



New Jersey State Council on the Arts Capital Arts FY22 Grant Program Guidelines

(These guidelines are also [available in Spanish.](#))

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.

OUR MISSION: GIVEN TO US BY THE PEOPLE OF NEW JERSEY

In 1966, the Legislature passed, and the governor signed, a bill creating the Arts Council and directing us to do all that is necessary and appropriate to: support, encourage, and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey.

HOW WE ARE FUNDED

Public support for the arts in New Jersey comes from a dedicated, renewable revenue source - the Hotel/Motel Occupancy Fee - established in 2003. Additionally, the Arts Council receives an annual, competitive grant from the National Endowment for the Arts.

As the largest funder of the arts in New Jersey, the Arts Council is committed to providing annual and multi-year grants to support New Jersey's nonprofit arts organizations and artists. Strategic, responsive, and responsible grantmaking is the Arts Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact. For more information about the Arts Council, visit: www.artscouncil.nj.gov.

ACCESSIBILITY

The Arts Council is committed to ensuring its programs are 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.

WHAT IS THE CAPITAL ARTS GRANT PROGRAM?

The Capital Arts Grant Program supports capital projects for arts organizations located in New Jersey. Approximately \$4 million in funds are available for the FY22 Capital Arts Grant Program. Applications for will be due on February 17, 2022.

The grant program is designed to help New Jersey's nonprofit arts organizations build operational stability and capacity through one of the three eligible project categories:

- construction
- repair or expansion of existing facilities

- acquisition/installation of building service equipment (plumbing, mechanical, and/or electrical equipment, et. al.)

For all requests, applicants must demonstrate control of the property through either a deed or valid lease.

Ineligible Projects:

The following capital-associated projects are not eligible for support through this grant program:

- Projects for a building/property for which the lease will expire during the grant period.
- Projects taking place in buildings/sites listed or considered “certified eligible” for listing in the New Jersey or National Register of Historic Places, or a contributing resource to a NJ or National Register-listed or eligible historic district.
- Costs associated with general maintenance.
- Projects primarily centered around landscaping.
- Predevelopment or planning costs, such as structure reports, master plans, and architectural studies.
- Acquisition of collections.
- General operating/administrative costs for running the organization (including but not limited to salaries, travel, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc.).
- Costs associated with representation, proposal, or grant application preparation.
- Costs associated with debts, contingencies (money set aside for possible expenses), fines and penalties, taxes, and other financial costs including bank fees and charges and credit card debts.
- Costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships.
- Technology upgrades or equipment.

ELIGIBILITY REQUIREMENTS

An eligible applicant is a New-Jersey based 501(c)(3) nonprofit arts organization that owns or leases its building and has space dedicated to serving the public within that facility.

For the purposes of this grant program, an arts organization is defined as an organization whose primary purpose (mission) is to create, perform, present or otherwise promote the visual, performing or literary arts and who presents that work year-round.

An ineligible organization is one that does not feature the arts as its primary mission, and/or does not offer arts-based programming throughout the year.

An example of an ineligible organization: ABC Community Center is a nonprofit organization whose mission is to develop arts, humanities, and history programs for youth. It presents humanities and history-based programming year-round, and hosts one three-week arts and music festival in June.

Eligibility Criteria:

The Capital Arts Grant Program is open to applicants that are:

1. incorporated in New Jersey as a non-profit organization as of February 15, 2020;
2. tax-exempt according to the IRS in accordance with sections 501(c)(3);
3. currently 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;
4. currently registered as a non-profit corporation with the [NJ Division of Revenue](#) and compliant with all renewal requirements of the NJ Treasury; and,

5. 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.

Applicants must also verify that they:

1. have an arts-focused/based mission;
2. have been in existence and providing public programs or services for a least two years prior to this application;
3. primarily serve New Jersey communities (for example, a New Jersey-based dance company must demonstrate that the majority of its performances/touring engagements are located in New Jersey);
4. have a board of directors responsible for the governance and administration of the organization, its programs, and finances;
5. employ at least one half-time administrative staff person (20 hours/week at minimum) responsible for contributing to the administrative oversight of the organization;
6. own/rent a facility that provides access to the public (proof of ownership/lease required) (please see Ownership Status for additional details);
7. are currently open and serving the public;
8. are in good standing with all current Department of State grant program requirements, if applicable; and,
9. will be registered as a vendor with the Department of Treasury's NJSTART before the execution of the Capital Arts contract. The [Quick Reference Guide](#) provides step-by-step instructions on how to register your organization as a vendor in NJSTART.

Note: Multi-county or statewide organizational impact is not a requirement in this program. New Jersey arts organizations that receive Local Arts Program support through their County Cultural and Heritage Commission, and meet the eligibility requirements, are invited to apply.

Ownership Status

Applicants must own or lease AND operate the property for which the grant is sought.

