

COUNTY OF MONMOUTH
BOARD OF COUNTY COMMISSIONERS
MONMOUTH COUNTY HISTORICAL COMMISSION



2027 MONMOUTH COUNTY HISTORIC PRESERVATION GRANT



Declaration of Intent to Apply Deadline – October 7, 2026

Application Deadline: November 12, 2026

Preservation Grant Workshop: September 28, 2026 at 6 p.m.

[NEW]: First time applicants MUST attend workshop.

Previous applicants are strongly encouraged to attend due to grant changes.

Session will be conducted in-person and remotely on Cisco Webex platform

1 East Main Street, Freehold, NJ

COUNTY OF MONMOUTH

BOARD OF COUNTY COMMISSIONERS

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www.visitmonmouth.com

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Peter Van Nortwick

Meg Sharp Walton, *Executive*

Director

2027 MONMOUTH COUNTY HISTORIC PRESERVATION GRANT APPLICATION

GRANT APPLICATION MUST BE RECEIVED BY THURSDAY, NOVEMBER 12, 2026

FOLLOW GRANT INSTRUCTIONS WHEN COMPLETING THIS APPLICATION (SEPARATE DOCUMENT)

1. NAME OF ORGANIZATION:

2. ADDRESS:

Street:

P.O.#:

City:

State:

Zip:

3. CONTACT INFO:

Daytime Telephone:

Fax #:

E-mail address:

4. TYPE OF ORGANIZATION:

☐

SOCIETY

☐

HISTORY MUSEUM

☐

LIBRARY

☐

HISTORIC PRESERVATION COMMISSION

☐

MUNICIPAL GOVERNMENT

☐

OTHER:

5. WEBSITE:

www.

6. FEDERAL IDENTIFICATION NUMBER:

#

7. CHARITIES REGISTRATION NUMBER (optional):

#

8. PROJECT DIRECTOR AND POSITION

9. PERSON COMPLETING APPLICATION

10. ORGANIZATION'S BUDGET – Attach as separate document.

11. START DATE AND ENDING DATE OF PROJECT

12. TITLE AND BRIEF DESCRIPTION OF PROJECT – Attach as separate document. No more than 500 words.

13. AMOUNT REQUESTED: (minimum of \$500 and a **maximum of \$12,000**, an increase of \$2,000 from previous grant cycles):

\$

NAME OF AUTHORIZING OFFICER:

TITLE OF AUTHORIZING OFFICER:

DAYTIME TELEPHONE:

E-MAIL ADDRESS:

SIGNATURE OF AUTHORIZING OFFICER

DATE

SUBMIT THE FOLLOWING WITH THIS APPLICATION

- ☐ **Title and Brief Description of Project (1,000 character limit, with spaces)**
- ☐ **Project Narrative**
- ☐ **Organization's Budget**
- ☐ **Proposed Budget**
- ☐ **Two (2) Letters of Recommendation**
- ☐ **Three (3) Photographs**
- ☐ **Two (2) Bids**
- ☐ **Certificate of Insurance**
- ☐ **Hold Harmless Agreement**
- ☐ **Miscellaneous Materials (optional) – no more than three (3)**

Project Narrative*

This is a description of the applicant's mission or purpose; its meaning to history; the project's significance and purpose; the audience the applicant serves and any other important facts or reasons that the Commission should consider in evaluating the application. Include timeframe for work, which must be completed by December 31, 2027. Write in a convincing manner with the intention of helping the Commission believe that in a competitive environment your submission is worthy.

Narrative Requirements: Arrange your narrative per the specifications below:

- The narrative must be typed with no smaller than 11-point font, have a minimum of 1-inch margins on four sides, and spacing at no less than 1.5 lines per line of text.
- Pages must be numbered.
- The narrative portion may not exceed five (5) pages.
- Include applicant's name at top of document.

Proposed Budget*

ITEM	MCHC GRANT	OTHER GRANT (if applicable)	CASH MATCH On Hand	CASH MATCH To Be Raised
Construction Materials				
Covered Labor Costs				

Source of Matching Funding:_____

Two (2) Letters of Recommendation*

All recommendation letters must be on letterhead and include the following:

- Applicant and Title of Project
- Address, email, and phone of person writing the recommendation
- Date of letter
- Printed name and signature of person writing the recommendation

The recommender must address the following:

- How did you become familiar with the work of this organization?
- Explain why you recommend this project for grant funding.
- Other comments, if any

Three (3) Photographs*

Attach three (3) color photographs depicting different views of the project. The photographs should relate to the narrative and enable the Commission to perceive the proposed project and evaluate the work after its completion. All photos must be in color to permit proper evaluation of your project. The photograph name must clearly indicate the perspective (e.g.: southeast dormer, etc.)

Two (2) Bids*

Bids for the proposed work, must be sufficiently detailed to describe the scope of work and materials to be used. Replacement with similar or same material may be a requirement.

Certificate of Insurance*

As specified below.

- General Liability not less than \$500,000
- Combined Personal Injury and Property Damage
- Contractual Liability to insure required hold harmless agreement (information below)
- County of Monmouth as an additional insured

Hold Harmless Agreement*

On applicant's letterhead, signed by a representative authorized to make contracts on behalf of the applicant, a hold harmless agreement using the following sample text:

"The (insert here either the name of your organization, or municipality) will defend, hold and save the County of Monmouth, its officers, agents and employees, and any appointed body or commission and its members harmless from any and all suits, claims and demands of any nature or kind, including costs and expenses for or on account thereof, for injury to persons or damage to property sustained by any person or persons resulting in whole or in part from the performance or omission of any employee, agent or representative or contractor or sub-contractor of the (organization/municipality)."

Miscellaneous Materials (optional)

Brochures, newsletters, or other supporting documentation to assist the Commission in evaluating the application. No more than three (3).

Submit the completed application and required/optional attachments by November 12, 2026. Mailed applications must be postmarked no later than Nov. 12. Applications can be hand delivered to the address below no later than 4 p.m. on Nov. 12.

Monmouth County Historical
Commission Hall of Records Annex
One East Main Street, 2nd Floor
Freehold, NJ 07728
Attn: Meg Sharp Walton, Executive Director