

COUNTY OF MONMOUTH  
BOARD OF COUNTY COMMISSIONERS  
MONMOUTH COUNTY HISTORICAL COMMISSION



2027 MONMOUTH COUNTY  
HISTORY REGRANT PROGRAM



Declaration of Intent Deadline: October 2, 2026

Application Deadline: October 30, 2026

Regrant Information Session: 6 p.m., Wednesday, September 16, 2026

**[NEW]:** First time applicants MUST attend the Information Session, and previous applicants are strongly encouraged to attend due to grant changes.

*Session will be conducted remotely and in-person at  
1 East Main Street, Freehold, NJ*

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



**COUNTY OF MONMOUTH** - [www.visitmonmouth.com](http://www.visitmonmouth.com)

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## GRANT PROJECT OVERVIEW

The Monmouth County Historical Commission (MCHC) administers this history regrant program to support and promote Monmouth County history by providing funding to local history-based organizations' yearly operations as well as special project funding for history and non-profit organizations. The MCHC establishes this competitive program, with funds granted from the New Jersey Historical Commission, to strengthen local history organizations, inspire projects to preserve and contribute to the local historic record, and increase public awareness and participation in local history programming.

## STATEMENT OF PURPOSE

The MCHC's mission is to nurture history and historic preservation throughout Monmouth County, promote heritage and cultural tourism for all county-wide assets to enrich quality of life, and provide financial support for the County's many cultural and historic resources.

The *Monmouth County History Regrant Program* was created by the Commission to:

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

## INITIATIVES FOR 2027

- **Diversity:** Organizations and projects that describe, explain, or increase knowledge of Monmouth County's history that have often been underrepresented in the past; broadening, deepening, and diversifying the audience for Monmouth County history, and increasing the accessibility of historical resources to diverse communities.
- **Heritage Tourism:** Organizations and projects that raise awareness of Monmouth County history, preserve materials for the study of Monmouth County history, and develop program content and increase visitation to historic sites and museums.

- **Innovation:** Organizations and projects that innovatively interpret, preserve, and present local history to the public; non-traditional partnerships that inspire creative approaches to historic interpretation and programming, and use of new technology.
- **Institutional Stabilization:** The development of tools that improve institutional stability and services. This includes ADA and board development, long-range, strategic, financial, disaster and emergency preparedness planning.

## HOW TO APPLY

### Select the Type of Grant

- **General Operating Support (GOS)** funding assists established non-profit historical organizations with their overall operations and management.
- **Special Project (SP)** funding supports Monmouth County history projects and programs that are open and accessible to the general public. These projects increase access to, knowledge of, and also contribute to the local historical records, assist, and encourage local historic preservation, and support heritage tourism.

### Remember to...

- First read all the guidelines and review application requirements and forms.
- Keep in mind the "MCHC Statement of Purpose and Initiatives" and Narrative Criteria while completing the application.

### Important Dates

- **Regrant Information Session:** September 16, 2026 at 6 p.m. (in-person and remotely).  
**[NEW]:** First time applicants **MUST** attend. Previous applicants are strongly encouraged due to grant changes.
- **Declaration of Intent Due** (required): October 2, 2026
- **Grant Application Due:** October 30, 2026
- **Notification Award:** November 25, 2026
- **Interim Report Due:** July 16, 2027
- **Final Report Due:** December 31, 2027

### Grant Workshop

There will be a grant information session on **Wednesday, September 16, 2026 at 6 p.m.**

**[NEW]: First time applicants MUST attend.** Previous applicants are strongly encouraged to attend due to changes in this year's application.

The session will be conducted in-person and remotely. **RSVP by Tuesday, September 15** to Margaret.SharpWalton@co.monmouth.nj.us, or call 732-431-7460 x. 7413. Prior to the workshop, a link will be sent to those attending remotely.

### Declaration of Intent

**All applicants must file a Declaration of Intent** (a separate application due on October 2) that conveys basic information on the organization and will be used to determine general eligibility.

### Grant Period

The grant fiscal year (FY) is **January 1 to December 31, 2027**. All expenses must be expended or incurred within this time period.

Grantees must comply with the Civil Rights Act of 1964 (42 USC 2000D et seq), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq), and the State Law Against Discrimination (NJS 10:5-1 et seq), barring discrimination on the basis of race, color, national origin, gender, or disability.

