



BURLINGTON COUNTY
DIVISION OF PARKS CULTURAL & HERITAGE
AFFAIRS
DEPARTMENT OF RESOURCE CONSERVATION

NEW JERSEY HISTORICAL COMMISSION
RE-GRANT PROGRAM
GUIDELINES AND APPLICATIONS
2021

BURLINGTON COUNTY DIVISION OF PARKS CULTURAL & HERITAGE AFFAIRS
BURLINGTON COUNTY CULTURAL & HERITAGE ADVISORY COMMITTEE
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**BURLINGTON COUNTY DIVISION OF PARKS CULTURAL & HERITAGE
AFFAIRS**

BURLINGTON COUNTY CULTURAL & HERITAGE ADVISORY COMMITTEE

BURLINGTON COUNTY BOARD OF CHOSEN FREEHOLDERS

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TOM PULLION, DEPUTY DIRECTOR

LINDA A. HYNES

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BALVIR SINGH

STAFF

MARISA BOZARTH, MUSEUM CURATOR, HISTORY

NOTE: Applications consisting of one (1) original, one (1) copy and all required support materials must be delivered to Marisa Bozarth at the Burlington County Division of Parks office on or before September 25, 2020.

Funding has been made possible in part by the New Jersey Historical Commission / Department of State, and the Burlington County Board of Chosen Freeholders, Department of Resource Conservation, Division of Parks.

BURLINGTON COUNTY DIVISION OF PARKS CULTURAL & HERITAGE AFFAIRS

**NEW JERSEY HISTORICAL COMMISSION
RE-GRANT PROGRAM**

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GUIDELINES

INTRODUCTION

Thank you for your interest in the Burlington County Cultural & Heritage Affairs' (BCCHA) regranteeing program. The BCCHA is the organization charged by the county to recommend and administer programs to increase the visibility and impact of local and county history, of the arts, and of the cultural values, goals and traditions of the community. It serves as the designated agency to the Board of Chosen Freeholders to seek available State and Federal funds to develop and support historical, arts and cultural programs.

The BCCHA administers the County History Partnership Program (CHPP) funding provided by the New Jersey Historical Commission (NJHC). The NJHC reviews the applications for CHPP funding and based on the perceived quality of the proposed programming and the anticipated value of the community, they allocate funds from their annual budgets to the County. Using the same criteria, the BCCHA then regrantees some or all of the funding requested to the individual groups for implementation of their programs.

As you are working on this application, should you have any questions, contact Marisa Bozarth at (609) 845-3514, mbozarth@co.burlington.nj.us.

The NJHC's mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past. It is important to keep in mind that proposals submitted to the BCCHA and by the BCCHA must comply with guidelines established by all funding entities. It is therefore imperative that all information requested be supplied. Failure to do so will result in disqualification.

Please Note: all applicants must complete the ADA checklist and include a board approved ADA Plan.

ELIGIBILITY

History: Any non-profit, government or educational agency with a historic focus within Burlington County may apply for funding for itself or as the umbrella agency for an historical project that is largely the work of an individual. Work for which support is sought must be in some way related to Burlington County history.

Proof of nonprofit status must be provided at time of application. Recipients of grant funding must comply with the Fair Labor Practices Law in the payment of supporting personnel at least the minimum compensation level prevailing for persons employed in similar activities. They must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and with the Americans With Disabilities Act. The organization must clearly explain its mission relating to history.

Eligible History “Special Projects” include any work of an historical nature that is based in documentation or research, primary or secondary, whether or not it is intended for publication. For all the sub-categories 1-4 listed here, **applications must present the significance of the history and include evidence that the work will be (or has previously been) performed or reviewed and approved by persons professionally qualified to do so.**

“Professionally qualified” is defined as meeting or exceeding the National Park Service’s 36CFR 61, Appendix A, minimum professional requirements as listed in an amended version below:

The minimum professional requirements in history are a graduate degree in history or closely related field or a bachelor's degree in history or closely related field plus one of the following:

- 1) The equivalent of at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution;
or
- 2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(1) Written history based on primary sources: National register nominations of County sites; Oral history projects; Biographies of significant persons or group biographies, or histories of cultural groups or entities. Inventories or curatorial assessments of historical, archeological or antiquarian collections are eligible provided the work will produce a documentary record.

