

August, 2011

HISTORIC PRESERVATION GRANT PROGRAM

Thank you for your interest in the Monmouth County Historical Commission's Historical Preservation Grant program. The Commission is the official County body created by the Board of Chosen Freeholders for the promotion of preservation and the conservation of Monmouth County history. Our principal program is the Preservation Grants, an undertaking that recognizes the acute need for funds to preserve Monmouth County's rich and diverse built environment. This program intends to provide enabling funds for smaller and other organizations and to serve as a model for other giving and to encourage municipal and organizational commitment.

The Commission plans to grant money allocated by the Board of Chosen Freeholders on a competitive basis to our base of eligible applicants, municipalities and non-profit organizations, which need financial help in preservation or restoration of historic structures. While need has never been greater, the number of applicants was down last year, in part due to the difficulty some organizations had in meeting the match. Funds are allocated in the form of a dollar for dollar matching basis. There is a \$500 minimum and a \$7,500 maximum grant per applicant in any year, although we may regard the traditional \$5,000 as an informal maximum in order to broaden our assistance. The program is competitive and not every eligible applicant may receive an award.

The application is unchanged from last year. However, the new process (no advance payment) may still be unfamiliar as we have not yet gone through a full grant cycle under it. The applicant must read the new application carefully. The application and the submission process will be reviewed at a brief Grants Workshop, to be held at 6:15 PM-7:15 PM, Monday, September 26, 2011 at the Planning Board Conference Room, 2nd Floor, Hall of Records Annex, 1 East Main Street, Freehold. Please call or e-mail (as below) to register. Start your preparations early as many have found that obtaining two bids can be the most difficult and time consuming step.

The deadline for applying is a November 1, 2011 postmark or delivery. The format is completion of the attached application and submission with other required documents. If you feel further guidance may be helpful, please contact the Commission at the Hall of Records Annex, Freehold, NJ 07728 or 732-431-7413. Our Executive Director, Randall Gabrielan's usual office days are Monday and Wednesdays, or contact him by e-mail at rgabriel@co.monmouth.nj.us (office days) or monmouthhistory@comcast.net (every day), referencing the grant program in the subject line. Please note that the application, designed for simplicity and intended to be user-friendly, must be followed carefully.

Barbara Kolarsick-Harrigan
Chairperson, Grants Committee

RULES AND REQUIREMENTS

The application must be complete and the project must meet all of the requirements as outlined herein. An incomplete or untimely submission will result in rejection of the application.

I APPLICANTS ELIGIBLE FOR FUNDING

Non-profit organizations and municipalities in Monmouth County without regard to the entity's size or budget which do not have outstanding at year-end an incomplete Commission grant older than one year. In other words, when applying in 2011 for a 2012 grant, an applicant will not be eligible for a 2012 grant if a Commission grant for years 2010 or earlier is outstanding on December 31, 2011.

II TYPES OF PROJECTS ELIGIBLE FOR FUNDING

Preservation, restoration or rehabilitation of historic structures, usually fifty years or older, in Monmouth County which are accessible to the public are eligible. The program covers essentially structural work for projects commonly known as "bricks and mortar" undertakings.

III PROJECTS NOT ELIGIBLE FOR FUNDING

- Paving, infrastructure repairs or enhancements, including but not limited to HVAC (heating, ventilation, or air conditioning) plumbing, electrical work, access modifications or security changes
- Feasibility studies or applications that are for reimbursement of substantially architectural, or engineering fees or other consulting fees are also not eligible
- Projects where work that has already begun, are not eligible although consideration may be given to the latter parts of projects where the Commission recognizes their multiple phase nature, while large undertakings may be divided into separate projects in different years
- Submissions from federal or state agencies, although "friends groups" or similar organizations of such agencies that have conservation responsibilities, may be considered
- Operational expenses, including salaries of employees of applicants, general operating expenses and other costs attendant to an applicant's historic work, including exhibits, collection purchases, research and publications
- Furniture, fixtures, appliances, carpeting, audio-visual, computer or other equipment

IV ALLOWABLE EXPENSES

Cost of materials for construction and wages of skilled workers are allowable expenses. Fees of architects or engineers are not eligible.

