

**RESOLUTION AUTHORIZING APPLICATION AND ACCEPTANCE  
OF A COUNTY OF MIDDLESEX,  
CULTURAL AND HERITAGE COMMISSION,  
HERITAGE DAY GRANT**

**WHEREAS**, the Department of Parks Recreation and Community Services of the Township of North Brunswick has received notice they received a grant from the County of Middlesex, Cultural and Heritage Commission, Heritage Day Grant in the amount of \$11,000.00; and

**WHEREAS**, the purpose of this grant is to maintain the cultural heritage of the region; and

**WHEREAS**, the Director of Parks, Recreation and Community Services approved application and requests acceptance of this Cultural and Heritage Commission, Heritage Day Grant in the amount of \$11,000.00; and

**WHEREAS**, under the terms of the grant, the Township of North Brunswick agrees to abide by all stipulations set forth in the executed contract, which includes a 20% fund cash match - \$2,200.00; and

**WHEREAS**, the Chief Financial Officer reviewed the grant approval, the corresponding conditions of award, and recommends Council to approve said request; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Township of North Brunswick, that the Governing Body does hereby accept the grant of \$11,000.00, for the purpose described herein, and

**BE IT FURTHER RESOLVED**, by the Township Council of the Township of North Brunswick, Middlesex County, New Jersey, that the Mayor and Clerk of the Township of North Brunswick is hereby authorized to execute a grant agreement with the County of Middlesex, Cultural and Heritage Commission on behalf of the Township of North Brunswick, and upon execution of said agreement, the Township does accept the terms and conditions specified in the agreement in connection with the grant.

I hereby certify that there is \$2,200.00 available in account # 3-01-41-895-000-185.

\_\_\_\_\_  
Cavel S. Gallimore  
Certified Finance Officer

\_\_\_\_\_  
Lou Ann Benson  
Director of Parks  
Recreation and Community Services

\_\_\_\_\_  
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 20<sup>th</sup> day of March 2023.

\_\_\_\_\_  
 Lisa Russo  
 Township Clerk

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
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

# MIDDLESEX COUNTY • NJ

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.

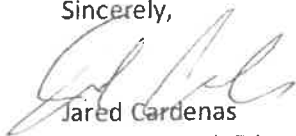
The grant cycle starts on January 1, 2023 and all funded projects must be completed by December 31, 2023. The grant contract and payment vouchers will be sent via e-mail for electronic signature through DocuSign. They must be signed as soon as possible. If your funding award varies more than 20% of the 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](mailto:sarah.ferreira@co.middlesex.nj.us) throughout the year.

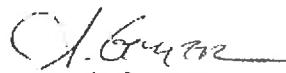
The Arts Institute of Middlesex County commends your dedication to providing access to the arts. We would like to remind you to thank your elected officials – Senators, Legislators, and County Commissioners – who made this grant funding possible.

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

Sincerely,



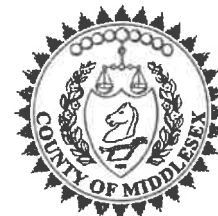
Jared Cardenas  
Division Head, Education, Outreach & Administration  
[jared.cardenas@co.middlesex.nj.us](mailto:jared.cardenas@co.middlesex.nj.us)  
732-745-4476



Manda Gorsegner  
Grants Administration Manager  
[amanda.gorsegner@co.middlesex.nj.us](mailto: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](http://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*

## TABLE OF CONTENTS

Introduction	1
Key Dates	2
Applicant Eligibility	2
KPI/DataArts Cultural Data Profile (CDP)	3
General Operating Support (GOS)	3, 4
Program Support I & II	4, 5
Application Process	5
Grant Application Process	6
Declaration of Intent (DOI)	7
Organization Submits Application	7
Before You Begin	7
Supporting Materials	8
Ready to Apply	8
Review Process	9
Grant Evaluation	10
Legal Notice	11
Resources	12, 13
Frequently Asked Questions	13

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

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

**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/>