(2) Non-written historical work intended as public history (that is, to develop and communicate or publicize primary historical information related to County or local history): Videos, group or self-guided tours, podcast tours, websites, seminars, conferences, workshops, expert lectures or lecture series, Historic American Building Survey work, documentary photography, etc.

(3) Publication Re-grants: The re-grant program will provide limited funding assistance to offset the cost of printing brochures or tour guides or creating video documentaries from research (whether or not previously funded by this program) or for posting information on a community or other internet site, or both. The program will also offer limited assistance for republication of important historical materials (maps, pamphlets, brief local histories) of demonstrated public value and interest.

(4) “Artful History”: Artistic history-based happenings, historically based murals, musical arrangements or performances, historical re-enactments or performances on historical subjects inside or outside a theater can be considered history projects if at least 25% of the cost to be covered by the re-grant is for consultation with qualified historian(s) of the subject matter, or if they are the outcome or byproduct of a previously-awarded history re-grant that has been acknowledged to be genuinely history-based. If a proposed application cannot meet these requirements, the application might be better submitted as an ARTS application.

Special Project:

Funding is for any nonprofit group, regardless of the intent of its charter to sponsor a special history related project. This Special Project funding is intended to allow, for example, a civic organization to present a historic program or a social organization to mount an exhibit.

Projects must commence before June 30, 2021 and must be completed on or before December 31, 2021 for compliance with the NJHC grant cycle.

Proposals must be for projects that take place within Burlington County.

Organizations may apply for one (1) arts re-grant and one (1) history re-grant per year.

FUNDING LEVEL

There are no set limits on the amount of funding that may be requested. However, it is important to understand that grants are competitive, and the final awards are based on merit, documentation of past programming, financial and administrative capability, the quality of the project, and prior funding histories, if available. The completeness and correctness of the application submitted to the BCCHA will also be a factor in award considerations.

Given the limited grant resources available applicants must use good judgment when completing the budget information and should submit budgets that accurately reflect their needs. Inflated budgets will be flagged, and may adversely affect funding decisions at all levels of review. Although the BCCHA may have more requests than funds, every effort will be made to award appropriate funding. It is not our intent to restrict your vision, but rather to encourage fiscal responsibility.

ELIGIBLE/INELIGIBLE EXPENSES

There are limits on what is acceptable for funding by the NJHC. Capital expenses or equipment needs are **NOT** permitted. Any material with a three year or longer life expectancy (i.e. photocopier, fax machine, a/v equipment, equipment leases, musical instruments, real estate, etc.) are considered capital expenses for the purposes of this grant.

Some reusable materials are permitted, such as sets constructed for a theater presentation or the purchase of sheet music for a performance.

Funds may **NOT** be used for deficit reduction or for the replacement of funds normally budgeted for the agencies activities.

Funds may **NOT** be used for entertaining, such as costs for food or beverages; however, those expenses, if part of the project, may be shown as a match.

Funds may **NOT** be used for scholarships.

MATCHING REQUIREMENTS

Each organization must match the funding requested from the BCCHA's Block Grant program at least on a 1:1 basis (colleges and universities must match on a 2:1 ratio). That is, for each dollar you request, you must be able to provide a dollar from other funding sources. These sources may include other government agencies (excluding the BCCHA, NJHC or other county cultural and heritage agencies), private contributions, membership fees, admission to programs, and other grants, etc. Match may consist of cash or a mix of cash and in-kind contributions. 75% of the match must be cash.

Salaries and benefits for organizational employees may be considered as cash match for the part of their job that is related to the project in question.

Note that only 1/3 of the cash match can be from anticipated revenue from the program. In other words, 2/3 of the match funding must be available to be spent before the program is scheduled. Salaries and benefits for employees of the organization may be considered part of the cash match for that part of their job that is related to the project in question.