## ELIGIBLE AND INELIGIBLE APPLICANTS AND EXPENSES

### Eligible Applicants:

**GOS:** Non-profit organizations in existence at least two (2) and based in Monmouth County, with an annual budget no less than \$4,000 and whose mission is exclusively dedicated to New Jersey history.

Organizations that receive operating grants from the county may apply to the state for a project grant.

**SP:** Non-profit Monmouth County organizations in existence at least two (2) years and whose mission is not necessarily dedicated to history, which may include local government agencies (e.g. historic preservation commissions), schools, and libraries.

**Applications submitted by religious organizations/institutions** will be forwarded to the New Jersey State Attorney General's Office for review to see if it falls under the definition of religious use and would therefore be prohibited from funding.

### Ineligible Applicants:

#### GOS

- Local, state, or federal government agencies, local businesses, individuals, and libraries.
- Organizations that do not practice policies of equal access and non-discrimination.
- Organizations currently receiving New Jersey Historical Commission GOS grant funding.

#### SP

- Federal or state government agencies, local businesses, or individuals.
- Organizations that do not practice policies of equal access and non-discrimination.
- Organizations currently receiving New Jersey Historical Commission Project Grant funding may not apply for funding from the county in the same fiscal year. If an organization has a FY 2027 NJHC project grant, it may not apply for funds from the county's 2027 round. They would have to apply to the county's 2028 round.

### Eligible Expenses and Projects:

#### GOS Examples:

- 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/HVAC (purchase, installation & operational costs of heating, ventilation, air conditioning)
- Maintenance of collections and the interiors of structures (i.e. most routine maintenance)

(Note: Interior construction and other cyclic maintenance is not an eligible expense.)  
Definitions of Routine (page 9) vs. Cyclic maintenance (page 5) can be found here:  
<https://dep.nj.gov/wp-content/uploads/rules/rules/njac7-4.pdf>

- Basic grounds maintenance
- Travel and transportation (automobile travel @ \$.47/mile, train, or air coach travel)
- 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
- Audits

**SP Examples:**

- 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
- 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
- Supplies to be used in the project (such as storage materials, office supplies, display materials, and materials for educational projects)
- Travel and/or maintenance while conducting research
- 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 \$100 per day
- Publication costs, such as typesetting, printing, copyright permission fees, and binding
- Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers
- Multidisciplinary projects when a professional historian is involved
- Signs that provide contextual information about a person, place, or thing that enhances visitors' understanding of the topic

**Non-history organizations submitting Special Project applications are required to include a historian in the project's planning or implementation.**

**Ineligible Expenses and Projects:**

**GOS Examples:**

- Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, 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
- Projects/activities that promote a particular political, religious, or ideological point of view or engage in advocacy related to those positions
- Direct payments to professional artists
- Fabrication or installation costs for NJ Black Heritage Trail or NJ State Historical Marker 250th Initiative

**SP Examples:**

- Projects that do not relate to Monmouth County history
- 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 Monmouth County history)
- Fiction and poetry
- Projects of federal or state government agencies
- Projects that are not accessible to the general public
- Publication of coloring books, cookbooks, and calendars that do not include history content
- 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)
- Signs that simply list the name of a site/person/landmark
- Projects/activities that promote a particular political, religious, or ideological point of view or engage in advocacy related to those positions
- Direct payments to professional artists
- Fabrication or installation costs for NJ Black Heritage Trail or NJ State Historical Marker 250th Initiative

## APPLICATION INSTRUCTIONS

**Submission of an application does not guarantee funding. Prior grant awards, including the amount awarded, do not guarantee funding in this round, nor do they guarantee a comparable award amount.**

**DO NOT begin the online application** until you have reviewed the instructions and completed all the items listed on the **Application Checklist page 12** of this document. **Please do not submit this document with your application.** This is solely for your convenience.

**The online application DOES NOT SAVE your work!** Be prepared to complete the application in one sitting. This worksheet will ensure you are prepared with all the required information and attachments.

**Before starting the application, download and save all necessary attachments to your computer.**

Except for the Budget Form, all documents should be saved in pdf or doc format. Photos can be saved as jpg, gif, or png.

