELAINE KIERNAN GOLD, GRANTS ADMINISTRATOR
Division of Cultural & Historic Affairs,
One Bergen County Plaza – 4th floor Hackensack, NJ 07601-7076
egold@bergencountynj.org

SELECT THE TYPE OF GRANT

- **GOS: GENERAL OPERATING SUPPORT** funding assists established non-profit historical organizations with their overall operations and management. Applicants are encouraged to match their funding 1:1.
- **SP: Special Project** funding supports Bergen County history projects and programs that are open and accessible to the public. These projects increase access to, knowledge of and contribute to the local historical record, assist and encourage local historic preservation, and support history education and heritage tourism.

GRANT PERIOD

The grant period is **January 1 - December 31, 2027**
All expenses must be expended or incurred within this time period.

FOR GOS: GENERAL OPERATING SUPPORT GRANT APPLICANTS

ELIGIBLE APPLICANTS:	INELIGIBLE APPLICANTS:
Non-profit organizations based in Bergen County whose missions are *exclusively* dedicated to history	Local, State or Federal Government agencies
Have been in existence for at least two years	Local businesses and individuals
Be ADA compliant or demonstrate planning for such compliance	Libraries
Submit or demonstrate efforts towards developing a long-range plan.	Any organizations currently receiving direct New Jersey Historical Commission GOS Grant funding

Eligible Expenses, Focus Areas & Projects:

- Salaries and wages
- Contracted services/outside fees and services
- Printing, publicity, marketing
- Postage and telephone
- Fundraising and development
- Staff training
- Lease expenses
- Mortgage interest
- Equipment purchase, installation, and lease (e.g., computers, office furnishings, files)
- Utilities and HVAC (purchase, installation, and operational costs of heating, ventilation, and air conditioning)
- Maintenance of collections and the interiors of structures (i.e. most routine maintenance)
- Basic grounds maintenance
- Travel and transportation
- Insurance
- Licensing and registration fees (e.g., New Jersey charities registration)
- Planning for compliance with the Americans with Disabilities Act
- Long-term and strategic planning

Ineligible Expenses:

- Capital improvements and major landscaping projects
- Exterior maintenance
- Purchase of real estate, motor vehicles, or leasehold improvements
- Acquisitions (including artifacts and collections)
- Hospitality
- Deficits and debt service
- Retroactive funding
- Endowment
- Mortgage or loan principal
- Retroactive expenses

FOR SP: SPECIAL PROJECT GRANT APPLICANTS

ELIGIBLE APPLICANTS	ELIGIBLE APPLICANTS (CONT'D)
Non-profit Bergen County organizations that have been in existence for at least two years, including museums and historic societies	Scouts/Youth Organization
Local government agencies	Ethnic Organization
Historic preservation commissions	Civic Organization
Schools	**INELIGIBLE APPLICANTS**
Religious institutions*	Federal or State Government agencies
Libraries	Local business
Veterans Organizations	Individuals
Fraternal Organization	Organizations currently receiving New Jersey Historical Commission Project Grant funding
Men's/Women's Clubs	

ELIGIBLE EXPENSES & PROJECTS:

- Conservation of collections and archives
- Educational initiatives
- Exhibits
- Media projects
- Local oral history projects
- Programs & projects created for special needs audiences
- Publications
- Publication translations
- Research tools
- Finding aids
- Speakers
- Websites
- Archival folders, boxes, and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs
- Archival or research library user fees
- Equipment purchases with the following restrictions: only institutions and organizations may use grant funds to purchase major items, such as computers or video cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive recording devices and computer software
- Equipment rental
- Materials for fabricating and installing exhibitions
- Microfilming
- Oral history tape transcription
- Payment of exhibition loan fees and shipping costs
- Photography and photocopying
- Production of promotional or advertising materials
- Publication costs, such as typesetting, printing, copyright permission fees, and binding