CULTURAL CODES

The following code is required by the State, and must be specified on the signature page of your grant application. The Cultural Code that applies is the one that best represents the predominant composition of your board and/or staff. If the program itself is targeted at a special constituency to promote cultural diversity, that should be noted in the narrative.

Cultural Codes:	A	Asian	B	African-American
	H	Hispanic	N	Native American / Alaska Native
	W	White, not Hispanic	P	Native Hawaiian / Pacific Islander
	G	General (no single race represents more than 50%)		

REVIEW PROCESS

At the beginning of each grant cycle, a Grant Writing Workshop is provided to applicant organizations to allow them to review the requirements for the proposal and ask questions and explore ideas for qualifying projects. All organizations planning to submit a proposal are encouraged to view the Grant Writing Workshop video, preferably the person responsible for organizing the proposal and writing the narrative. The grant writing workshop will be sent to all eligible organizations via email and posted on the Burlington County Parks website for viewing. A Question & Answer session will take place on August 17, 2020 at 2pm via Zoom. All potential applicants are encouraged to attend.

Once the final submittal is made, staff reviews the applications and prepares review packets for the Grants Review Panel. All applications are carefully reviewed by this independent panel of

history professionals. The proposals are evaluated for merit, manner in which the proposals address the needs of the community, compliance with local, state and federal law, the applicant's administrative capabilities and prior program and funding history, where available.

The panel will make recommendations and provide scores to the BCCHA based on the following criteria:

1. **Quality of History, Education or Creative Experience:** Does the project, program or institution have a system or plan to ensure the highest quality to the work being conducted? Is the organization listening to numerous interests and points of perspective? Is the work or organization engaging and thought-provoking? How innovative is the concept?
2. **Audience Engagement:** Audiences seek experiences that are active, immersive and even social. How well does the organization understand and know its audience? Is the activity participatory or have a participatory component? Is there a learning component? Is the experience more than a singular event and include ways of continuing interaction and impact?
3. **Attendance/Quantitative Impact:** How many individuals will be touched by this programming in some way? Are there plans to reach as many people as possible? Is the marketing inclusive (i.e. are there efforts to reach a diverse audience)?
4. **Governance:** Does the organization have a track record of good programming administration? Is the governance (both staff and board) diverse and inclusive? Is the governance representative of the community being served? Are high standards of professional conduct in place? Does the program or institution conduct critical assessment to determine success and impact?
5. **Budget:** Does the organization seem to have a realistic grasp of the programming costs? Is the organization working to diversify funding sources across government, foundation, business and audience/member giving? Is efficiency a consideration in programming goals?

The panel will make recommendations to the BCCHA regarding which proposals should be funded and at what level. The BCCHA reviews the recommendations and submits their report to the Burlington County Board of Chosen Freeholders for final approval. At any point in this process questions may be referred back to the review panel.

APPEAL PROCEDURE

Applicants may appeal the decision of the BCCHA upon receipt of the Panel's determination letter. **Please note: Appeals can be made only on the grounds that the application was misinterpreted or misunderstood. No appeal will be heard based solely on disagreements with the recommended funding level.** No new information will be accepted for consideration, and additional segments cannot be added to increase the funding. **Applicants will have two weeks from receipt of the determination letter to file an appeal with the BCCHA.**

AWARDS

Awards will be made by letter. Groups should not begin projects dependent on BCCHA funds until they have received official notification of the award amount.

FUNDING

Grant funds are distributed in two payments. The first payment will be made after the terms and specifications of the award are met and contracts are signed. This process includes notification of the final amount of the award. If there were reductions in funding at this time you will be required to submit a revised budget reflecting the actual grant award. The first payment is 75% of the full award amount. Please note that no payments are processed until the contract has been correctly completed and submitted and all necessary payment vouchers are returned.