**Have the following ready before beginning your application:**

### **1. Grant Application Information:**

- Federal ID #
- Charities Registration Number (optional)
- Brief paragraph (1,000 **characters including spaces and punctuation**) describing intended use of funds. Cut and paste this paragraph into the Grant Application Information section.
- Authorizing officer should sign the Grant Application Information section. If the authorizing officer is not available, please write their name followed by the initials of the person completing the application.

### **General**

- Organizations may submit only one (1) grant application, either a GOS or SP application.
- Limit the summary of your project (SP) or area of need (GOS) to no more than 1,000 **characters**.
- The Grant fiscal year is January 1 to December 31, 2027.
- Incomplete or late applications will not be accepted. There will be no extensions to the grant deadline.
- **Online applications must be submitted by 11:59 p.m., Friday, October 30, 2026.**
- **Mailed applications must be postmarked no later than October 30 or delivered to the Hall of Records Annex, 2<sup>nd</sup> Floor, 1 E. Main St., Freehold no later than 4 p.m.**

### **Required Documents**

- **Narrative**
- **Budget Form:** see p. 19 for link to GOS Form A and SP Form B
- **Organization's Last Completed Annual Budget Report or Audit**
- **Audience Outreach Information:** input data from worksheet on p. 17 into online application
- **Brief biographies of organization's President/Director and Project Personnel:** Limit to one (1) document, and one (1) paragraph per person.

- **ADA Compliance:** Required for GOS applications. If this is your first GOS application and you do not have an ADA Plan, please submit a draft of the plan. (For guidance go to <https://know-the-ada.com/ada-compliance-101-for-small-organizations/>.)  
**[NEW]:** A draft plan will be accepted in the first year of application only. Applicants in subsequent years must submit a completed ADA plan.  
**Organization's Long-Range Plan:** Required for GOS applicants. If the plan is in draft form, attach the draft.  
**[NEW]:** A draft plan will be accepted in the first year of application only. Applicants in subsequent years must submit a completed Long-Range plan.  
**Board and Organization Chart** (1 document)
- **Proof of non-profit status**

### Supporting Documents

- **Miscellaneous Attachments:** Limit to no more than three (3). Examples are brochures, flyers, posters, press clippings, etc. Must be no more than two (2) years prior to application date.
- **Photographs:** File name must be descriptive of photo for ease of identification.
- **Publication or Media Projects:** If a file is too large for the online application, then it may be emailed separately to Margaret.SharpWalton@co.monmouth.nj.us.
- **Oral History:** Submit a list of sample questions, and the biography/resume of the person conducting the interview(s).

### Budget and Match Requirements

- Complete budget form associated with your selected grant (SP or GOS).
- Total request for GOS funding is not to exceed \$4,000 or more than 1/3 of operating budget.
- **[NEW]: No match is required for GOS grant requests under \$2,000.**
- Total request for SP funding is not to exceed \$2,000 or more than 50% of total project cost.
- Always round-up amount requested to nearest whole dollar.
- If you receive a grant award, you will be required to submit a revised budget with your Grant Contract.

### Matching Funds

- **GOS** funding requests of \$2,000 or more must be fully matched on a 1:1 basis by cash or in-kind contribution. Every dollar (\$1) of grant money awarded must be matched with one dollar (\$1) of the applicant's revenue or in-kind contributions. Cash match may include revenue from other grants (excluding NJ Historical Commission grants), donations, individual giving campaigns, membership fees, and fundraising events. In-kind contributions can be no more than 25% of the match.  
**[NEW]: No match is required for GOS grant requests under \$2,000.**
- **SP** funding must be fully matched on a 1:1 basis by cash or in-kind contributions, which are limited to no more than 50% of the match.

**In-Kind Contributions**

In-kind contributions, goods, or services (e.g.: lawn services, maintenance, etc.) that would otherwise have been purchased by the organization, must be documented on the application's Budget Form.

**Annual Budget Report**

All applications, GOS and SP, must include the organization's last completed Annual Budget Report, or Audit. To qualify for GOS funding, the organization must have an annual budget of at least \$4,000.

**NOTIFICATION, PAYMENT, REPORTS, AND CREDITING****Notification**

- Successful applicants will be notified in writing by November 25, 2026.
- Please understand that funds are limited and that the grant process is highly competitive.