- Travel and maintenance for speakers and honoraria for speakers in the following amounts:
    - Keynote speaker, up to $1,000; one keynote speaker per program
    - Main speaker, up to $500
    - Chairperson or moderator, up to $250
    - Panelist, up to $175
    - Additional funds for higher honoraria may be requested if you can demonstrate the speaker's particular merits
- Travel expenses with the following limits:
    - Automobile travel: $.47 per mile
    - Train or airplane fares (coach only; not first class)
    - Food and accommodations: up to $150 per day

INDIVIDUALS

Individuals are eligible to apply for Special Project Funding with the following stipulations and within the limits of the research areas below. Preference is given towards projects proposed by qualified historians. The New Jersey Historical Commission defines an historian as someone who has received professional training in the field of history and someone who is actively engaged in the field of history. Social studies or history teachers, librarians, county historians, or individuals whose profession focuses on history.

Applicants who do not meet the New Jersey Historical Commission's definition of qualified historian may still apply but must demonstrate adherence to professional standards specific to their discipline and clearly demonstrate how their proposed project meets the Goals of the Program as outlined on pages 1-2.

Special Project areas:

- Educational Initiatives
- Research
- Publications
- Film, Video, Radio, Podcast production

SPECIAL PROJECT CONSIDERATIONS

Arts organizations

- Eligible for history funding with a qualified historian overseeing the project.

The NJHC defines a qualified historian as someone who has received professional training in the field of history and someone who is actively engaged in the field of history. This may include history and social studies teachers, librarians, county historians, or individuals whose profession focuses on history.

Signage

- All outdoor and indoor interpretive signage must meet the established standards for presenting inclusive history.
    - American Alliance of Museums (AAM)
    - The Inclusive Historian's Handbook.

Indigenous History

- Research and design phases of proposals dealing with Indigenous history must include consultation and input from the representative groups whose history is to be presented.

Archeology

- Work must be undertaken by personnel who meet the National Park Service's Professional Qualifications Standards (36 CFR 61).
- Written permission from the site owner must be included with the application.
- Archaeological surveys on publicly owned historic property that is listed on the NJ Register of Historic Places requires prior authorization
- Please be aware the archeological sites have sensitive information and need to be protected. Signage should also not provide detailed location(s) of the archeology site that could lead to subsequent looting or risk of vandalism

INELIGIBLE PROJECTS & EXPENSES:

- Projects that do not relate to New Jersey history
- Projects that were funded for the three (3) previous fiscal years
- Project work that is completed before the grant is awarded
- Conservation of collections of unidentified photographs
- Conservation of materials owned by federal, county, or municipal governments
- Construction, restoration, preservation of gravestones, commemorative statues, historical markers, and other non-interpretive items
- Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
- Fiction and poetry
- Projects of federal or state government agencies
- Projects that are not accessible to the public
- Publication of coloring books, cookbooks, and calendars
- Purchase of collections, furniture, costumes, artifacts, or other items for collections
- Restoration or preservation of structures
- Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
- Projects that do not comply with the requirements of the Americans with Disabilities Act
- Field trips if that is the only component of the project
- Purchase of books or prepackaged instructional materials
- Purchase of items for collections
- Purchase of refreshments for the project's audience
- Retroactive funding (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)

*__**Religious Institutions**__: Due to the recent New Jersey State Supreme Court decision in Freedom from Religion Foundation v. Morris County Board of Chosen Freeholders (A-71-16) (079277) argued on October 23, 2017, and decided on April 18, 2019, some applications may be reviewed by county counsel or in certain instances, state attorneys, to determine if the use of funds is prohibited by state and/or federal law.

2027 Bergen County History Grant Program

DECLARATION OF INTENT TO APPLY

DEADLINE: OCTOBER 9, 2026, 4:30 PM

Applicant Information

Name of Applicant (organization/municipality):_____

Address:_____

City/State/Zip:_____

Type of Organization: Society ☐ History Museum ☐ Library ☐

Historic Preservation Commission ☐ Municipal Government ☐

Other:_____

Website (if applicable)**:** _____

Federal identification number:_____

Charities registration number:_____

Annual Operating Budget:_____

Type of Grant Request (check only one):

☐ **GOS** (Maximum Request $10,000. 1:1 Match strongly encouraged)

☐ **SP** (Maximum request $3000.)