No application will be considered without assurance of ownership or lease, and no grant will be awarded without a signed lease/copy of deed and written consent from the property owner.

Ineligible Organizations

The Capital Arts Grant Program cannot accept an application from an organization that does not meet the eligibility requirements and/or is:

- registered with the NJ Division of Revenue as a Foreign Nonprofit
- a K-12 school
- a college/university
- an auxiliary support organization (i.e. "Friends of" organizations). If your organization is incorporated as a "friends of" organization, but DBA (doing business as) under a different name, your organization is not eligible to apply.
- a municipality/unit of government

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

GRANT REQUESTS AND MATCH REQUIREMENTS

Applicants may request grant funds up to \$250,000. Grant requests over \$250,000 will not be considered. However, if an organization's project cost exceeds the grant amount requested, the proposal must clearly demonstrate the organization's ability to procure the remaining necessary funds.

Match and Financial Requirements:

There is no matching requirement for requests under \$100,000. For requests of \$100,000 and above, the project must be supported through a 50% match. In-kind contributions are not eligible toward match requirements.

GRANT CYCLE

The grant period for runs June 1, 2022 to December 31, 2023 (18-month period). Grant funds must be fully expended and the work must be completed by the end of the grant period.

A Final Report will be due 30 days after the completion of the grant period. Changes to the project scope or budget will not be accepted at the time of final report. If changes are necessary, the Council must be informed and provide consent before any project modifications are implemented.

HOW TO APPLY

To access and submit the Capital Arts application, an organization must be registered in the [SAGE](#) System. The System for Administering Grants Electronically (SAGE) is the State of New Jersey's grant management system. 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. **Please note it can take up to 48 hours for an account to be activated.** Please contact Robert Worshinski at Robert.Worshinski@sos.nj.gov or 609-633-1049 for assistance.

Note: Access and approval of registration is NOT automatic. It may take up to 48 hours to approve/validate your organization's registration by a system administrator. Therefore, please do not wait to create a new user account.

How to access a Capital Arts application:

Log into SAGE and go to the "View Available Opportunities" section. Click "View Opportunities" under the NJSCA section. Search for the NJSCA 2022 application – "Capital Arts." Click on the "apply now" button to create a new application.

If the application is not visible in the "View Available Opportunities" section, contact Robert Worshinski at 609-633-1049 or Robert.Worshinski@sos.nj.gov and request access to the application.

Note: Google Chrome is the recommended web browser when using SAGE.

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DEADLINE & SCHEDULE FOR THE CAPITAL ARTS GRANT APPLICATION PROCESS

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

To register for one or more of the sessions listed below, [please click here](#).

- **November 16, 2021** – Guidelines released to the field
- **November 19, 2021** – Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **December 3, 2021** – Capital Arts Webinar via Zoom, 3:00 p.m. A recording of the session will be posted on the Council’s website.
- **December 8, 2021** – Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **December 10, 2021** – Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **December 15, 2021** – Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **December 17, 2021** – Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **January 6, 2022** – Application available in [SAGE](#)
- **January 7, 2022** – Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **January 12, 2022** – Capital Arts Webinar via Zoom, 3:00 p.m. A recording of the session will be posted on the Council’s website.
- **January 14, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **January 19, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **January 21, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **January 26, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **January 28, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **February 2, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **February 4, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **February 9, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **February 11, 2022** - Capital Arts Office Hour* via Zoom, 3:00 p.m.
- **February 17, 2022** – **Applications due no later than 4:00 PM EST.**
- **March 2022** – Applications are reviewed for eligibility. Incomplete or ineligible applications will not advance to the lottery selection process.
- **April 2022** – Grants Committee approves and recommends slate of eligible applications via lottery selection.
- **May 2022** – Council takes action on and announces grants.
- **June 1, 2022 to December 31, 2023** – Grant period for successful projects.
- **January 31, 2024** – Final Report due.

**Staff is available to answer general questions about the guidelines and/or application process. Specific questions regarding an organization’s application may be best served through a meeting with a program officer. Please consult the [staff list](#) for the appropriate program officer to contact regarding your organization’s unique situation.*

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.

Submissions

An organization may only submit one application per grant application round.

Note: Submission of an application does not guarantee eligibility or that all requirements have been met.

APPLICATION COMPONENTS

The application is comprised of forms and charts. Please follow form instructions and upload all the documents/files as PDFs in the order requested. All questions and support materials are required components. "Not applicable" is not an acceptable response in any area of the application.

Please note: The application and required support materials must be submitted in English.

Narrative Guidelines: A narrative of no more than 3 pages (approximately 12,500 characters or less) in length that responds to the following narrative topics. Please use the narrative topic headers in the body of your narrative.

Organization:

1. Briefly describe your organization, its mission, its major programs, and the audience to be served as context for the project.
2. Describe the property's use and accessibility, including hours open to the public.