**Payment of Grant**

- Two Purchase Orders, one for the initial payment of 50% of the award and one for the remaining 50%, will be signed at our Grants Award ceremony in February 2027. After receipt of completed and signed contract material, the first 50% will be remitted. The remaining 50% payment will be remitted sometime before the end of the grant period.

**Interim Report**

If you receive a grant, an Interim Report must be submitted by July 16, 2027, or sooner for SP, if 50% complete:

- Part 1: A written description of the use of, or anticipated use of, GOS funds or SP progress and anticipated results.
- Part 2: If SP, an estimated date for project completion.

**Final Report**

If you have received a grant, a Final Report must be submitted at the GOS or SP completion which will include:

- Part 1: A written description of the use of GOS funds or completed project and its results.
- Part 2: Financial accounting - summary of expenses by budget category.
- Part 3: A numerical breakdown of your audience for the grant period.
- If there is a tangible product at the end of your project (e.g.: book, brochure, film, video, etc.), it must be included in the final report.

**Crediting Statement**

Proper crediting must be given to Monmouth County Historical Commission 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 a grant from the New Jersey Historical Commission, a Division of the Department of State, through grant funds administered by the Monmouth County Historical Commission.**

In addition, the Monmouth County logo, unchanged without additions or deletions, must accompany the Crediting Statement. **The logo will be sent to you upon request.**

**Questions can be directed to Executive Director Meg Sharp Walton:**

Margaret.SharpWalton@co.monmouth.nj.us

732-431-7460 ext. 7413

Monmouth County Historical Commission

Hall of Records Annex, 2nd Floor

1 East Main St.

Freehold, NJ 07728

## APPLICATION CHECKLIST

*This checklist is for your convenience. It is not a required attachment.*

### Required Information:

- ☐ Narrative Attachment
- ☐ Budget Form: *see p. 18 for link to GOS Form A and SP Form B*
- ☐ Organization's Last Completed Annual Budget Report or Audit
- ☐ Audience Outreach Information: *worksheet included on p. 17*
- ☐ Project Personnel Bio/Resume (SP only): *limit to one (1) document, and one (1) paragraph per person*
- ☐ ADA Plan (GOS required; SP if applicable)  
*If this is your first GOS application and you do not have an ADA Plan, please submit a draft of the plan. (For guidance go to <https://know-the-ada.com/ada-compliance-101-for-small-organizations/>.) [NEW]: A draft plan will be accepted in the first year of application only. Applicants in subsequent years must submit a completed ADA plan.*
- ☐ Long-Range Plan (GOS only)  
*If the plan is in draft form, attach the draft. [NEW]: A draft plan will be accepted in the first year of application only. Applicants in subsequent years must submit a completed Long-Range plan.*
- ☐ Board and Organization Chart: *submit all information in one (1) document*
- ☐ Proof of Non-Profit Status

### Supporting Information (Optional):

- ☐ Miscellaneous  
*Limit to no more than three (3). Examples are brochures, flyers, posters, press clippings, etc. Must be no more than two (2) years prior to application date.*
- ☐ Photographs (no more than 5 attachments)  
*File name must be descriptive of photo for ease of identification.*
- ☐ Publication or Media Projects, if applicable  
*If a file is too large for the online application, then it may be emailed separately to [Margaret.SharpWalton@co.monmouth.nj.us](mailto:Margaret.SharpWalton@co.monmouth.nj.us)*
- ☐ Oral History, if applicable

*Submit list of sample questions*

## **GENERAL OPERATING SUPPORT (GOS) NARRATIVE TOPICS AND FORMAT**

The narrative is the heart of your application. It is your opportunity to speak convincingly to the grant review panel about why your organization should receive the grant. Applicants must assume that the reader knows nothing about the organization, they should have a complete picture of the organization, its strengths and challenges, how grant funds will be used, and how they will help to fulfill its mission.

### **Format Requirements:**

The narrative must address each topic/question. If the topic/question does not apply, please write that and explain why. Do not skip the topic/question.

1. All narratives 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.
2. Pages must be numbered.
3. The narrative portion may not exceed eight (8) pages.
4. The narrative must be formatted in a way that addresses each topic and its related questions in the ordered presented below. The topics should also be clearly labeled.
5. Include applicant's name at top of document.