The final payment of 25% is made *after* the Final Report is submitted. Final Reports may be submitted after the project is completed, but no later than **January 15, 2021**. Receipt of the final payment is dependent on several factors:

- 1) Programs must be completed and funds utilized in strict compliance with the plans outlined in the proposal;
- 2) Any changes in the program must be reported in the Final Report, and must have been discussed with BCCHA staff *prior* to implementation;
- 3) A short interim report is required to update the BCCHA on program progress
- 4) A Final Report must be on file at the BCCHA office;
- 5) The BCCHA and the New Jersey Historical Commission must have been credited in all advertising and published programs;
- 6) The organization must have provided and documented the required matching funds (cash or a mix of cash and in-kind contributions).

All or part of the final payment may be withheld if the above conditions are not met, or if other requirements that may be stipulated by the BCCHA or NJHC during the contract period are not met. The extent of the monies that are withheld will be based on the individual circumstances.

Organizations may not receive grants from both the Burlington County Cultural & Heritage Affairs and the New Jersey Historical Commission in the same funding cycle.

ACKNOWLEDGEMENTS

The Burlington County Board of Chosen Freeholders and the New Jersey Historical Commission must be credited in promotional literature (posters, flyers, programs, etc.) and press releases using the following language:

“Funding has been made possible in part by the New Jersey Historical Commission / Department of State, and the Burlington County Board of Chosen Freeholders, Department of Resource Conservation, Division of Parks.”

Additionally, the Burlington County Board of Chosen Freeholders seal must be placed on all promotional materials for programs being funded through re-grant awards. Logos will be emailed to you upon award of funds.

**Burlington County Division of Parks Cultural & Heritage Affairs
Burlington County Cultural & Heritage Advisory Committee**

**History Block Grant Application
APPLICATION CHECKLIST**

Required with all applications

This checklist (completed, printed, signed and dated) must accompany the original and one (1) copy of the application. The checklist items represent the order in which the application should be packaged.

- Application Checklist
- Signature Page
- Narrative (3 pages) and should detail the history of your organization. This should be updated annually to include goals and results in the preceding calendar year.
- Local History Finance Chart – Expenses (Form B)
- Local History Finance Chart – Income (Form C)
- Biographies and/or Resumes of Key Staff. (include information about consultants, speakers, and/or staff to be hired as appropriate; if an individual has not been selected for the position provide a job description and requirements)
- List of Board Members with terms and length of service
- Copy of audit or the organization's most recent IRS Form 990
- Copy of Board approved ADA Plan
- Copies of publicity (press clippings, programs, flyers, etc. – limit of 3)
- For collaborative projects: a letter of commitment from the partnering school, organization or institution
- For publication projects: writing sample from manuscript, representative illustrations, and production bid sheet from printer
- For exhibition projects: exhibition outline, photos of representative objects with captions
- Optional support materials: brochures, press clippings, programs, flyers etc., limit of two (2) samples

Signature _____ Date _____
Name Title

Organization _____ Phone _____

Burlington County Division of Parks Cultural & Heritage Affairs
Burlington County Cultural & Heritage Advisory Committee

History Grant Application
SIGNATURE PAGE

Complete the attached forms in a clear and concise manner.

THE DEADLINE FOR ALL APPLICATIONS IS: **Friday, September 25, 2020**

Applicant Organization:

Address:

Phone: _____ Fax: _____ Email:

Web site: _____

Contact Person: _____ Title:

Address:

Phone: _____ Fax: _____ Email:

Federal ID No. _____ Tax Exemption No.

State Legislative District: _____ ** NJ Charities Registration #

Cultural Code (see page 7) _____

Type of organization:

historical society museum historic site library/archives unit of municipal government

Year established _____ Accredited by AAM? _____

Number of full-time paid history staff _____ Part-time paid history staff: _____

I/We hereby certify that the information in this application is true and correct and authorize its submission.

