

**RESOLUTION APPROVING A BUDGET AMENDMENT
PURSUANT TO N.J.S.A. 40A: 4-87 (Ch 159, PL 1948)
COUNTY OF MIDDLESEX,
CULTURAL AND HERITAGE COMMISSION,
HERITAGE DAY GRANT**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount; and

WHEREAS, the Township of North Brunswick has received a grant award from the County of Middlesex, Cultural and Heritage Commission, Heritage Day Grant in the amount of \$11,000.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Council hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in SFY 2023 budget in the amount of \$11,000.00 which item is now available as revenue from:

Public & Private Revenues Offset with Appropriations:	
County of Middlesex, Cultural and Heritage Commission	
Heritage Day Grant	\$11,000.00

BE IT FURTHER RESOLVED that in accordance with the provisions of NJSA 40A: 4-85, the Township Council of the Township of North Brunswick, County of Middlesex hereby requests the Director to correct the 2022 Municipal Budget by reducing the appropriation for Matching Funds for Grants and increasing the appropriation for the Heritage Day Grant \$2,200.00. The foregoing correction is, in the opinion of the governing body, warranted and authorized by NJSA 40A: 4-85 and is necessary for the orderly operation of the Township.

BE IT FURTHER RESOLVED, that the amount of \$11,000.00 is hereby appropriated as:

Operations Excluded from "CAPS":	
Public & Private Revenues Offset with Appropriations:	
Heritage Day Grant	\$11,000.00

BE IT FURTHER RESOLVED, that the like sum of \$2,200.00 is hereby appropriated as:

Operations Excluded from "CAPS"	
County of Middlesex, Cultural and Heritage Commission	
Heritage Day Grant Matching Funds	\$2,200.00

TOTAL APPROPRIATION	\$13,200.00
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BE IT FURTHER RESOLVED, that the CFO is directed to report this action to the Director of the Division of Local Government Services.

Cavel S. Gallimore
Certified Finance Officer

Justine Progebin
Business Administrator

Ronald Gordon
Township Attorney
Certified as to form

CERTIFICATION

I hereby certify that the foregoing is a true copy of a Resolution passed by the Township Council of the Township of North Brunswick at a meeting duly held on this 20th day of March 2023.

Lisa Russo
Township Clerk

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
MAYOR WOMACK				

Ronald G. Rios
Commissioner Director

Shanti Narra
Deputy Director

Claribel A. Azcona-Barber
Charles Kenny
Leslie Koppel
Charles E. Tomaro
Chanelle Scott McCullum
County Commissioners



Chanelle Scott McCullum
Chairperson, Department of
Economic Development

John A. Pulomena
County Administrator

Khalid Anjum
Department Head

Lindsay Erben
Director, Arts Institute

Jared Cardenas
Division Head, Education, Outreach
& Administration

DEPARTMENT OF ECONOMIC DEVELOPMENT

Arts Institute of Middlesex County Division of Education, Outreach & Administration

February 1, 2023
North Brunswick Township Heritage Day Committee
710 Hermann Rd, North Brunswick, NJ 08902

Dear Grantee,

On behalf of Lindsay Erben, Director of The Arts Institute of Middlesex County and our entire team, we are pleased to announce the Middlesex County Board of County Commissioners has approved a FY2023 Arts Grant for your organization in the amount of \$ 11,000. Please note, Middlesex County received additional support from the New Jersey State Council on the Arts in FY2023. Any increases in funding decisions this year do not necessarily mean the additional funding will be available in future grants.

The grant cycle starts on January 1, 2023 and all funded projects must be completed by December 31, 2023. The grant contract and payment vouchers will be sent via e-mail for electronic signature through DocuSign. They must be signed as soon as possible. If your funding award varies more than 20% of the dollars requested, you will receive a Budget Revision form via e-mail. You must submit this revised budget for approval by February 27, 2023. Please remember, if a major part of your grant funded program changes in 2023, you must contact us for approval *before* you make the change. You will be required to fill out an Event Change form.

We encourage you to send your event and program information to us, so we may share it in our communications with the public to support local arts, history, and folklife events in Middlesex County. Marketing information can be sent to sarah.ferreira@co.middlesex.nj.us throughout the year.

The Arts Institute of Middlesex County commends your dedication to providing access to the arts. We would like to remind you to thank your elected officials – Senators, Legislators, and County Commissioners – who made this grant funding possible.

Congratulations on the grant award for your 2023 arts programs! If you have any questions, please do not hesitate to contact us.

Sincerely,

Handwritten signature of Jared Cardenas in black ink.

Jared Cardenas
Division Head, Education, Outreach & Administration
jared.cardenas@co.middlesex.nj.us
732-745-4476

Handwritten signature of Manda Gorsegner in black ink.