**Narrative Topics:** *The application will be considered INCOMPLETE unless ALL topics are addressed in the narrative.*

### **Clearly describe your organization's mission, brief history, goals, and objectives.**

- How do you plan to achieve them? These should be reflected in the organization's Long-Range Plan, which is a required attachment for GOS applications.
- Brief history of organization. Clearly label and provide website links that summarize the organization and existing facilities. Does your organization have paid staff and/or volunteers?
- If your organization has previously received a Regrant, please explain how the past grant(s) have furthered the organization's mission. For example, what improvements have you made? Have past grants allowed you to take steps to increase or improve audience/membership/outreach/programs?
- If the organization is on the National Register of Historic Places, please include that information in the narrative.

### **State your specific area of need.**

- On which programs or in which expense areas are you planning to spend the grant funds?
- How will this funding help you to continue or improve the level of services offered to your visitors? For example, explain how you will divert funds normally used for operations (insurance, electricity, etc.) towards mission-related activities such as outreach, education, etc.
- Discuss the planned schedule for the use of the GOS funds. Include a timeline, if appropriate.
- How to you plan to meet your area of need if you don't receive funding or only partial funding?

**Indicate specific ways a grant will meet the MCHC Statement of Purpose found on 2.**

**What do you hope to accomplish for your organization with this funding?**

- How will these achievements relate to your mission and long-range plans objectives?

**Describe how your organization accumulates its available income match** (e.g.: memberships, donations, fundraisers, etc.).

- If using In-Kind contributions for part of your match, complete the In-Kind Contributions section of the GOS Budget Form.

**Describe your history programs and services and means of evaluation.**

- Discuss the scope of essential programs and services of your organization, including collections, exhibitions, and public programming.
- Describe how programming relates to the historical interpretation of your organization/site, or how they encourage audiences to think of that history in new ways. For example, discuss any efforts to tell underrepresented stories within the organization's planning and programmatic content.
- Describe the evaluation methods you use such as surveys, feedback forms, informal interviews, etc.

**Describe how your organization follows museum best practices? Be specific.**

- Use [Core Standards for Museums](#) to answer this question.

**Describe your organization's value to the public and how your organization serves and reaches out to Monmouth County's diverse communities.**

- Describe the audience that participates in programs and services in terms of size, age, and demographic characteristics. What portion of this audience is virtual?
- What is being done to eliminate barriers to participation and access to traditionally underserved and marginalized communities (e.g. people who live far from cultural centers like libraries and museums; non-English speakers; low-income families; nursing homes residents, etc.)?

**If you own a building or have museum collections or archives, does your organization have a Disaster and Emergency Preparedness Plan?**

If so, please attach the plan. If you don't have a plan, discuss the organization's emergency planning goals.

**Please state how your organization's activities meet the requirements of the [Americans with Disabilities Act](#).**

Please attach your organization's ADA Plan. *(If this is your first GOS application, please attach a draft of the plan).* The final ADA Plan must be submitted with your Final Report at the end of the grant year. **[NEW]:** A draft plan will be accepted in the first year of application only. Applicants in subsequent years must submit a completed ADA plan.

## **SPECIAL PROJECT (SP) NARRATIVE**

The narrative is the heart of your application. It is your opportunity to speak convincingly to the grant review panel about why your organization should receive the grant. Applicants must assume that the reader knows nothing about the organization, they should have a complete picture of the organization, its strengths, and challenges, how grant funds will be used, and how they will help to fulfill its mission.

### **Format Requirements:**

The narrative must address each topic/question. If the topic/question does not apply, please write that, and explain why. Do not skip the topic/question.

1. All narratives 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.
2. Pages must be numbered.
3. The narrative portion may not exceed eight (8) pages.
4. The narrative must be formatted in a way that addresses each topic and its related questions in the ordered presented below. The topics should also be clearly labeled.
5. Include applicant's name at top of document.

**Narrative Topics:** *The application will be considered INCOMPLETE unless ALL topics are addressed in the narrative.*

### **Describe the nature and purpose of your project.**

- What is it?
- What specific ways will it meet the organization's Mission and Long-Range Plan?

### **Place your project in the context of Monmouth County history.**

- Describe how the project will expand knowledge of Monmouth County history?
- What local history content does the proposal contain or support?
- Describe how the project will encourage audiences to think of that history in new ways.
- Does this project tell underrepresented stories?