Name & Title of Representative

Authorizing Signature

Date

History Block Grant Application
SPECIAL PROJECT NARRATIVE

APPLICANT ORGANIZATION	
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Please answer the following questions in the boxes provided. The Burlington County Cultural & Heritage Affairs Grants Review Panel will use the information provided herein to form its opinion of the value of the project and the appropriate funding level. Please provide enough detailed information to help the panel fully understand your project and your organization’s ability to carry it out. The text boxes will expand to accommodate your responses. **Do not exceed three (3) pages. Do not change the font provided in text boxes (Times New Roman 12 pt.).**

1. Provide the mission statement and a brief history of your organization. Organizations should briefly describe history projects/programs they have presented within the past 12 months. Non-history organizations should discuss how history programming fits within their mission as well as recent history projects they’ve presented, if any.

2. Describe in detail your project, its goals, activities and content. Where will the project take place?

3. Why is this project important? How will it benefit the community? How will your project broaden, deepen and/or diversify participation in the history of Burlington County?

4. List any presenters, consultants, etc. and their qualifications that will be involved in your project. If you have not yet identified specific individuals or groups, provide a list of the qualifications required to fulfill this role and how they will be recruited.

5. What is the timeline for your project? Please include planning, publicity and evaluative components.

Month	Activity

6. Describe your intended/target audience/s. How many people do you expect to serve? What is the anticipated demographic composition of your audience? Describe how you intend to reach and meet the needs of special constituencies (minorities, handicapped, seniors, etc.) including facilities access and special services. Include strategies you have used that have been successful in the past.

7. How do you define success? What methods will you use to evaluate your project beyond attendance statistics (e.g. audience surveys, intercept interviews, on-line surveys, outside evaluators, independent critical reviewers, etc.)? How does your organization use evaluative data?

8. Describe in detail your publicity plan. Be specific about how and where you will credit the Burlington County Cultural & Heritage Affairs and the New Jersey Historical Commission. Refer to examples of past publicity and why they were effective in reaching and growing your audience.

9. Will your project involve any noteworthy partnerships or collaborations (e.g. with other history or arts organizations, other non-profit organizations including social service agencies, educational institutions, businesses or government other than BCCHA)? If so, please describe. ***Although the BCCHA encourages partnerships or collaborations, there is no penalty for leaving this blank.***

**History Grant Application
SPECIAL PROJECT BUDGET**

PROJECT EXPENSES

Category of Expenditure	BCCHA Grant Funds	Matching Funds*		TOTAL
		Cash	In-kind**	
Personnel				
Administrative salaries				
Other salaries				
Technical/Production salaries				
Fringe Benefits				
Outside Fees and Services				
Other Professional Services				
Other				
Equipment Purchased (list; insert rows as needed)				
Operating Expenses				
Space rental				
Marketing (includes advertising, public relations, etc.)				
Travel/Transportation				
Phone				
Postage				
Printing				
Insurance				
Rentals				
Supplies/Materials				
Hospitality				
Other (list)				
TOTAL				

** Each organization must match the funding requested from the BCCHA's Block Grant program at least on a 1:1 basis. (colleges and universities at least 2:1). Match may consist of cash or a mix of cash and in-kind contributions. 75% of the match must be cash.*

*** In-kind contributions are donated goods and services, for which the organization does not pay cash, but which have documentable cash value. You may include the value of volunteers' time.*

**History Grant Application
SPECIAL PROJECT BUDGET**

PROJECT INCOME

Description	Cash	In-kind*	TOTAL (Cash & In-Kind)
Earned Income			
Admission fees, ticket sales, registrations			
Merchandise, concession, ad sales			
Fundraising activities, events			
Other (list)			
Corporate Contributions (please itemize, insert rows as needed)			
Foundations (please itemize, insert rows as needed)			
Government Grants (other than BCCHA; please itemize, insert rows as needed)			
Other Income			
Private contributions			
Endowment, interest income			
Organization cash reserves			
TOTAL ORGANIZATION INCOME**			
SCCHC Grant			
TOTAL PROJECT INCOME			

** In-kind contributions must equal in-kind expenses outlined on previous page.*

*** Total Organization Income must equal or exceed the BCCHA Grant request*

BUDGET NARRATIVE

Explain how grant funds will be spent. Tell us how you arrived at the amounts entered in each expense category you completed.