Manda Gorsegner
Grants Administration Manager
amanda.gorsegner@co.middlesex.nj.us
732-745-4030

Arts Institute of Middlesex County
9 Livingston Avenue, New Brunswick, NJ 08901
Phone: 732-745-4489 | Fax: 732-745-5911
TTY: 732-745-5911

75 Bayard Street, New Brunswick, NJ 08901
Phone: 732-745-6997
www.middlesexcountynj.gov



MIDDLESEX

C O U N T Y • N J

ARTS INSTITUTE OF MIDDLESEX COUNTY



2023 General Operating Support and Program Support I & II Grants

GUIDELINES AND APPLICATION INSTRUCTIONS

DECLARATION OF INTENT DUE:

August 23, 2022

APPLICATION DUE:

September 20, 2022

*Reso.
23-54-R*

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Introduction

The Arts Institute of Middlesex County (AIMC) is committed to the vision that all residents of Middlesex County can access and participate in the arts, culture and history that enrich their lives. One of the many ways it advances and revitalizes this mission is by developing and funding art, history and cultural programs that serve the residents of Middlesex County. By working in conjunction with municipalities and local nonprofit art and history organizations, AIMC delivers quality programming to the residents of Middlesex County.

Funding for these grants is made possible by the Middlesex County Board of County Commissioners. Middlesex County funding partners are the New Jersey Department of State - New Jersey Historical Commission and the New Jersey State Council on the Arts.

These guidelines are for General Operating Support Grants and Program Support I & II Grants. Middlesex County also offers Historic Preservation and Capital Grants.

Grant Application Website: www.middlesex.smapply.io

GRANT	GENERAL OPERATING SUPPORT (GOS) \$10,000 – \$35,000	PROGRAM SUPPORT I \$5,001 – \$30,000	PROGRAM SUPPORT II \$1,000 – \$5,000
DESCRIPTION	<i>Two-Year</i> funding for existing nonprofits to ensure operating and administrative capacity. This ensures their ability to deliver programming.	Annual funding for existing nonprofits to deliver specific programming.	Annual funding for existing nonprofits to deliver specific programming.

General Operating Support (GOS)

GRANT REQUEST SIZE	CASH MATCH	DATA ARTS FUNDERS REPORT
\$10,000 – \$35,000	25% (Grant request size cannot be more than 25% of operating budget)	Required

* Program Support I

GRANT REQUEST SIZE	CASH MATCH	DATA ARTS FUNDERS REPORT
\$5,001 – \$30,000	20% of the grant request.	Required

Program Support II

GRANT REQUEST SIZE	CASH MATCH	DATA ARTS FUNDERS REPORT
\$1,000 – \$5,000	15% of the grant request.	Not Required

Key Dates

GRANT PERIOD	January 1, 2023 - December 31, 2023
GRANT WRITING WORKSHOPS	July 13, 20; August 2 and 16 – VIRTUAL Register on the Grants Homepage
DECLARATION OF INTENT DUE	August 23, 2022
APPLICATION DUE	September 20, 2022
INDEPENDENT REVIEW PANEL MEETS	October 2022
GRANTS AWARDED	January 2023
REPORTS DUE	Final Reports are due within 30 days of the end of your grant-funded project, or by January 15, 2024

Applicant Eligibility

Am I Eligible?

To be considered eligible for General Operating Support Grants and Program Grants, applicants must meet the following criteria:

- Must be a municipal agency or a non-profit entity based in Middlesex County and recognized by the State of New Jersey, with IRS tax exemption as a 501c3 or 501c4 organization.
- Facility and grant-funded activities must take place within Middlesex County.
- All programming must be open to the public and comply with the Americans with Disabilities Act of 1990.
- Previous grantees must be in “good standing” with the AIMC, complying with all contractual requirements of the grant contract.

See individual grant categories for additional details.

Funding Priorities

Applicants should show strong initiative in one or more of the following:

- Enhancing accessibility services for arts and history programs.
- Supporting creative arts and historic preservation in our communities.
- Engaging young people in the process of artistic endeavors or historic interpretation.
- Supporting economic development and placemaking.
- Providing digital programming for arts and history programs.
- Reflecting, celebrating and preserving the diversity found in our communities.
 - ◆ Inclusion of:
 - Artists/professionals who are culturally diverse or with disabilities
 - Authentic arts and history of ethnic cultures
 - Non-traditional collaborations
 - Service to populations with disabilities

Key Performance Indicators (KPI)

Middlesex County is committed to enriching the lives of Middlesex County residents through arts, folklife, and history programming and services. As such, those who apply for County support must identify key ways in which this grant will benefit residents of the county. Applicants will be asked to describe how this grant will help their organization achieve one or more of the following goals:

- Increase engagement of Middlesex County residents (especially students, seniors, or those who are underserved) with arts, folklife, or history programs/events/ performances/exhibitions/etc.
- Improve the general well-being of Middlesex County residents through arts, folklife, or history programs
- Provide arts, folklife, and history programs in areas where there is an indicated, unmet need, working in partnership with a trusted community partner

SMU DataArts Cultural Data Profile (CDP)

Applicants will complete an online DataArts profile based on fiscal year audit or review information. A completed profile will generate a Funder's Report, which must be submitted as supporting materials for **General Operating Support Grant or Program Support I Grant**. Visit <http://culturaldata.org/>. For assistance, please contact DataArts at 877-707-3282 or help@culturaldata.org.