### **Describe in detail how your project will be implemented.**

Describe the schedule and step-by-step implementation timeline.

### **Describe the qualifications of the personnel who will carry out the project.**

- What are their responsibilities?
- Include or attach bios/resumes?

### **Provide a brief description of your organization's history.**

- Include mission statement.
- Do you have paid staff and/or volunteers?

### **Describe the project's budget.**

- Identify the expenditures that are to be covered by the grant funds.
- Explain in detail how the funds will be used.
- Describe the cost of all expenses that are itemized in the budget section of the application.
- Describe how your organization accumulates its available income for the cash match.
- If using In-Kind contributions for part of your match, complete the In-Kind Contributions section of the SP Budget Form.
- How do you plan to meet your area of need if you don't receive funding or only partial funding?

**Describe your plans for public outreach.**

- How does the project increase access to Monmouth County history?
- How will the public benefit?
- Describe the audience that attends and participates in your programs and services. Is this project targeting a different audience?
- How does your organization eliminate barriers to participation and access to traditionally underserved and marginalized communities (e.g. people who live far from cultural centers like libraries and museums; non-English speakers; low-income families; nursing homes residents, etc.)?
- Describe how your organization meets the requirements of the [Americans with Disabilities Act](#).

**If the project is targeting K-12, describe the educational outreach of the project.**

- How will your project engage students in the local history process or community?
- How does it fit in the [NJ Core Curriculum Content Standards](#)?
- How will teachers benefit?
- Do you have school groups that regularly visit your site/programs?

## AUDIENCE AND OUTREACH INFORMATION WORKSHEET

The Monmouth County Historical Commission and New Jersey Historical Commission are interested in the impact your organization and its programs have on the resident and visiting population. We want you to start thinking about your audience and ways that you can expand your programs to include all of New Jersey's representative communities.

Provide information in actual numbers, if available, on your organization's visitors and audience participation last year (2025). If you do not have actual numbers, please provide your best estimates. If you have a museum, site, archives, or library open to the public, please include annual opening information.

**Write N/A if question is not applicable.**

Total number of visitors to your museum or site. How many were under 18? \_\_\_\_\_

Total attendance at programs held on site. How many were under 18? \_\_\_\_\_

Total attendance at programs held off-site. How many were under 18? \_\_\_\_\_

Total number of visitors from outside Monmouth County. \_\_\_\_\_

Total number of website visitors. \_\_\_\_\_

Total number of all visiting researchers to your archives or museum collections. \_\_\_\_\_

Total membership. \_\_\_\_\_

Total number of paid staff. \_\_\_\_\_

Total number of volunteers. \_\_\_\_\_

How many weeks per year are you open? \_\_\_\_\_ Which months is it open? \_\_\_\_\_

Does your organization participate in social media? If so, which ones? \_\_\_\_\_

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## BUDGET FORMS

### GOS BUDGET FORM - A

GOS grant requests of \$2,000 to \$4,000 require a full 1:1 match on a cash or in-kind basis. In-kind can be no more than 25% of match. Requests can be no more than 1/3 of the organization's annual budget, up to \$4,000.

**[NEW]:** No match is required for grant requests under \$2,000.

The GOS Expense Budget Form A can be found at the bottom of the MCHC Regrant webpage:

[GOS Budget - Form A](#)

**Save Form A and upload as an attachment.** The name of the file must be formatted as follows:

**Organization Name\_GOS Budget Form A**

**If you are using an in-kind match you must complete the in-kind contributions section,** which is the second tab on Form A located at the bottom left of the spreadsheet.

### SP BUDGET FORM – B

SP Grants require at least a 50% 1:1 match on a cash or in-kind basis. In-kind can be no more than 50% of match for history-specific organizations only. Total request is not to exceed \$2,000 or more than 50% of total project cost.

The SP Expense Budget Form B can be found at the bottom of the MCHC Regrant webpage:

[SP Budget - Form B](#)

**Save Form B and upload as an attachment.** The name of the file must be formatted as follows:

**Organization Name\_SP Budget Form B**

**If you are using an in-kind match you must complete the in-kind contributions section,** which is the second tab on Form B located at the bottom left of the spreadsheet.