**APPLICATION**

Download and save this document to your computer to complete electronically

**I. ORGANIZATIONAL PROFILE:**

**A. Contact Information**

Name of Organization: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

**Contact person for inquiries regarding this proposal:**

Name: Click here to enter text. Title: Click here to enter text.

Best Phone: Click here to enter text.

Email address: Click here to enter text.

**B. Organizational Status**

Non-profit organization

Governmental department or agency

State college or university

Tax Exempt Number: Click here to enter text.

**C. Organizational Description**

1.Provide a very brief history of your organization and its purpose.

Click here to enter text.

1. What is your organization’s Mission Statement.

Click here to enter text.

1. How is your organization unique to your community?

Click here to enter text.

1. Describe your audiences (age, ethnicity. gender).

Click here to enter text.

1. Approximately how many people does your organization serve yearly?

Click here to enter text.

1. Describe your facilities.

Click here to enter text.

1. Describe your collections – size, types, how are they preserved, managed, and cared for.

Click here to enter text.

1. How do audiences engage with the collections?

Click here to enter text.

1. Does your organization follow the most up-to-date best practices and professional standards for preserving and interpreting NJ history? (For example,, the American Association for State and Local History Standards in Excellence Program; the American Alliance for Museums National Standards and Best Practices for U.S. Museums; and the Society of American Archivists.) If so, which?

Click here to enter text.

1. How does your organization engage diverse audiences?

Click here to enter text.

1. How does your organization Broaden, Deepen, Diversify audiences, defined as follows:

Broadening: Attract more of the same type of people, i.e., increase the number of participants, etc.

Deepening: Increase the current participant’s level of involvement, i.e., single ticket buyers become subscription buyers, funders give more money, volunteers give more time, etc.

Diversifying: Attract different kinds of people who have never attended/participated in the applicant programs. This could entail placing greater emphasis on expanding the ethnic makeup of its audience, targeting previously underserved age groups and communities, and increasing programming for visitors with disabilities, among others.

Click here to enter text.

1. Has your organization created a long-range plan?

Click here to enter text.

**D. Is your agency applying for**

General Operating Support (complete page 8)

OR

Special Project Support (complete page 9)

**Application for General Operating Support**

1. How does your organization benefit the public?

Click here to enter text.

1. Why are you seeking grant funds? What will you do with grant funds?

Click here to enter text.

1. How will you publicize your programming and services?

Click here to enter text.

1. What is the plan for engaging current and potential audiences?

Click here to enter text.

1. What is your plan for assessing the impact of your organization on audiences?

Click here to enter text.

1. How do you apply the highest professional standards to the planning and execution of your organization’s activities

Click here to enter text.

1. Describe key staff and volunteers

Click here to enter text.

1. Provide a timeline of your organization’s annual programming/activities

Click here to enter text.

1. Projected number of participants:

Click here to enter text.

1. Total budget for FY2018:

Click here to enter text.

1. Amount requested from CCC&HC@CCC:

Click here to enter text.

1. A cash match is encouraged for this grant. From what sources will your cash match be derived?

Click here to enter text.

**Application for Special Project Support**

1. For what project are you seeking grant funds?

Click here to enter text.

1. How will your project benefit the public?

Click here to enter text.

1. What audiences will this project target?

Click here to enter text.

1. What is the plan for engaging current and potential audiences for this project

Click here to enter text.

1. What is your plan for assessing the impact of your project on audiences

Click here to enter text.

1. How will you apply the highest professional standards to the planning and execution of your project activities

Click here to enter text.

1. Describe the key staff and volunteers who will be involved in this project.

Click here to enter text.

1. Provide a timeline of the special project’s activities.

Click here to enter text.

1. Projected number of participants:

Click here to enter text.

1. Total budget for this project:

Click here to enter text.

1. Amount requested from CCC&HC@CCC:

Click here to enter text.

1. A cash match is encouraged for this grant. From what sources will your cash match be derived?

Click here to enter text.