Available Grants

Please be sure to read the guidelines for each grant to which you are applying. Requirements vary based on whether your application focuses on arts or history.

General Operating Support (GOS)

A two-year General Operating Support Grant provides funding to established Middlesex County nonprofits that deliver arts and history programming to Middlesex County residents as a part of their primary mission. This support ensures that the established institutions have the operating and administrative funding needed to sustain valuable programs. GOS grants are awarded with a two-year commitment, subject to contract stipulations and available funds.

Applicant organizations must be at least five years old. Municipal or state agencies are not eligible for general operating support.

Grants are available in two different categories: Arts or History. Restrictions vary based on the type of grant being requested. General restrictions for all grant types follow, and specific restrictions limited to each type are listed under the appropriate category.

Restrictions (GOS)

An organization may apply for only one General Operating Support Grant per cycle. A General Operating Support Grant is combinable with a Historic Preservation or Capital Grant, but an applicant may not apply for more than two grants in one cycle.

General Operating Support (GOS)

Additionally, grant money may not be used for any of the following:

GENERAL - ALL	ARTS	HISTORY
<ul style="list-style-type: none"> • Payment to board members • Equipment or items with a life of 3 years or more • Maintenance, restoration, or renovation (see Historic Preservation & Capital Grant) • Deficits or losses from other events or projects • Any project or part of a project that is already completed • Fundraisers • Research when there is not an obvious public benefit • Paying individuals under age 18 • Scholarships & awards • Food and hospitality 	<ul style="list-style-type: none"> • Purchase of artwork • Out-of-state-travel • Student dance or music recitals • Projects with private arts studios or commercial entities • Martial arts or sporting events 	<ul style="list-style-type: none"> • Coloring books, cook books or calendars • Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques • Re-enactors • Purchase of historic artifacts or replicas • Digitization of historic material already digitized and available to the public • Non-New Jersey History topics

Program Support I & II

What is a Program?

A program is narrowly focused and must have a definite goal or theme. A program may be an annual event or an integrated series of events with a common theme, but there must be a specific start and end date. A program can include projects, such as research or a publication, and include professional or artistic services specifically associated with the project, such as a docent or archivist.

Program Support I & II Grants provide annual funding to municipal and nonprofit organizations for the delivery of specific projects and programs for Middlesex County residents. They support the program-specific costs and administrative support required to deliver those programs.

Organizations do not need to have arts, culture or history as their primary mission, but they must have a strong record of producing arts, cultural or history-focused programs. Applicants may also partner with an institution or engage an artist or professional who has a strong background in the arts, culture or history.

Applicants can select **Program Support I Grant** or **Program Support II Grant** for Arts Programming, History Programming or a combination of both Arts & History Programming.

Program Support I & II

Restrictions (PS I & II)

An organization may apply for only one Program Support Grant per cycle. A Program Support Grant is combinable with a Historic Preservation or Capital Grant. An applicant may not apply for more than two grants in one cycle.

Grant money may not be used for any of the following:

GENERAL - ALL	ARTS	HISTORY
<ul style="list-style-type: none"> • General administrative salaries • Payment to board members • Equipment or items with a life of 3 years or more • Maintenance, restoration, or renovation (see Historic Preservation & Capital Grant) • Deficits or losses from other events or projects • Any project or part of a project that is already completed • Fundraisers • Research when there is not an obvious public benefit • Paying individuals under age 18 • Scholarships & awards • Food and hospitality 	<ul style="list-style-type: none"> • Purchase of artwork • Out-of-state-travel • Student dance or music recitals • Projects with private studios or commercial entities • Martial arts or sporting events 	<ul style="list-style-type: none"> • Coloring books, cook books or calendars • Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques or statues • Re-enactors • Purchase of historic artifacts or replicas • Digitization of historic material already digitized and available to the public • Non-New Jersey History topics

Application Process: GOS, Program I & II

The application process is a multi-step one. The following will guide you through the necessary steps to ensure that you and your organization submit a strong application.

Mandatory Workshops

All grantees are required to attend one technical assistance workshop during the grant cycle (January 1, 2023 through December 31, 2023). These sessions are free of charge but require registration in advance. AIMC offers a variety of technical assistance workshops each year in topics such as nonprofit management, fundraising, marketing and social media, strategic planning, emergency planning, ADA compliance, and more. Sign up for the AIMC email list to stay up-to-date on workshops offerings by visiting: <https://discovermiddlesex.com/arts-institute/>