

Grant or Mini-grant Program

City of Plainfield Cultural and Heritage Commission

The Plainfield Cultural and Heritage Commission invites you and your organization to review the guidelines below and apply for a grant or mini-grant. The Plainfield Cultural and Heritage Commission is a nondiscriminatory organization, encouraging a broad base of participation among artists, organizations, and audiences. All awards are made without regard to sexual orientation, age, race, creed, religion or national origin.

Guidelines

Who is eligible?

- The grant or mini-grant program is designed to provide financial assistance to local artists, arts organizations, cultural purveyors, art educators and others involved in the creation of art and cultural and heritage projects. Applicants must be Plainfield-based (not necessarily a resident), and the application must demonstrate the project's broad impact on Plainfield and Plainfield area residents. The event must take place in Plainfield, New Jersey.
- Organizations with a 501(c)(3) IRS designation are eligible.
- Individuals are eligible for mini-grants of up to \$500.
- Applicants may not receive a grant or mini-grant more than once in a calendar year.
- The following documents are required by the City and must be submitted with your grant application for eligibility. *Note: Your organization's address on your application, and the addresses on the following documents must all be the same.*

For Organizations:

- Letter of Determination from the IRS documenting your 501(c)(3) status.
- Completed W-9. See: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- A current NJ Business Certificate. See: <https://business.nj.gov/pages/register-your-business> (for first time applicants).

For Individuals:

- A current NJ Business Certificate. See: <https://business.nj.gov/pages/register-your-business>. (For first time applicants).

- Applicants from previous years are eligible as long as they have submitted all final reports from previous projects.
- Fill out the Application Form **including the application Checklist** and submit all information as required.

What type of project is eligible?

- Grant or mini-grant funding is intended to support innovative and creative artistic, historical and cultural projects that will have a broad impact and will reflect the rich cultural diversity of the Plainfield community.
- The categories for the grant and mini-grant projects include: arts, crafts, language, music, writing and literature, photography, film and history/social research. The project could entail performing arts, documentaries, exhibits, research projects, education or publications.
- Grants or mini-grants may not be used for regranting (e.g. prizes), fundraising, refreshments or travel, including lodging, mileage etc.

Submission dates/deadlines:

- **Applications should be submitted at the latest by the 10th of the month prior to the event.** For example: applications for an April event should be received at the latest by the 10th of March. You may submit applications several months in advance of your event if you wish.
- **Special submittal dates:**
 - o **Summer events:** Applications for events in July, August, and September should be submitted at the latest by June 10th.
 - o **End of year events:** Applications for events in November and December should be submitted at the latest by October 10th.
 - o **January 2024 events:** Applications should be received by October 10th, 2023. You can use the 2023 application form for January 2024 events.
- **Applications received after a project is completed will not be considered.**

Financial Information

- Grants will be awarded up to \$3,150 and mini-grants up to \$500. Depending on circumstances, rare exceptions to this rule have been made.
- Funds available for grants by the Cultural and Heritage Commission are not determined until FINAL approval of the City Budget.

- In general, the Cultural & Heritage Commission prefers not to be the sole funder of events/projects. Support from other sources will be considered as an important element in the application, although not required.
- Receiving your funding: Once the grant has been approved by the Commission, the project/event is completed, and a final report is submitted, the funds shall be reimbursed. Information on the final report is below,

Conditions and Requirements for grants:

- The project must be completed during the calendar year **ending December 31, 2024.**
- After grant approval, all public relations and marketing materials must contain the statement: **“Supported by a grant from the City of Plainfield Cultural and Heritage Commission.”**
- **To receive funds a final report should be forwarded to the Commission within 30 days of project completion. For reimbursement of funds spent the final report should include:**
 - A final income and expense statement including invoices.
 - **Proof of payment:** cancelled checks, itemized cash register receipts. Any invoice submitted as an expense must have proof that it has been paid. A “bill” is not proof of “payment”.
 - .An impact statement with a description of the audience (including numbers, diversity, etc.) and any other information describing the success of the project.
 - Copies of press releases, announcements, or other promotional activities.
 - Submittal of two copies of the final report.

Please note: The funding from the City for cultural projects has often been uncertain. It is impossible for the Commission to know how much the city will allow in its budget for 2024 grants until the budget has passed, usually a few months into the year. Any grant funding until that time is provisional. Recently the City has provided the same annual budget for Cultural and Heritage Grants as in prior years.