



**New Jersey State Council on the Arts  
FY21 COVID Critical Needs Grant Program  
Application**

**FY21 COVID Critical Needs Grant Application Cover Sheet**

**Organization Name:**

**Address:**

**City:**

**State:**

**ZIP Code:**

**Website:**

**Executive Director/CEO:**

**Executive Director/CEO email:**

**Executive Director/CEO phone:**

**Contact Person** (*The person to contact for additional information about the application.*)

**Contact Person Title**

**Contact Person Telephone**

**Authorizing Official** (*Name of person with authority to legally obligate Applicant.*)

**County of Applicant** (*County in which Applicant's business address is located.*)

**NJ Legislative District of Applicant** (*District of the NJ Legislature in which Applicant's business address is located.*)

**Congressional District of Applicant** (*District of the United States House of Representatives in which Applicant's business address is located.*)

**Federal Employer Identification Number (FEIN)**

**Applicant Data Universal Numbering System (DUNS) Number**

**Date of Incorporation**

**Date Fiscal Year Ends** (*Month and day on which applicant organization's fiscal year ends.*)

**FY19 Operating Income** (*Total income of organization's funds during Fiscal Year 2019.*)

**FY19 Operating Expenses** (*Total expenses of organization's funds during Fiscal Year 2019.*)

**Present Year (FY21) Operating Income** (*Total income of organization's current funds during Applicant's current fiscal year.*)

**Present Year (FY21) Operating Expenses** (*Total expenses of organization's current funds during Applicant's current fiscal year.*)

**Grant Amount Requested** (*Amount requested in support of this project. Grant amount requested cannot exceed 7% of total organizational budget from FY19 or \$20,000, whichever is smaller. The grant amount requested should be fully supported by the narrative. Only request the amount needed for the needs described in the budget and narrative.*)

**Category (select one by highlighting)**

- Dance
- Music
- Opera/Musical Theatre
- Theatre
- Visual Arts
- Crafts
- Media
- Literature
- Folk Arts
- Multidisciplinary
- Performing Arts Presenters
- Arts Basic to Education

*\*Application continues below.*

**New Jersey State Council on the Arts**  
**FY21 COVID Critical Needs Grant Application Narrative**

*Do not exceed 3 pages or 11,000 characters. Recommended character limits for each narrative section are included with the questions below.*

**Purpose of Funding**

This statement can be used in press releases and for other public inquiries. It should contain the basic “who, what, where, and when” information. *Sample Statement: “This grant will help support the Sample Theatre Company COVID-19 reopening plan by supporting the purchase of touchless equipment for its public restrooms.”*

(300 characters)

**About the Organization**

Put the project in context by briefly stating the mission and background of the organization, how long it’s been in existence, and the communities it serves.

(1,200 characters)

**Project Goals**

- Summarize the project.
- How will this project allow your organization to fulfil its mission and public benefit?
- State the goals of the project including the issue or need to be addressed, intended outcomes, who will be served, and how the project will be assessed.

(2,000 characters)

**The Project**

- Describe how the idea for this project was developed, how was the need determined, and how you identified what PPE and safeguarding equipment is needed.
- Address how the PPE and Safeguarding Equipment detailed in the project budget helps prevent the hazards associated with COVID-19 and if its use is recommended in any guidelines, executive orders, or safety recommendations (*compliance with NJ Executive Orders and NJ Department of Health guidelines is required*).

- How are these supplies and equipment different from supplies and equipment purchased for the organization in previous fiscal years?
- What is the timeline for acquiring the supplies and equipment? Have any of these expenses already been incurred? If so, please state when the purchases took place.
- Describe the organization's COVID-19 policy and procedure plan.
- Describe how the organization has or will train/ed employees and volunteers about the policies and procedure in the COVID-19 policy and procedure plan.
- How will you identify, measure, and document the public benefit of this project?

(6,500 characters)

### Financial Resources

- In conjunction with the information provided on the Finance Support Materials, describe the current financial status of the applicant organization, and explain the financial planning for this project.
- Describe the development of the project budget and the process in deciding the costs estimated.
- Describe the plans and methods used to earn/raise all funds necessary to accomplish the project.
- Will the project be achieved if the full request for support is not awarded?

***If expenses for the project have been incurred (eligibility period is July 1, 2020 - June 30, 2021) upload an itemized list of expenses and copies of proof of purchase in the support materials. An itemized list of expenses and copies of proof of purchase will be required in the Final Report.***

(1,000 characters)

### SUPPORT MATERIALS

**The following support materials are required email attachments.** The maximum file size you can upload is 13 MB. Do not submit links to password protected sites or pages.

- IRS Determination Letter;
- Charities Registration Letter;
- List of the organization's Board of Directors that includes business affiliation, as well as a list of officers or similar governing body;
- FY19 Audit/990/Financial Review;
- FY21 Organizational Budget;
- Project Budget ([see project budget form](#));
- Itemized list of project expenses already incurred with copies of proof of purchases (***if applicable***);
- Proof of facility ownership or a copy of the lease ([see eligibility requirements in Guidelines](#));
- COVID-19 policy and procedure plan that details compliance with State of New Jersey Executive Orders and NJ Department of Health Guidelines (at minimum), and an employee training process on the COVID-19 policy and procedures.