V AMOUNTS AVAILABLE, MATCHING REQUIREMENT AND PAYMENT OF FUNDS

- a) Grants are made for a minimum of \$500 and a maximum of \$7,500 per applicant. Each dollar granted must be matched by one dollar cash by the applicant. In-kind matching is prohibited.
N.B. The Commission's traditional maximum grant has been \$5,000, a limit which it may choose to adhere to depending on the number and quality of submitted applications and available grant funds.
- b) Up to 50% of the grant may be paid after substantive progress on the project and proper documentation on county forms. Evidence of progress shall consist of invoices, photographs and, if needed, other supporting materials. The balance will be paid after approval of the grantee's final report.

- c) In the event of prior agreement, demonstrated hardship and Commission approval, an applicant may apply for an advance of grant funds to purchase materials for an amount up to 50% of the grant. Commission approval will be contingent, in part, on having an available contractor ready to begin work, a work plan that may be held to a higher standard of thoroughness than what was required in the Project Narrative and a detailed purchase order for the materials.
- d) The payment of any grant is contingent on the Freeholders appropriating grant funds in the 2012 budget.

VI DEADLINE FOR SUBMISSION

Entries must be postmarked or delivered to the Monmouth County Historical Commission, Hall of Records Annex, Freehold, by November 1, 2011, a deadline that is absolute and total. Successful applicants will be notified shortly after the Commission meeting planned for January 23, 2012. The designation of the grant will be made at an awards ceremony in late February 2012.

VII INSURANCE AND HOLD HARMLESS

The applicant must execute a hold harmless agreement (using the language set forth below) and submit a Certificate of Insurance for General Liability in an amount not less than \$500,000 Combined Personal Injury and Property Damage and add the County of Monmouth as an additional insured. Said certificate, *which shall not be a copy of your policy's declarations*, shall include Contractual Liability to insure this required hold harmless agreement.

The applicant shall execute on its own 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 if the applicant is a 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 (municipality/organization).

VIII FINANCIAL SECURITY

The Commission may require proof of availability of matching funds and/or the successful applicant to open a separate bank account specifically designated for the project and to deposit their entire grant and matching funds in said account.

Municipal grantees are required to submit a resolution by its governing body authorizing the dedication of matching funds, which may be done after a grant is designated.

The Commission reserves the right to audit the grantees accounts relating to grant funds and payments to contractors. The Commission reserves the right to demand and receive the return of any funds not spent in accordance with the program's Rules and Regulations or other stipulations and, by submission of the application, the applicant agrees to this provision.

IX. REPORTS

Each grantee is required to submit Interim and Final Reports, one page documents to be accompanied by three photographs each that depict project progress. The Interim Report is due the earlier of August 1 or when 50% of the work is completed. The Final Report, due at completion but no later than December 20, is to be evidence of completion and shall be accompanied by a cancelled check and receipt from the contractor acknowledging payment in full. Copies of the report forms are given to grantees following the Grant Awards meeting. The grantee is not permitted to reduce the scope of the granted project without the concurrence of the Commission.

HOW TO APPLY

Each applicant must submit an original and ten (10) copies:

- Completed Application signed in ink by an authorized representative of the non-profit organization or by the authorized agent for the municipality.
- 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. As an option, applicants may also include brochures, newsletters, or other supporting documentation to assist the MCHC.
- At least three 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. At least four copies of the three photographs must be in color to permit proper evaluation of your project. **In order to assist the Commission’s evaluation of your Final Report, keep copies of submitted photographs and send images with interim and final reports from the same perspectives. If we are unable to evaluate your Final Report from the submitted material, an on-site inspection may be necessary which could delay payment.**
- A detailed budget for the project and source of funding available for the applicant’s dollar for dollar contribution.
- If the application is for a structure for which grants have been previously given, especially for work of a similar character, the distinction of the new application must be explicit.
- Two quotations for the proposed work, sufficiently detailed to describe the scope of work and materials to be used. Replacement with like kind may be a requirement.
- A timeframe for the work, which should be scheduled for completion by December 31, 2012. No funds will be paid after that date without the expressed written consent of the Commission prior to December 31, 2012. Requests for extensions shall be submitted no later than November 1, 2012 and approvals for extensions will be considered by MCHC on a project by project basis.
- A Certificate of Insurance and Hold Harmless Agreement as specified herein.
- Two letters of recommendation, using either the sample form enclosed with the application or a separately written letter, by persons capable to evaluate your project and your ability to complete it. **NOW THE LETTERS OF RECOMMENDATION SHOULD BE PART OF YOUR SUBMISSION. Such recommenders must not be members, office holders or employees of your organization, or their families, or be directly connected with the project, or be an elected official or employee of the County of Monmouth.** Enter the title of the project on your recommendation forms or advise those submitting the recommendations to reference that title in their letters.
- PLEASE DO NOT PLACE THE MATERIAL IN BINDERS OR OTHER ENCLOSURES THAT ARE DIFFICULT TO USE AND STORE. SAVE THEIR EXPENSE, TOO.