AMOUNT REQUESTED:_____

Narrative: Provide a brief description of the organization, its mission, whom it serves, and the proposed purpose of the re-grant award on a separate sheet of paper. The description should not exceed one page.

Name of authorizing official:_____

Title of Authorizing Official:_____

Daytime Telephone: _____

E-mail address: _____

_____

Signature of Authorizing Official Date

GRANT APPLICATION AND INSTUCTIONS

2027

BERGEN COUNTY

HISTORY GRANT PROGRAM

FOR

GENERAL OPERATING SUPPORT & SPECIAL PROJECTS

APPLICATION INSTRUCTIONS

GENERAL:

- Organizations may submit only one (1) grant application per grant year.
- Limit the summary of your project (SP) or Focus Area (GOS) to the space provided. GOS applicants may apply for funding in *only one* Focus Area. Focus Areas include the following: Insurance, collection maintenance, disaster & emergency preparedness planning, long-range and ADA planning, marketing & fundraising, staff salary support, utilities, website support.
- **The Grant Period is January - December 31, 2027.** All expenses must be expended or encumbered during this time.
- Signatures on the original application must be in **BLUE INK.**
- Incomplete or late applications will not be accepted. Handwritten applications are permitted, but MUST be legible to be accepted.
- Applications must be in the office of the Division of Cultural & Historic Affairs **by 4:30 pm, NOVEMBER 20, 2026.** Mail or deliver to: Elaine Kiernan Gold, Grant Administrator, Division of Cultural & Historic Affairs, One Bergen County Plaza - 4th Floor, Hackensack, NJ 07601-7076

APPLICATION FORMAT:

- **Be sure to submit the Application Checklist as your Title Page of the application.**
- Submit one (1) Original Application with original signatures.
- Original Applications may be stapled, spring-clipped or in pocket folders**.** Please use bankers clips or other easily removed clip for the copy. Do not submit applications in notebooks or binders.

SUPPORTING DOCUMENTS:

- **Project Timeline.** A realistic timeline for your project or program must be submitted.
- **Résumés of organization's President/Director and Project Personnel.** Individual résumés should be no more than three (3) pages long.
- **ADA Compliance Plan:** Required for applicants. If this is your first application and you do not have an ADA Plan, you may submit a draft of the Plan. If the venue has limited access or is not completely ADA accessible, the organization must provide a phone number patrons may call to inquire about their specific needs and how they can be met.
- **Board and Governance Chart** required for all applicants. Proof of Non-profit Status is required for non-profit organizations.

- **Photographic Documentation:**
  Submit only one (1) cd or flash drive of photos (jpeg format) with the Original Application**.**
  - If submitting printed photos, up to ten (10) original photographs may be submitted with the Original Applications. Photographs must be clearly labeled.

- **For Publication or Media Projects:**
  - **Submit only one (1) copy** of your manuscript, script or DVD. These may be drafts but cannot be only outlines.
  - **For manuscripts:** provide a draft of at least three-quarters of the publication − typed, double-spaced, with one inch margins and in Times New Roman 12-point font, include a detailed outline of the remaining one-quarter of additional text and include a preliminary bibliography. If photographs are part of the manuscript, include only photocopies of representative photos. Do not send us original historic photographs.
  - **If this is a film project,** you must submit one copy of the script and a sample of your work on DVD.
  - **Oral History SP:** Submit a list of sample questions.

SUBMIT ONLY COPIES OF DOCUMENTS. PLEASE DO NOT SUBMIT ORIGINAL MANUSCRIPTS OR HISTORIC PHOTOS.

ELIGIBLE AND INELIGIBLE EXPENSES & PROJECTS:

GOS GRANTS are intended to assist history organizations in meeting the costs associated with general operating expenses necessary to keep a historic site open to the public or to extend public visitation hours. General operating support proposals must demonstrate how the applicant will be able to continue and/or improve the level of service offered to visitors if funding is granted.