Proposed Project:

1. Fully describe the proposed project.
2. How will the proposed project benefit the property's use?
3. Discuss why the project is a high priority. Are there any conditions of compelling urgency? What was the self-assessment behind determining the need for the project?
4. How will the project be accomplished? What resources (staffing, other funds) will be used? What are the human resources necessary, both internal and external to the organization, such as staff time on the project and consultants?

Important: Applicants may include in the application the cost of current staff resources dedicated to the project and pro-rated as such, however Capital Arts funds requested cannot be used to cover these costs.

If the project will cost more than the grant funds requested, how will the funds or additional resources be obtained and when will these resources be in place? Please be specific and provide documentation (account statements, letter of commitment from additional public or private funding source(s), or fundraising plan).

5. What are the specific project outcomes expected?
6. How will the improvements made through the project be sustained, independent of future Capital Arts funds?

Required Support Materials: Please upload the following materials as PDFs in the order listed. Mailed-in print materials will not be accepted. The maximum PDF file size that can be upload is 13 MB.

1. **FY20 & FY21 Independent Audit or 990/Financial Review** (combined). If the FY21 requirement is not available, please upload a letter explaining the reason and the expected date it will be available.

Please note: the FY21 requirement must be submitted within six months after the completion of the organization's fiscal year. Failure to comply will result in an ineligible application.

2. **Deed or valid lease** to demonstrate control of the property.
3. **Consent letter** signed by the property owner and applicant. If the applicant does not own the property, a Consent Letter confirming support of the project signed by the building/location

owner is required. If the applicant does own the property, a Consent Letter signed by an authorized board official and the applicant is required.

4. **Credentials** of all key project personnel (e.g., project manager and/or general contractor, architect, fundraising consultant, key organizational staff).

Please note: Architects must be licensed in the State of New Jersey. Other consultants/contractors must demonstrate that they meet or exceed accepted professional qualifications and are licensed in their respective fields.

5. **Timeline and scope statement** for your project, including the scope-of-work accompanied by dates. Include the project's scope statement or proposal from the consultants and/or contractors who are proposed for the project. The statement should include a summary of the project's scope, a breakdown of the non-construction and construction project costs, and qualifications of professionals on the project team and the project timeline.
6. **Photographs:** Upload up to five good-quality images that show the overall property and building(s) and areas of concern for both the exterior and interior. Only PDF or JPG file formats are accepted.
7. **Map/Site Plan:** Upload a map, site plan, or sketch that includes all property outbuilding and site features. Only PDF or JPG file formats are accepted.
8. **Completed planning documents:** Include any available reports relevant to the proposed project including conditions assessments, preservation plans, engineering studies, feasibility studies, etc. Upload only the executive summary or summary sections, if the document is too large.
9. **Construction documents/manual:** If the application includes a request to support construction, include drawings both in plan and elevation with details and the specifications bid manual.
10. **Cost estimates:** Include copies of the estimates received in order to develop the project budget.

Please note: You will receive an e-mail confirmation from SAGE when your application is successfully submitted.

REVIEW PROCESS

The Arts Council will administer the application and selection process for these grants. All applications received by the deadline will be reviewed against the listed criteria for eligibility. Applications that have been deemed complete and eligible will be placed into a random lottery selection system. Grants will be awarded to applicants selected by the lottery distribution order until the fund is depleted.

The following criteria is used to determine application eligibility:

1. The applicant meets all eligibility requirements set forth in the guidelines.
2. The proposed project meets all eligibility requirements set forth in the guidelines.
3. The project budget and schedule fit within the parameters set forth in the guidelines and are realistic and feasible based on the work proposed for funding.
4. The organization demonstrates the ability to execute the project successfully through the required project planning documents and credentialed human resources.
5. The funds required to cover project costs greater than the funding request are secured, if applicable.
6. The required match is secured, if applicable.
7. The applicant is prepared to prove the project is in compliance with all state and local safety regulations and permitting requirements by providing written compliance confirmation from the municipality and architect/general contractor.
8. The entire application is complete, all questions answered, all charts complete, and all support materials are accounted for and properly uploaded.

9. The application is submitted before 4:00 p.m. on February 17, 2022. No extensions will be permitted.

NOTIFICATION OF AWARD

The Arts Council will vote to award grants at its May 2022 public meeting. Award notifications will be sent by email within three days of the meeting.

Successful awardees will receive 90% of the award upon execution of the contract and the remaining 10% upon execution of the final report. Grantees may submit their final report anytime within the 18-month grant period if the project is complete and all funds are fully expended.

FINAL REPORT

The final report is due 30 days after the completion of the grant period. Grantees must detail how the funds were spent, and how final project results compare to the application. Grantees must be prepared to upload as required attachments:

- Itemized list of expenses
- Copies of proofs of purchase
- Safety and Permitting Compliance: Written statements from the municipality and architect/general contractor confirming the project is in compliance with all safety and permitting regulations will be required as part of the final report.