ABOUT THE PROCESS

The applications are reviewed and the Commission's judgments are based on a number of factors including, but not limited to: historic significance; urgency of need, both of the applicant and the surrounding area; adherence of the project to historic authenticity; public accessibility; geographic distribution throughout the County; quality of application and financial ability of the applicant to realistically complete the project. Prior grantees may be judged by their past performance in complying with and documenting their earlier grant(s). Not every eligible project is guaranteed to receive a grant as requests regularly exceed available funds and the program is competitive. Completed applications are due November 1, 2012. Successful applicants are notified shortly after the January Commission meeting, while the awards are designated at a Commission meeting scheduled in late February.

COMPLIANCE

The applicant agrees that it has complied and will comply with the applicable Federal and State laws relating to nonprofit corporations and has filed appropriate Federal Income Tax reports and made timely payments of Withholding and FICA as required by law.

The applicant will comply with all the requirements of the Federal Civil Rights Act of 1964 and all other applicable Federal, State and Local laws. Services will be rendered without regard to race, religion, color, natural origin, handicap or sex.

No rights or obligations under this contract may be assigned by any party without the written consent of the Commission.

The Commission and/or Board of Chosen Freeholders reserve the right to a refund, on demand, of all funds that were expended in a manner not consistent with the terms of this contract, not expended in a timely manner, or as a consequence of administrative or financial non-compliance of the grant program.

The Commission's failure to enforce any requirement or obligation of the grantee, either in a current or prior grant, shall not constitute a waiver of such requirement or obligation.

COMMISSION'S PREROGATIVE

The judgments and decisions of the Commission with respect to any interpretation of the program's Rules and Requirements, possible ambiguity in the program's Rules and Requirements, or questions of eligibility of any applicant, or the suitability of any proposed project, or the relative merits of any applications, or decision to waive or refuse to waive any Rule or Requirement, shall be conclusive. In addition, the Commission cannot and does not guarantee that all applicants will be awarded a grant, and there is also no guarantee that awarded grants will be for the amount requested. The Commission's determination to award grants shall be final and subject to any conditions established by the Commission.

**MONMOUTH COUNTY HISTORICAL COMMISSION
APPLICATION COVER AND SIGNATURE PAGE**
(type or print clearly)

Name of Applicant: _____

Address: _____

Telephone: _____ **Federal ID#:** _____

E-mail: _____ **Fax:** _____

Project Director & Position: _____

Person Completing Application: _____

Organization's Annual Budget: _____

Estimated Time Frame: Starting Date _____ Ending Date _____

Names, E-Mail and Addresses of Two (2) persons supplying required letters of recommendation. The recommender may use the attached form or write a separate letter. Do not use more than two recommenders.

1) _____ 2) _____

Title and Brief Description of Project (YOU MUST GIVE THE PROJECT A TITLE AND SPECIFY IT HERE):

N.B. Submit Project Narrative (see second item on "How to Apply" page) on a separate sheet of paper. This narrative should depict the significance of the project and serve to convince the Commission to make a grant.

Source of Matching Funding: _____

Amount Requested: _____

(cannot exceed the lesser of 50% of the eligible budgeted (lowest bid) costs or \$7,500)

The applicant's submission consists of this Cover and Signature Page, the Project Narrative, the Detailed Budget and two Bids, two recommendations, three photographs, a certificate of insurance and hold harmless agreement. The undersigned:

- a) Acknowledges having read all the specified material
- b) Understands and agrees that the acceptance of a grant shall constitute a contract with the County of Monmouth
- c) Agrees to comply with all program provisions as specified, either in the application or those terms or conditions made part of a grant if an award is made, and to complete the project.
- d) Agrees to submit Interim and Final Reports to the MCHC, as required herein
- e) Provide in your publicity about your project appropriate mention of any Commission grant.