GOS Focus Areas include: Insurance, collection maintenance, disaster & emergency preparedness planning, long-range and ADA planning, marketing & fundraising, staff salary support, utilities, website support.

GOS expenses eligible for funding include:

- Board member insurance
- Visitor liability insurance
- Utility expenses associated with site hours of operation/extending operating hours, such as:
  - Heating
  - Air conditioning
  - Electrical
  - Basic telephone expenses
  - Internet expenses
  - Security alarm monthly maintenance fees
- Professional development such as:

    - Workshops
    - Training seminars
- Postage for newsletters/event announcements

GOS expenses <u>not eligible</u> for funding:

- Water/sewer expenses
- Work or time of board members or volunteers
- Staff salaries or work within the normal scope of staff responsibilities
- Security staff
- Academic and non-academic tuition expenses
- Purchase of historic artifacts or replicas
- Food, refreshments, or other hospitality costs
- Capital improvements and major landscaping projects

SPECIAL PROJECT GRANTS are intended to assist organizations to provide for or improve the care and maintenance of collections, develop and produce public education programs, support educational initiatives, or support new research initiatives

Eligible Special Project expenses include: ADA assistive services for historical program, conservation/restoration of collections/archives/historic cemeteries, archives scanning, educational initiatives, exhibits, graphic design, local oral history projects, media or digital projects, National Register nomination expenses, photography, special needs audiences programs, publications (originals & translations), research tools, speakers, website development.

Eligible Special Projects:

- <u>Historical exhibits</u>. Applications should include a list of themes, methods for research, objects to be displayed, and draft text for introductory panels and didactic labels.

- <u>Public programs, lectures, workshops or symposia</u>. Applications should include a list of programs and describe the theme, subject, and content of the program along with audience demographics.

- <u>Conservation and/or preservation of historical materials</u>. A copy of the CAPES (Caucus Archival Projects Evaluation Service) or AAP (Artifact Assessment Program) report or other professional report, if available, must be submitted with the application.

- <u>Collections management</u>. Applications may include equipment purchases, software, and training. Those applying for software systems are required to include training costs in their project budget.

- <u>Educational initiatives</u>. These may include education components of ceremonies, reenactments, or commemorations; volunteer training programs; incorporation of New Jersey History Day programming and contestant participation for Junior and Senior High School students. Applications should include a plan to evaluate results.

- Research projects. These may include collections research, research for nominations to the state and national registers of historic places, etc. Applications should explain the theme, and how research will confirm or expand upon current history. Plans for making all research available to the public should be outlined. Site(s) to be researched for historic registers are encouraged to seek a Certificate of Eligibility from the New Jersey Historic Preservation Office prior to applying for grant support.

- Publications. Proposals for publications may include brochures, pamphlets, finding aids and exhibition catalogs. Applications must include the following to demonstrate that the proposed project will be completed within the grant period: 1) a draft of at least three-quarters of the publication − typed, double-spaced, with one inch margins and in Times New Roman 12-point font; 2) a detailed outline of each chapter or additional text; 3) a preliminary bibliography. Reprints of existing publications will be funded only if meritorious new material has been added, such as an index, updated information, and/or an introduction including recent historical perspectives.

- Professional archaeological investigations. These must be accompanied by written permission from the site owner, a letter of support from the New Jersey Historic Preservation Office and a project plan from the archeologist or archeology firm.

- Preparation of organizational policies and procedures. These may include costs to cover consultant fees for the development of long-range plans, collections management plans, interpretive plans, and ADA compliance plans.

