



## **New Jersey State Council on the Arts FY21 Coronavirus Relief Fund Grant Program Guidelines**

*(These guidelines are [also available in Spanish](#). Las pautas también están disponibles [en español](#).)*

### **ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS**

The New Jersey State Council on the Arts (Arts Council) is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of 17 Governor-appointed members, and three ex-officio members representing the New Jersey Secretary of State, the Senate, and the Assembly. The Arts Council's volunteer members are supported by a professional staff who carry out its programs and services from the State Capital in Trenton.

With direct appropriations from the State of New Jersey through a dedicated, renewable Hotel/Motel occupancy fee, as well as competitive grants from the National Endowment for the Arts, the Arts Council designs and carries out dynamic financial and technical support services for New Jersey artists and nonprofit organizations.

For more information about the New Jersey State Council on the Arts, visit: [www.artscouncil.nj.gov](http://www.artscouncil.nj.gov)

### **HOW THE CORONAVIRUS RELIEF FUND (CRF) GRANT PROGRAM IS FUNDED**

Governor Murphy signed into law S-3521, which provides \$15 million in federal COVID-19 relief aid for the arts industry in New Jersey. Of the \$15 million, \$7.5 will be distributed by the Economic Development Authority (EDA) to for-profit entities, and \$7.5 will be distributed by the Arts Council to nonprofit entities. The bill is part of a five-bill, \$100 million relief effort aimed at helping New Jersey's small businesses recover from the pandemic.

### **WHAT IS THE CRF GRANT PROGRAM AND WHO CAN APPLY**

Per legislative directive, the Arts Council will distribute \$7.5 million in federal funding to support nonprofit arts organizations in need. These funds are a portion of federal block grant funds allocated to the State from the federal "Coronavirus Relief Fund" established pursuant to the federal "Coronavirus Aid, Relief, and Economic Security Act (CARES Act)," Pub.L.116-136.

The CRF Grant Program funds will be awarded by the Arts Council as one-time, non-matching grants to eligible nonprofit, arts-missioned organizations. Eligibility information is provided below.

### **HOW CAN CRF GRANT DOLLARS BE SPENT BY GRANTEEES**

In accordance with federal requirements, these emergency relief funds can only be used to cover losses and unanticipated costs incurred due to the COVID-19 pandemic during the period that begins March 1, 2020 and ends December 31, 2021. Greater detail is provided below.

### **HOW TO APPLY FOR A CRF GRANT**

To access the application form, an organization must be registered in the State of New Jersey's grant management system called SAGE: The System for Administering Grants Electronically. This system requires authorization for access. If you do not have a username and password please click the [New User](#) link to request access to the site.

*Note: Access and approval of registration is **NOT** automatic. It may take up to 72 hours to approve/validate your organization's registration by a system administrator. Therefore, please do not wait to create a new user account.*

Once you are registered in SAGE, you will need to activate the **NJSCA 2021 Application - Application Short Form** in order to upload the CRF Grant Program Worksheet and required Support Materials. More detail regarding these documents is provided below in the "Application Components" section.

### **HOW TO ACTIVATE THE CRF APPLICATION IN SAGE**

The activation process is a two-step one. First, you must contact Patricia Hamilton-Ross at 609-633-1273 or [patricia.hamilton-ross@sos.nj.gov](mailto:patricia.hamilton-ross@sos.nj.gov) and request access to the application. Please note that access is NOT automatic. It may take up to two hours to obtain access.

Once you receive access, you need to log into SAGE and go to the "View Available Opportunities" section. Click "View Opportunities." Under the NJSCA section, the NJSCA 2021 Application – Application Short Form is listed. Click on the "apply now" button to create a new application.

Note: SAGE does not work properly with Google Chrome.

Applicants seeking assistance are advised to [contact staff](#) well in advance of the application deadline. Prior to contacting a program officer, applicants should read the guidelines thoroughly.

**Note: The application and required support materials must be submitted in English.**

Important: Submission of the application does not guarantee eligibility or that all guideline requirements have been met.

### **ACCESSIBILITY**

The New Jersey State Council on the Arts is committed to making all of its programs accessible to all people. For accessibility services related to filing this application, please contact Accessibility Coordinator, Mary Eileen Fouratt at 609-984-6815 (NJ Relay 711) or [maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov).

### **CRF GRANT PERIOD, TIMELINE, AND TECHNICAL ASSISTANCE**

Funds awarded through this grant program are for the period August 1, 2021 - December 31, 2021.

The CRF Grant Program consists of four components: a CRF Grant Program Worksheet, the Application Short Form, Contract, and the Final Report. These forms are needed to verify eligibility, compliance with the Stafford Act's duplication of benefit provisions, and certification of expenditures consistent with federal guidance.

Technical assistance and support are available for each component of the grant program. Applicants are encouraged to take advantage of all available resources. Please reference the [Arts Council's website](#) for specific details, including times, links, and registration requirements.

#### **The CRF Grant Program Timeline:**

May 27: CRF Grant Program Guidelines and Worksheet posted on the Arts Council website  
Application Short Form available in SAGE

May 28: CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions pertaining to the CRF Grant Program for any organization regardless of artistic discipline.

June 2: CRF Grant Program Webinar  
During this live presentation, staff will detail the eligibility and application process. A recording of this webinar will be posted on the Arts Council's website.

June 4: CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions for theatre organizations only.

CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions for opera/musical theatre, folk arts, and literature organizations only.

June 7: CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions for multidisciplinary, visual arts, and craft organizations only.

CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions for arts education and performing arts presenting organizations only.

June 9: CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions for music, dance, and media arts organizations only.