Printed Name and Signature of Authorized Representative: _____ **Date:** _____

MONMOUTH COUNTY
HISTORICAL COMMISSION

RECOMMENDATION FORM

**APPLICANT AND
TITLE OF PROJECT:** _____

ORGANIZATION'S ADDRESS: _____

CONTACT PERSON: _____ **TELEPHONE:** _____

PERSON COMPLETING RECOMMENDATION: _____

YOUR ADDRESS: _____

E-MAIL ADDRESS: _____

HOW DID YOU BECOME FAMILIAR WITH THE WORK OF THIS ORGANIZATION? _____

PLEASE EXPLAIN WHY YOU RECOMMEND THIS PROJECT FOR GRANT FUNDING. _____

OTHER COMMENTS, IF ANY: _____

Original ink signature

Date

MONMOUTH COUNTY
HISTORICAL COMMISSION

CHECKLIST FOR APPLICANT
(do not return)

Please review your application, ensuring that the following materials are included. Proper completion of the application will aid the Commission in its review of your project and maintain its eligibility. Do not return this checklist. The Commission maintains a separate list for reviewing your submission.

- NUMBER OF COPIES (Original plus ten copies) _____
- APPLICATION PAGE, INCLUDING TIMEFRAME _____
- PROJECT NARRATIVE, INCLUDING AUDIENCE _____
- DETAILED PROJECT BUDGET _____
- TWO (2) SEPARATE BIDS _____
- THREE (3) PHOTOGRAPHS _____
- CERTIFICATE OF INSURANCE _____
- HOLD HARMLESS AGREEMENT _____

N.B. Have you secured the agreement of two persons to recommend your project and have they agreed to do so in a timely manner?

REPORTS
(applies to successful applicants only)

Pursuant to agreement (d), grantees are required to submit Interim and Final Reports. These are simple, one-page forms, each to be accompanied by three photographs. The Interim Report, due the earlier of August 1 or completion of 50% of the work, tells us how you are progressing. The Final Report, due on completion, but no later than December 20th, documents completion and payment to the contractor. Copies of these reports are given to grantees at the Grant Awards meeting.

**MONMOUTH COUNTY
HISTORICAL COMMISSION
INTERIM REPORT**

To be submitted when half of the work is completed or by August 1, whichever first occurs

Grantee and
Project name: _____

Address: _____

Contact Person: _____ Telephone: _____
E-mail: _____

HAS PROJECT WORK STARTED? _____

IF YES:

DATE WORK COMMENCED _____

PERCENTAGE OF WORK COMPLETED _____

ANTICIPATED DATE OF COMPLETION _____

PLEASE SUBMIT THREE (3) PHOTOS OF WORK COMPLETED TO DATE. RECALL YOUR
“BEFORE” PICTURES AND TRY TO SEND SIMILAR VIEWS THAT WILL ILLUSTRATE
PROGRESS OF WORK.

IF NO:

ANTICIPATED DATE WORK IS TO COMMENCE _____

PLEASE UTILIZE THE SPACE BELOW TO EXPLAIN WHY PROJECT HAS NOT

BEGUN. _____

Authorized Signature

Date

PLEASE RETURN TO: Monmouth County Historical Commission
Hall of Records Annex, 2nd Floor
1 E. Main Street
Freehold, NJ 07728

MONMOUTH COUNTY
HISTORICAL COMMISSION

FINAL REPORT

Grantee and
Project name: _____

Address: _____

Contact Person: _____ Telephone: _____

E-mail: _____

WHEN WAS THE PROJECT COMPLETED? _____

DOES THE COMPLETED WORK CONFORM WITH THE PROJECT NARRATIVE AND ANY
POSSIBLE COMMISSION STIPULATION? ARE THERE DEVIANCES? IF SO, PLEASE EXPLAIN.

PLEASE SUBMIT:

- THREE (3) PHOTOS OF COMPLETED WORK. Recall your “before” pictures and try to send similar views that will readily illustrate the work done.
- RECEIPTS AS PROOF OF PAYMENT. Prior payment for the work is a grant requirement as the grant is reimbursement for payment to the contractor and not to be used to pay the contractor.
- ANY OTHER DOCUMENTATION AS PROOF THAT PROJECT WORK HAS BEEN COMPLETED.

Authorized Signature

Date

PLEASE RETURN TO: Monmouth County Historical Commission
Hall of Records Annex, 2nd Floor
1 E. Main Street
Freehold, NJ 07728