Special Project expenses not eligible for funding:

- Work or time of the board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service
- Retroactive expenses (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)
- Conservation of collections of unidentified photographs
- Conservation of materials owned by federal, county, or municipal governments
- Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of Bergen County history)
- Fiction and poetry
- Projects of federal or state government agencies
- Projects that are not accessible to the general public
- Restoration or preservation of structures
- Recordings of public programs or oral history interviews without the production of transcripts that are accessible to the public
- Projects that do not comply with the requirements of the Americans with Disabilities Act

Matching Funds

GOS: Applicants are encouraged to match their grant request with a 1:1 match. This match may take the form of cash, or a combination of cash and in-kind goods and services.

Special Projects: Organizations with budgets under $500,000 do not have a match requirement. Organizations with annual operating budgets of $500,000 and above are expected to show a match equal to 50% of the grant request. The match need not all be in cash; it may include donated services such as the value of volunteer time, donated equipment or supplies, or donated storage or office space

Annual Budget Report

All applications must include the organization's last completed Annual Budget Report. Given the due dates of the 2027 grant application, this can be the organization's 2025 Annual Budget Report.

Applicable Law

Grantees must comply with all applicable state and federal laws and will be required to agree to the same in their grant contract. Grantees shall maintain good standing with all state and federal filings, as required by law.

Americans with Disabilities Act (ADA)

The ADA law was enacted more than 20 years ago and is civil rights legislation. All grantees must be ADA compliant. All grant applications must include an ADA Accessibility Checklist for compliance with the Americans with Disabilities Act. Accessibility includes the physical space in which the program or operation occurs, programming, audience and audience development, marketing, sensitivity training for staff, and printed and online materials. All printed and online materials must indicate ADA accessibility and list all special services the organization provides. If the venue has limited access or is not completely ADA accessible, the organization must provide a phone number patrons may call to inquire about their specific needs and how they can be met.

NOTIFICATION

- Successful applicants will be notified, in writing, not later than January 25, 2027.
- Please understand that funds are limited. In order to fund the maximum of quality GOS and SP requests grantees may not receive their full funding requests.

Deliverables

GRANT AGREEMENT

By mid-January, a grant agreement will be sent to grantees for review and signatures. Please sign and return the agreement in a timely fashion. Funds will be held until receipt of the signed grant agreement.

REVISED BUDGET

In the event that an applicant is awarded a grant for less than the amount requested, they will be required to submit a revised Project Budget form with the signed grant agreement.

CREDITING STATEMENT

Proper crediting must be given to the Division of Cultural and Historic Affairs and the New Jersey Historical Commission in all published materials, including programs, websites, press releases, public announcements, and radio and TV appearances, and final products including films and books. The credit must read:

Funding has been made possible in part by an operating support grant from the New Jersey Historical Commission, a division of the Department of State, through grant funds administered by the Bergen County Division of Cultural and Historic Affairs.

In addition, the official seal of Bergen County, in black & white or color, unchanged without additions or deletions, must accompany the Crediting Statement. The logo will be sent to you upon request.

PAYMENT OF GRANT

After the receipt of your signed, completed contract materials, a Purchase Order for the initial payment of 75% of the award will be sent from the County's Treasury Department. You must sign and return the PO to the address on the form. The remaining 25% payment will be released upon receipt and approval of the *Final Report.*

INTERIM REPORT

An Interim Report is required of all applicants. This report is simply a letter detailing progress towards the Special Project or the impacts the GOS grant has had on the organization along with a short coversheet asking for visitation and social media numbers. This report is due mid-June and form will be made available on the Division's website.

FINAL REPORT

- If you have received a grant, a Final Report must be submitted at the GOS or project's completion which will include a financial statement, attendance figures, and a narrative. The report must show that the terms of the contract were completed in good form, and include complete documentation (receipts, canceled checks, etc.) for all organizational or project expenses. Photos/and or video are strongly encouraged. After receipt of an acceptable Final Report, the final payment of the remaining twenty-five percent (25%) of the award will be made.
- If there is a tangible product at the end of your project (i.e. book, brochure, film, video), 2 copies must be given to the DCHA. This will become a part of the DCHA Archives.

