

**COUNTY OF MONMOUTH
BOARD OF COUNTY COMMISSIONERS
MONMOUTH COUNTY HISTORICAL COMMISSION**



**2025 MONMOUTH COUNTY
HISTORIC PRESERVATION GRANT**



Application Deadline: November 1, 2024

Preservation Grant Workshop: 6 p.m., Monday, September 30, 2024

Session will be conducted in-person and remotely on Cisco Webex platform

1 East Main Street, Freehold, NJ

COUNTY OF MONMOUTH

BOARD OF COUNTY COMMISSIONERS

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APPLICATION WORKSHEET AND INSTRUCTIONS

DO NOT begin the online application until you have reviewed the instructions and completed all the items listed on the **Application Checklist page 5** of this document. **Please do not submit this worksheet with your application.** This is solely for your convenience.

Start obtaining two (2) bids for this project as soon as possible. This is the most difficult and time-consuming step! Details are below.

The online application DOES NOT SAVE your work! Be prepared to complete the application in one sitting. This worksheet will ensure you are prepared with all the required information and attachments.

Before starting the application, download and save all necessary attachments to your computer. All documents should be saved in pdf or doc format, but you may save the budget as an excel spreadsheet, if you wish. Photos can be saved as jpeg, tif, or png.

Have the following ready before beginning your application:

1. Grant Application Information:

- Federal ID #
- Brief paragraph (1,000 characters including spaces and punctuation) describing the project.
- Authorizing officer must be present to sign the Grant Application Information section.

2. Narrative (upload in pdf or doc format)

- Organization's mission and purpose
- Historical importance
- Project's significance, purpose and worth to the community
- Audience applicant serves
- Include timeframe for work, which must be completed by December 31, 2025.
- Additional information that the Commission should consider in evaluating the application

Formatting requirements

- The narrative must be typed with no smaller than 11-point font, have a minimum of 1 inch margins on four sides, and spacing at no less than 1.5 lines per line of text.
- Pages must be numbered.
- The narrative portion may not exceed five (5) pages.
- Include applicant's name at top of document.

3. Budget (upload in doc, pdf, or excel format)

Include the following breakdown of expected financial sources for materials and labor costs. If the **full 1:1 cash match** is not on hand, explain how the match will be raised. **In-kind matching is prohibited.**

Cost of Construction Materials

- Covered by MCHC Grant
- Covered by other grant(s), if applicable
- Cash Match (On Hand and To Be Raised)

Labor Costs

- Covered by MCHC Grant
- Covered by other grant(s), if applicable
- Cash Match (On Hand and To Be Raised)

Source of Matching Funding

4. Two (2) letters of recommendation (upload in pdf or doc format)

All recommendation letters must be on letterhead and include the following:

- Applicant and Title of Project
- Address, email, and phone of person writing the recommendation
- Date of letter
- Printed name and signature of person writing the recommendation

The recommender must address the following:

- How did you become familiar with the work of this organization?
- Explain why you recommend this project for grant funding.
- Other comments, if any

5. Three (3) color photographs (upload in jpg, png, or tif format)

Attach three (3) 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. All photos must be in color to permit proper evaluation of your project. The photograph name must clearly indicate the perspective (e.g.: southeast dormer, etc.)

6. Two (2) bids (upload in pdf or doc format)

Bids for the proposed work, must be sufficiently detailed to describe the scope of work and materials to be used. Replacement with similar or same material may be a requirement.

7. Certificate of Insurance (upload in pdf or doc format)

- General Liability not less than \$500,000
- Combined Personal Injury and Property Damage
- Contractual Liability to insure required hold harmless agreement (information below)
- County of Monmouth as an additional insured

8. Hold Harmless Agreement (upload in pdf or doc format)

On applicant's 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) 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 (organization/municipality)."

9. Miscellaneous materials (optional)

No more than three (3). Brochures, newsletters, or other supporting documentation to assist the Commission in evaluating the application.

APPLICATION CHECKLIST

This checklist is for your convenience. It is not a required attachment.

