

August, 2012

## **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 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. 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 prior \$5,000 maximum 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 has a small, but significant, change on the cover page, a condensed chart for a budget. This is part of a renewed effort to know our applicants better and to help our evaluation of their capabilities of completing the work in a timely and effective manner. The applicant must read the 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 24, 2012 at the Planning Board Conference Room, 2<sup>nd</sup> Floor, Hall of Records Annex, 1 East Main Street, Freehold. Please call or e-mail (as below) to let us know you are coming. 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, 2012 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](mailto:rgabriel@co.monmouth.nj.us) (office days) or [monmouthhistory@comcast.net](mailto: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 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 2012 for a 2013 grant, an applicant will not be eligible for a 2013 grant if a Commission grant for years 2011 or earlier is outstanding on December 31, 2012.

### **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) The payment of any grant is contingent on the Freeholders appropriating grant funds in the 2013 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, 2012, a deadline that is absolute and total. Successful applicants will be notified shortly after the Commission meeting planned for January 28, 2012. The designation of the grant will be made at an awards ceremony in late February 2013.

## **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 (9) copies:

1. Completed Application signed in ink by an authorized representative of the non-profit organization or by the authorized agent for the municipality.
2. 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.
3. 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.**
4. A detailed budget for the project and source of funding available for the applicant’s dollar for dollar contribution.
5. 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.
6. 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.
7. A timeframe for the work, which should be scheduled for completion by December 31, 2013. No funds will be paid after that date without the expressed written consent of the Commission prior to December 31, 2013. Requests for extensions shall be submitted no later than November 1, 2013 and approvals for extensions will be considered by MCHC on a project by project basis.
8. A Certificate of Insurance and Hold Harmless Agreement as specified herein.
9. 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 MUST 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.
10. 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 \_\_\_\_\_

**Title and Brief Description of Project (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.*

**Summary of Proposed Budget**

| ITEM                   | MCHC GRANT | OTHER GRANT<br>(If Applicable) | CASH MATCH |              |
|------------------------|------------|--------------------------------|------------|--------------|
|                        |            |                                | On Hand    | To Be Raised |
| Construction Materials |            |                                |            |              |
| Covered Labor Costs    |            |                                |            |              |

**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 affix to the submission letters of recommendation as specified in HOW TO APPLY, Item 9.
- e) Agrees to submit Interim and Final Reports to the MCHC, as required herein
- f) 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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**N.B.** This form or separate letter must be sent to the applicant promptly to enable the applicant to include it as part of its submission.

\_\_\_\_\_  
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 nine 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 20<sup>th</sup>, 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,

Project Name & Number: \_\_\_\_\_

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

**N.B.** The report and any enclosures must be submitted as hard copies.

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

MONMOUTH COUNTY  
HISTORICAL COMMISSION

FINAL REPORT

Grantee,  
Project Name & Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

WHEN WAS THE PROJECT COMPLETED? \_\_\_\_\_

HOW 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

**N.B.** The report and any enclosures must be submitted as hard copies.

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