If you have any questions, please contact the Grant Administrator

Elaine Kiernan Gold
Bergen County Department of Parks, Division of Cultural and Historic Affairs
One Bergen County Plaza * 4th Floor
Hackensack, NJ 07601-7076
Tel: 201-336-7294
E-mail: egold@bergencountynj.gov

BERGEN COUNTY
2027 HISTORY GRANT PROGRAM
FOR
GENERAL OPERATING SUPPORT & SPECIAL PROJECTS

APPLICANT CHECKLIST FOR:_____
(Name of Organization)

This checklist must be completed and returned as the cover page of your grant application. Keep in mind that depending on your project, not all the attachments on this list may be required.

2027History Grant Applications are due by **November 20, 2026 by 4:30pm**

FOR ALL APPLICATIONS THE FOLLOWING ARE REQUIRED:

- ☐ This Applicant Checklist
- ☐ Completed Application
- ☐ Attachment A – Narrative Form
- ☐ Attachment B – Budget Forms with most recent fiscal budget attached
- ☐ Attachment C – List of Board Members and Responsibilities
- ☐ Attachment D – Resumes or CVs of anyone who will be paid as part of this grant

FOR NON-PROFITS, ALSO INCLUDE:

- ☐ Proof of Non-Profit status

FOR GENERAL OPERATING SUPPORT (GOS) APPLICANTS, ALSO INCLUDE:

- ☐ Attachment E – ADA and Long-Range Plans
- ☐ Attachment F – Disaster and Emergency Preparedness Plan (if available)
- ☐ Attachment G - Copies of the previous year's billing (if applying for utilities support)
- ☐ Attachment H – Supporting materials (optional – including brochures, newsletters, other publications)

FOR SPECIAL PROJECT (SP) APPLICANTS, ALSO INCLUDE:

- ☐ Attachment E – Project Timeline
- ☐ Supporting documentation as required, which may include but are not limited to:
  - Photo documentation
  - Manuscript
  - Script Treatment
  - DVDs
  - Oral History questionnaire
  - Vendor price quotes and description of services

_____
Name and Title of Authorizing Official

_____
Signature of Authorizing Official Date

APPLICATION FORM FOR
BERGEN COUNTY 2027 HISTORY-GRANT PROGRAM

APPLICANT INFORMATION:
Type of Organization – Check all that apply–

- ☐ Historical Society
- ☐ Historic Site
- ☐ Historic Preservation Organization
- ☐ History Museum
- ☐ Art Museum
- ☐ Other Museum(explain)_____
- ☐ Library/Archives
- ☐ Fraternal Organization
- ☐ Veterans' Organization
- ☐ Men's/Women's Club
- ☐ Scouts/Youth Organization
- ☐ Ethnic Organization
- ☐ Civic Organization
- ☐ Other: _____

Applicant Organization_____
Mailing address: _____ Zip code_____
Street address: (if different from mailing address)
_____Zip code_____
Website address: _____
Municipality:_____
Contact person #1 (print/type name):_____
Contact's daytime phone: _____ email:_____@_____
Contact person #2 (print/type name):_____
Contact's daytime phone: _____ email:_____@_____
Federal ID # of applying organization:_____ # of members:_____
Total operational budget for the current fiscal year:_____
OR
Projected operational budget for next fiscal year:_____

Amount requested:_____

Accredited by American Association of Museums? ◯ Yes ◯ No
Fiscal Year End _____
Do you have an active grant from the New Jersey Historical Commission? Yes No
Do you have an active grant from the Bergen County Historic Preservation Trust? Yes No
Have you had a grant from the Bergen County History Grant Program in the past? Yes No If yes, when? _____ Amount of award? $_____ Purpose of award (SP or GOS)_____
Other Grant awards received in last five (5) years
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____
Grantor_____ Date_____ Purpose_____

GENERAL OPERATING SUPPORT INFORMATION

GOS funds will be used for: _____
Name of GOS administrator: _____ Title _____
Contact Information: Phone: _____ email: _____@_____
Dollar amount you are requesting for GOS: _____
Dollar amount you will spend on GOS from your own organization's funds: _____
Total cash value of GOS, calculated by adding the above figures together: _____
Name of GOS Director: _____
Estimated number of people to be served by the GOS funding: Adults: _____Under 18: _____