June 16: CRF Grant Program Office Hour (ZOOM)  
Staff is available to answer questions pertaining to the CRF Grant Program for any organization regardless of artistic discipline.

**June 23: Applications must be efiled in SAGE by 4:00 p.m.**

*Note: Late submissions will not be accepted for any reason including technical/human error. Applicants are strongly urged to submit applications well before the deadline.*

July 27: Arts Council votes on slate of awards at the Annual Meeting

August: Contracts released in SAGE to successful applicants

September/October: Grant awards issued following the submission and review of the contract

December: Final Reports released in SAGE

January 31, 2022: Final Reports due

**ELIGIBILITY CRITERIA:**

The CRF Grant Program is open to organizations that:

1. are incorporated in New Jersey as a nonprofit organization as of February 15, 2020.
2. are tax-exempt according to the IRS in accordance with section 501(c)(3).

*\* If not a current Arts Council grantee, you must upload your organization's IRS letter to the Organizational Profile Information Review Page in SAGE*

3. have an arts-based mission.
4. primarily serve New Jersey communities.
5. have been in existence and have provided public programs for a least two years prior to the release of this application.
6. have a board of directors responsible for the governance and administration of the organization, its programs, and finances.
7. employ at least one half-time administrative staff person (20 hours/week) at minimum.
8. are registered as a charitable organization with the [Division of Consumer Affairs/Office of Consumer Protection](#) and compliant with all renewal requirements of the CRI Act.
9. are registered as a nonprofit corporation with the [NJ Division of Revenue](#) and compliant with all renewal requirements of the NJ Treasury.
10. are registered as a vendor with the Department of Treasury's NJSTART. (The [Quick Reference Guide](#) provides step-by-step instructions on how to register your organization as a vendor in NJSTART.)
11. are compliant with all pertinent state and federal regulations including but not limited to: Fair Labor Standards, Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title Disabilities Act of 1990; Drug-Free Workplace Act of 1988; and Section 1913 of 18 U.S.C. and Section 319 of P.L. 101-121.

*Note: multi-county impact, budget size, and/or status as a Local Arts Program regrantee are not factors of the eligibility criteria.*

If you have a question regarding your organization's eligibility, please contact a [program officer](#) to discuss the requirements and how they apply to your organization.

### **INELIGIBLE ORGANIZATIONS**

Organizations not eligible to apply include:

- Organizations with missions that are not arts-based
- For-profit organizations
- K-12 schools
- Colleges/Universities
- Auxiliary support organizations (i.e. "Friends of" organizations)
- Municipalities/Units of Governments

### **APPLICATION COMPONENTS**

Within the **Application Short Form** (in SAGE) you will be instructed to upload the CRF Grant Program Worksheet and the required Support Materials.

**CRF Grant Program Worksheet** (available on the [Arts Council's website](#))

Please follow all the instructions in the Worksheet and upload all the documents/files in the order requested in the Application Short Form.

The worksheet will permit applicants to detail:

1. their organization's total actual and projected revenue loss accrued during the time period March 1, 2020 to December 31, 2021.

2. their organization's total actual and projected unanticipated expenses accrued during the time period March 1, 2020 to December 31, 2021.
3. any assistance received through other COVID-19 recovery funds. Examples include but are not limited to recovery grants/loans received from the National Endowment for the Arts, Mid Atlantic Arts Foundation, NJ Council for the Humanities, other Arts Council CARES funds, other state, county or local municipality sources, other foundations and corporations, NJ Economic Development Authority, SBA Paycheck Protection Program (PPP), SBA Economic Injury Disaster Loan (EIDL), etc.
4. the total amount their organization has not yet recouped or can recover based on total projected losses and unanticipated expenses less any assistance received.

**Eligible Revenue Losses:**

To calculate revenue loss, applicants must detail the organization's total actual and projected revenue loss due to pandemic-related business interruptions between March 1, 2020 and December 31, 2021. Losses are deemed eligible if they adhere to the following parameters:

1. Losses were a result of closures due to New Jersey's declared state of emergency.
2. Losses must be based on board-approved expenses and plans as of March 27, 2020 (CARES Act enactment date).
3. Losses were not previously covered through funding sources related to COVID-19.

**Eligible Expenses:**

To calculate need, applicants must detail necessary expenditures (both actual and projected) incurred during the period between March 1, 2020 and December 31, 2021. Expenditures are deemed eligible if they adhere to all the following requirements:

1. Expenditures must be used for actions taken to respond to the public health emergency.
2. Costs were not accounted for in the organization's board approved budget as of March 27, 2020 (CARES Act enactment date).
3. Costs were not previously covered through funding sources related to COVID-19.

For a cost to be considered incurred, performance/delivery must occur during the covered time period but payment of funds need not be made during that time.

Please also note that any performance/goods delivered in the covered period need not be used during the covered period.

**Required Support Materials**

Applicants are required to submit the following support materials by uploading each one in the **Application Short Form** in the following order. The maximum file size you can upload is 13 MB. Do not submit links to password protected sites or pages.

If a required document is not available, upload a letter in its place stating the reason why the document is not included in the application. (Submission of a letter may not guarantee eligibility or that a requirement has been met.) If you have a question regarding the required support materials, please [contact a program officer](#).

1. CRF Grant Program Worksheet
2. Charities Registration Letter
3. Division of Revenue Letter
4. FY20 Board-Approved Organizational Budget (income and expenses)

5. FY20 Audit or 990/Financial Review
6. FY21 Board-Approved Organizational Budget (income and expenses)
7. Itemized list of eligible expenses already incurred with copies of proofs of purchase, if applicable
8. Itemized list of anticipated expenses with copies of quotes, if applicable