Required Information:

- Project narrative
- Detailed budget
- Two (2) letters of recommendation
- Three (3) color photographs
- Two (2) bids
- Certificate of Insurance
- Hold Harmless Agreement

Supporting Information (Optional):

- Miscellaneous
Limit to no more than three (3). Examples are brochures, flyers, posters, press clippings, etc.
Must be no more than two (2) years prior to application date.

REMEMBER...

Important Dates

- **Grant Workshop:** September 30, 2024 at 6 p.m. (in-person and remotely)
- **Grant Application Due:** November 1, 2024
- **Notification Award:** soon after Commission's January meeting
- **Interim Report Due:** August 1, 2025, or when 50% of project is completed, if earlier
- **Final Report Due:** December 31, 2025 (see "Reports" section, below, for details)

Grant Workshop

There will be a grant information session on **Wednesday, September 30, 2024, 6 p.m. Attending the session is strongly recommended.** The session will be conducted in-person and remotely. **RSVP by Friday, September 27th** to Margaret.SharpWalton@co.monmouth.nj.us, or call 732-431-7460 x. 7413.

Grant Period

The grant fiscal year (FY) is **January 1 to December 31, 2025.** All expenses must be expended or incurred within this time period.

ELIGIBLE AND INELIGIBLE APPLICANTS AND EXPENSES

Eligible Applicants:

Non-profit organizations and municipalities in Monmouth County, without regard to the entity's size or budget.

Ineligible Applicants:

Applicants that have at year-end an outstanding Commission grant older than two years. In other words, when applying for a 2025 grant, an applicant will not be eligible for a grant if a Commission grant for years 2022 or earlier is still outstanding on December 31, 2024.

Eligible Projects:

Preservation, restoration, or rehabilitation of publicly accessible historic structures (usually 50 years or more) in Monmouth County are eligible. The program covers structural work, commonly referred to as "bricks and mortar" projects.

Cost of materials for "bricks and mortar" type construction and wages of skilled workers are allowable expenses.

Ineligible Expenses and Projects:

- 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 architectural, engineering, or other consulting fees.

- Projects where work that has already started are not eligible, although consideration may be given to the later phases of multiple-part projects, where larger undertakings have been divided into separate projects.
- Submissions from federal or state agencies, although “friends groups” or similar organizations of such agencies that have conservation responsibilities are eligible.
- Operational expenses, including salaries and other costs related to an applicant’s historic work, including exhibits, collection purchases, research and publications. (These expenses are eligible for our History Regrant Program funding).
- Furniture, fixtures, appliances, carpeting, AV, computer, and other equipment.
- Active houses of worship or any building or structure owned by a religious organization.

AMOUNTS AVAILABLE, MATCHING REQUIREMENTS AND PAYMENT OF FUNDS

- Grants are made for a minimum of \$500 and a maximum of \$10,000 per applicant. Each dollar granted must be matched by one dollar cash by the applicant. In-kind matching is prohibited.
- Payment of any grant is contingent on the County Commissioners appropriating grant funds in the 2025 budget.

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.

REPORTS

Each grantee is required to submit Interim and Final Reports, one-page documents to be accompanied by three (3) photographs each that depict project progress, preferably taken from the same perspective as the pre-work images. Grantees will receive a link to reports at least one (1) month before they are due. If the project is completed before report deadlines, please contact Margaret.SharpWalton@co.monmouth.nj.us. to receive a link to the report form.

- The Interim Report is due August 1, 2025 or when 50% of the work is completed, if earlier.
- The Final Report due at completion is to be evidence of completion and shall be accompanied by a cancelled check and/or receipt from the contractor acknowledging payment in full.
- The grantee is not permitted to reduce the scope of the granted project without the concurrence and approval of the Commission.

ABOUT THE PROCESS

When applications are reviewed 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, 2024. Successful applicants are notified shortly after the January 27, 2025 Commission meeting, while the grant awards are presented at the subsequent Commission meeting on February 24, 2025.

COMPLIANCE

The grantee agrees to permit the inspection of such preservation work on an ongoing basis by members of the Commission and staff.

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, disability, 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 County Commissioners 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 the amount requested. The Commission's determination to award grants shall be final and subject to any conditions established by the Commission.