**F. Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Camden County Cultural and Heritage Commission at Camden County College | | | |
| County History Partnership Program | | | |
| FY 2018 Re-Grant Program | | | |
|  |  |  |  |
| Application organization's income | | |  |
|  |  |  |  |
| Use this form for your organization's income statement | |  |  |
|  |  |  |  |
| Click here to enter text. |  | Click here to enter text. |  |
| Applicant Organization |  | Date |  |
|  |  |  |  |
| **Income category** | **2017 actual budget** | **2018 projected budget** |  |
|  |  |  |  |
| Memberships | Click here to enter text. | Click here to enter text. |  |
| Program admissions, fees | Click here to enter text. | Click here to enter text. |  |
| Store/shop income | Click here to enter text. | Click here to enter text. |  |
| Fundraising events | Click here to enter text. | Click here to enter text. |  |
| Museum or tour admissions | Click here to enter text. | Click here to enter text. |  |
| Publications sales, royalties | Click here to enter text. | Click here to enter text. |  |
| Grants, government | Click here to enter text. | Click here to enter text. |  |
| Grants, corporate or foundation | Click here to enter text. | Click here to enter text. |  |
| Individual contributions | Click here to enter text. | Click here to enter text. |  |
| Support from parent organization, if applicable | Click here to enter text. | Click here to enter text. |  |
| Investment, interest income | Click here to enter text. | Click here to enter text. |  |
| Endowment | Click here to enter text. | Click here to enter text. |  |
| Loans | Click here to enter text. | Click here to enter text. |  |
| Other (itemize) |  |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| **Total:** | Click here to enter text. | Click here to enter text. |  |
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| Camden County Cultural and Heritage Commission at Camden County College | | | | | | | | |
| County History Partnership Program | | | | | | | | |
| FY 2018 Re-Grant Program | | | | | | | | |
|  | | |  | |  | | |  |
| Applicant organization's expenses | | | | | | | |  |
|  | | |  | | |  | |  |
| Use this form to list your organization's expenses | | | | | |  | |  |
| Click here to enter text. | | |  | | | Click here to enter text. | |  |
| Applicant Organization | | |  | | | Date | |  |
|  | | |  | | |  | |  |
| **Expense Category** | | | **FY 2017 actual** | | | **FY 2017 projected** | |  |
| Personnel | | | Click here to enter text. | | | Click here to enter text. | |  |
| Salaries, Wages, benefits, Payroll Taxes | | | Click here to enter text. | | | Click here to enter text. | |  |
| Professional Services (contract services, such as consultants, accounts, auditors | | | Click here to enter text. | | | Click here to enter text. | |  |
| Professional development and training | | | Click here to enter text. | | | Click here to enter text. | |  |
| Professional dues, memberships | | | Click here to enter text. | | | Click here to enter text. | |  |
| Travel | | | Click here to enter text. | | | Click here to enter text. | |  |
|  | | |  | | |  | |  |
| **Facilities** | | |  | | |  | |  |
| Mortgage interest | | | Click here to enter text. | | | Click here to enter text. | |  |
| Space rental | | | Click here to enter text. | | | Click here to enter text. | |  |
| Equipment purchase or rental | | | Click here to enter text. | | | Click here to enter text. | |  |
| HVAC & Utilities | | | Click here to enter text. | | | Click here to enter text. | |  |
| Facility maintenance/security | | | Click here to enter text. | | | Click here to enter text. | |  |
| Insurance | | | Click here to enter text. | | | Click here to enter text. | |  |
|  | | |  | | |  | |  |
| **Outreach** | | |  | | |  | |  |
| Publicity and marketing | | | Click here to enter text. | | | Click here to enter text. | |  |
| Supplies | | | Click here to enter text. | | | Click here to enter text. | |  |
| Telephone/communication, postage | | | Click here to enter text. | | | Click here to enter text. | |  |
|  | | |  | | |  | |  |
| **Other** (itemize) | | |  | | |  | |  |
| Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | |  |
| Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | |  |
| Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | |  |
| Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | |  |
| Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | |  |
| Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | |  |
| **Total:** | | | Click here to enter text. | | | Click here to enter text. | |  |
|  | | |  | | |  | |  |
| Camden County Cultural and Heritage Commission at Camden County College | | | | | | |
| County History Partnership Program | | | | | | |
| FY 2018 Re-Grant Program | | | | | | |
|  | |  | |  | | |
| Use this form to outline how grant funds will be spent | | | | | | |
|  |  | | |  | | |
| Applicant OrganizationClick here to enter text. |  | | | DateClick here to enter text. | | |
|  |  | | |  | | |
| **Category of Expenditure** | **Grant Funds Requested** | | | **Explanation** | | |
| Personnel | Click here to enter text. | | | Click here to enter text. | | |
| Salaries, Wages, benefits, Payroll Taxes | Click here to enter text. | | | Click here to enter text. | | |
| Professional Services (contract services, such as consultants, accounts, auditors | Click here to enter text. | | | Click here to enter text. | | |
| Professional development and training | Click here to enter text. | | | Click here to enter text. | | |
| Professional dues, memberships | Click here to enter text. | | | Click here to enter text. | | |
| Travel | Click here to enter text. | | | Click here to enter text. | | |
|  |  | | |  | | |
| **Facilities** |  | | |  | | |
| Mortgage interest | Click here to enter text. | | | Click here to enter text. | | |
| Space rental | Click here to enter text. | | | Click here to enter text. | | |
| Equipment purchase or rental | Click here to enter text. | | | Click here to enter text. | | |
| HVAC & Utilities | Click here to enter text. | | | Click here to enter text. | | |
| Facility maintenance/security | Click here to enter text. | | | Click here to enter text. | | |
| Insurance | Click here to enter text. | | | Click here to enter text. | | |
|  |  | | |  | | |
| **Outreach** |  | | |  | | |
| Publicity and marketing | Click here to enter text. | | | Click here to enter text. | | |
| Supplies | Click here to enter text. | | | Click here to enter text. | | |
| Telephone/communication, postage | Click here to enter text. | | | Click here to enter text. | | |
|  |  | | |  | | |
| **Other** (itemize) |  | | |  | | |
| Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
| Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | |
|  |  | | |  | | |
| **Total:** | Click here to enter text. | | |  | | |

**Executive Director’s Name and phone number:**

Click here to enter text.

**Chief Financial Officer’s Name and phone number:**

Click here to enter text.

**President of the Board’s Name and phone number**

Click here to enter text.