GOS Director Signature: _____
(Signature) (Date)

I certify that the budget information in this application is accurate to the best of my knowledge.
Chief Financial Officer: _____
Type or print name Type or print title

_____ _____
Signature Date

OR

SPECIAL PROJECT INFORMATION

Special Project Title:_____
Name of Project Director:_____
Project Director Contact Information: Phone:_____email:_____@_____
Estimated number of people to be served by the project: Adults: _____Under 18:_____
Dollar amount you are requesting for project funding: _____
Dollar amount you will spend on project from your own organization's funds: _____
Total cash value of your project, calculated by adding the above figures together: _____

Project Director Signature:_____
Signature Date

I certify that the budget information in this application is accurate to the best of my knowledge.
Chief Financial Officer:_____
Type or print name

_____
Signature Date

SPECIAL PROJECT GRANT: NARRATIVE FORM

Please answer the questions from 1 to 13 below. Respond to questions 14 to 18 only if applicable. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Please provide typed pages, single-sided, single spaced, and one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

1. **Provide a brief description of your organization.**

2. **What is your group's purpose and in what ways do you serve the public?** Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need.

3. **Why are you seeking a grant?** Tell us about your project support needs. How will this grant help your organization's objectives?

4. **Provide information on audience participation.** Please provide information on levels of public program activities for the period January to December 31, as indicated in the table provided. Discuss any significant increases or decreases in participation as compared to the previous year and projected participation through the end of 2025.

	2023	2024	2025
Total number of all visitors to your site or sites			
Attendance at sponsored program held offsite			
Total number of virtual visitors (web and social media)			
Total number of email research inquires			
Children served (preschool to Grade 12)			
Senior Citizens served			
Total number of visitors (on-site, off-site and virtual)			

5. **Who are the visitors to your site?** Provide a discussion of your visitor demographics, programs, and attendance.

6. **Is your organization bilingual or multilingual?**

7. **Does your organization offer materials in languages other than English?**

8. **Describe your organization's primary audience. Include geographic area, age, and other important characteristics.**

9. **Describe the primary audience for your project. Include geographic area, age, and other important characteristics such as language.**

10. **Who are the professionals involved in your project?** Tell us who the historians, lecturers, consultants, archaeologists, or other professionals are and what their role is in your project. Include a one-page resume' or CV or biography for each person.

11. **What gives your project merit?** Tell us why your project is important to the community and your organization.

12. **Explain in detail how the project will be implemented**. **Include a schedule of project activities.** Explain where and when the project will take place.

13. **How will you promote your event or organization?** Tell us how your public relations efforts will reach your intended audience and encourage broad participation.

14. **If your organization is requesting funding for an educational initiative:** Describe your project and explain why it is needed. How will you evaluate student learning and achievement? What age group is the project directed towards?

15. **If your organization is applying for funding for site research or archaeology:** Elaborate on the direct public benefit of the research. How will you make the research findings available to the public?

16. **If your organization is applying for funding to reprint a historical publication:** When was the historical publication originally published and how has your organization updated it? Tell us what changes you have made according to current standards (introductory essay, annotation, index, etc.) and how the activities of all segments of society have been reflected in any new content.

17. **If your organization is applying for funding to preserve archival material:** Please submit a copy of the CAPES, AAP, or other professional archival evaluation.

18. **If your organization received funding from the Bergen County History Grant in the past:**
    a. Discuss when the re-grant was funded
    b. Discuss how the funding was used (special project/GOS)
    c. Discuss how that funding strengthened your organization

GENERAL OPERATING SUPPORT NARRATIVE FORM

Answer all questions below. Use plain white paper, number the pages, and place your organization's name on every page. Retype the **bold** questions in the same sequence as below. Use no more than five typed pages, single-sided, single-spaced, one-inch margins. Use a common type font such as Times New Roman, no smaller than 10 and no larger than 12.