Examples: If you are hiring an artist for \$200, in the narrative explain that the artist will work for 4 hrs. @ \$50/hr. If your printing total was entered as \$500, the detail might read 1,000 color brochures @ .50/each. Be sure to explain how the expenses relate to and support your project. Discuss principal income sources and how those amounts are projected.

APPENDIX I

ADA CHECKLIST

APPLICANT ORGANIZATION	
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This checklist covers only very basic accessibility issues and ADA (Americans with Disabilities Act) requirements. A comprehensive self-assessment is recommended for an organization to better understand its full obligations under the law. A Self-Assessment Survey tool has been developed by the Cultural Access Network of New Jersey and is available by clicking the link below. Although designed for arts organizations, the guidelines are applicable to cultural facilities and programming generally. www.culturalaccessnetwork.org/resources/

Throughout the checklist reference is made to sections in the self-assessment survey tool where you can find very specific, helpful information about the various issues addressed in this checklist, such as full facility guidelines, information on programmatic accommodations, sample non-discrimination policies, methods for training personnel, and sample grievance procedures. Most issues of compliance, such as adopting a non-discrimination policy or grievance procedure, or providing sensitivity training can be quickly and easily accomplished with the resources provided in the self-assessment tool. In addition, the BCCHA offers workshops and publicizes workshop opportunities elsewhere that can be of assistance.

Re-grant recipients will be required to have a copy of their current board-approved ADA Plan on file with the BCCHA. All ADA Plans are reviewed by the BCCHA’s ADA Committee for compliance.

ADA Plan

Does your organization have a board-approved ADA Plan?
If no, please describe why not and what you are doing to develop or update a plan.

	Yes
	No

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Facilities: Your organization is legally responsible for the facility where you present your project and programs, regardless of whether you own it, rent it or use it rent-free. (See Self-Assessment Survey – Facilities Section)

Please check the response applicable to your facility.

		Our facility/facilities and/or the facilities we will use for our project/program(s) is accessible to people with disabilities. We can assure this because (check one):
	<input type="checkbox"/>	Our organization conducted a comprehensive survey of the facility/facilities.
	<input type="checkbox"/>	A qualified architect or other professional conducted a comprehensive survey of the facility/facilities.

	We have received a completed physical assessment from the venue we are using, which indicates that the site is accessible.
	Other – explain:
	Our facility/facilities and/or the facilities we are using for our project/program(s) is not currently accessible; however, we/the venue offer the following reasonable accommodations to provide accessibility.
	Describe the accommodations:

Programmatic Accommodations/Marketing:

Our organization will convey in all materials promoting the event that we will provide the following programmatic accommodations (see Self-Assessment Survey – Effective Communication and Programs & Services Sections):

Accommodation	Check if you will provide accommodation or service without prior request	Check if you will provide accommodation upon request. If so, include length of advance notice required	Check if not applicable for this type of program or project.
Assistive listening system			
Sign interpretation			
Audio description			
Open captioning			
Tactile exhibits			
Braille publications			
Large print publications			
Publications on audio cassette			
Other:			

Has your organization budgeted to provide for programmatic and service access accommodations? Note that you may use grant funds for cost of accommodations, except those related to facility renovation/construction or purchase of equipment.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If no, please explain why budgeting is not required.

--

Employment: Does your organization have a board-approved policy that states it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement of services (see Self-Assessment Survey – Management Practices Section/Employment)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Sensitivity Training: Have/will key personnel having contact with the public been/be provided with appropriate information/training in disability awareness

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

and service to audiences with disabilities (see Self-Assessment Survey – Management Practices Section/Policies)?

Grievance Procedure: Does your organization have a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities (see Self-Assessment Survey – Management Practices section/Grievance Procedure and Appendix for Sample Grievance Procedures)?

	Yes
	No

Name/Title of your organization’s designated Access Coordinator:

Name	Title

We understand that in accepting any grant funds from Burlington County Cultural & Heritage Affairs and the New Jersey Historical Commission our organization must be in full compliance with all pertinent federal and state laws and regulations including the Americans with Disabilities Act.