1. **Provide a brief description of your organization**.

2. **What is your group's purpose and in what ways do you serve the public?** Describe the ways in which your organization is unique to your community. If your organization meets a local need, describe it and tell how the activities of your organization satisfy that need. Include your mission statement.

3. **Why are you seeking a grant?** Tell us about your General Operating Support needs. How will this grant help your organization's objectives?

4. **How will the public benefit from the award?** For example, will you be able to increase or extend your opening hours or extend your season for visitors? Increase your newsletter mailing? Cover costs associated with an Internet Service Provider (ISP) to host your organization's web page, email, and social media accounts?

5. **Have you applied/will you apply to any other organizations for General Operating Expense funding for 2027?** If so, please list them and the amount awarded (or amount applied for).

6. **If you received re-grant funding from the Bergen County History Grant in the past, discuss the funding in the following order**:
    a. When the re-grant was funded
    b. How the funding was used (special project/GOS)
    c. How that funding strengthened your organization

7. **Describe your staff**. Who are your Officers? Who is the Director? Do you have paid staff? Where do you draw your volunteer base from? Please include a brief description or resume' for paid and volunteer professional staff and officers.

8. **Do you have a museum, research library, and/or archival holdings**? If so, please describe them.

9. **How many members support your organization?**

10. **What is your annual attendance?** Include member attendance at organizational meetings

11. **Is your organization bilingual or multilingual?**

12. **Does your organization offer materials in languages other than English?**

13. **How many website visitors do you have annually?**

14. **Who is your organization's audience?** Describe by geographic area, age, and other important characteristics.

15. **Who attends your programs?** Discuss the programming your organization provides. Include attendance and demographic details.

16. **Provide information on audience participation**. Please provide information on levels of participation as indicated in the table provided.

	2023	**2024**	**2025**
Total number of all visitors to your site or sites			
Attendance at sponsored program held offsite			
Total number of virtual visitors (web and social media)			
Total number of email research inquires			
Children served (preschool to Grade 12)			
Senior Citizens served			
Total number of visitors (on-site, off-site and virtual)			

2027 Bergen County History Grant Program
Budget Form A: GOS or SP Grant Budget

Use this form to outline how grant funds will be spent

Organization: _____ Date: _____

Category of Expenditure	Grant Funds Requested	Estimated In-Kind Contribution	Explanation (Use extra sheet if necessary)
A. Transportation			
B. Food, lodging			
C. Photocopying, photography			
D. Purchase/rental of equipment			
E. Wages/benefits			
F. Professional services or fees			
G. Typesetting, graphics, printing			
H. Postage, telephone			
I. Materials and supplies			
J. Word processing, transcribing			
K. Insurance, audit			
M. Other (specify)			
TOTAL:			

2027 Bergen County History Grant Program
Budget Form B-1: Organization Income Statement

Organization: _____ Date: _____

Income Category	2025 Actual Budget	2026 Actual Budget	2027 Projected Budget
Memberships			
Program admissions, fees			
Store/shop income			
Fundraising events			
Museum or tour admissions			
Publication sales, royalties			
Grants, government			
Grants, corporate or foundation			
Individual contributions			
Support from parent organization-- if applicable			
Investment, interest income			
Endowment			
Loans			
Other (itemize)			
TOTAL:			

2027 Bergen County History Grant
Budget Form B-2: Organizational Expenses

Organization: _____Date: _____

Expense Category	FY 2025 Actual Budget	FY 2026 Actual Budget	FY 2027 Projected Budget
Salaries and wages			
Benefits			
Professional services			
Professional development			
Travel			
Mortgage, space rental			
Equipment rental/purchase			
Publicity, marketing			
Supplies			
Telephone/communication			
Postage			
Utilities			
Heat, air conditioning			
Facility maintenance			
Professional dues, memberships			
Insurance, accounting services, audit			
Other (itemize)			
TOTAL:			