

Date: _____

***Plainfield Cultural and Heritage Commission
Project Support: Application Form***

Before filling out the grant application see the Guidelines for eligibility and submittal dates. To be considered for funding you must submit your application materials no later than the deadlines indicated in the Guidelines.

Project Title: _____

Section A: Your Organization (for mini grants for individuals, fill in all that apply):

Name of Organization: _____

For a mini grant, your name: _____.

Street Address: _____

City, State, Zip Code: _____

Daytime Telephone: _____ Fax: _____

E-mail Address: _____ Website: _____

Federal Employer Identification Number: _____

Charities Registration Number (if applicable) _____

Type of Organization (*circle one or list in "Other"*):

Performing Arts/Music Performing Arts/Theater & Film Visual/Fine Arts Heritage

School* Other _____

*If the grant request is for a school project, a letter of support from the school's principal must be attached to this application.

Section A (Continued)

Organization Head: _____

Title: _____

Daytime Telephone: _____ E-mail: _____

Signature: _____ **Date:** _____

Section B: Your Project or Event.

1. In the space below, please summarize the project in 30 words or less. This summary does not substitute for the project narrative. Summary should include the goal/objective of project.

2. Project dates: _____ to _____

3. Project narrative:

Attach project narrative describing in detail what your project is, location of event(s) if applicable, the purpose of your project, and how it will serve Plainfield residents. Project narrative must be TYPED using readable 12-point font.

4. Project co-ordinator/director: _____

Street Address: _____

Daytime Telephone: _____ E-mail: _____

Position with Organization: _____

Signature: _____ **Date:** _____

Section C: Financial and Funding Information:

1. Total requested in this grant application: \$ _____

2. Chief Financial Officer of your organization: _____

3. Institution's annual budget: \$ _____

4. Have you applied for or received other grants to help support this project? If so, please list them and the organizations that administer them.

5. If you have ever received a grant from the City of Plainfield Cultural and Heritage Commission, state the year of the grant, the amount rewarded, and the title of the project.

Section D: Project Support-anticipated expenses and grant funds requested:

1. Budget form: after filling out the table below, write a Budget Narrative. See section D, part 2.

<p align="center"><u>Column A</u> Category of expenditure</p>	<p align="center"><u>Column B</u> Amount of grant funds requested from Plain- field Cultural and Her- itage</p>	<p align="center"><u>Column C</u> Total amount of anticipated expenditure</p>
Photocopying, photography		
Purchase/rental of equipment		
Honoraria		
Professional services, fees		
Publishing, printing		
Postage		
Materials and supplies		
Other (Specify)		
<p>Total Amount Requested from Plainfield Cultural and Her- itage: (enter in Column B)</p>		
<p>TOTAL Project Cost (enter in Column C)</p>		

Section D (Continued)-Budget Narrative:

2. On a separate page attach a Budget Narrative, breaking down amounts requested from Plainfield Cultural and Heritage as listed in each category of the budget form. *Example:* for “professional services and fees,” specifically list the types of services and fees, itemizing the cost of each. Budget Narrative must be TYPED using readable 12-point font.

Section E: Grant Application Submittal Requirements:

1. Submit your grant application materials according to the dates listed in the guidelines.
2. Submit three (3) hard copies of of each of the following:
 - Grant application
 - Project narrative
 - Budget narrative
 - Completed checklist
 - 501(c)(3) IRS determination letter for organizations
 - Completed W-9 form (See <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 - NJ Business Certificate for first time applicants.*

*For information on business registration for organizations or individuals (sole proprietor) go to:
<https://www.njportal.com/DOR/BusinessRegistration/>

3. Drop off or mail hard copies to Plainfield City Hall:
Plainfield Cultural and Heritage Commission
c/o Plainfield City Clerk’s Office
515 Watchung Avenue
Plainfield, New Jersey 07060

4. Email a digital copy of your application materials, including all of the materials listed above to:
pchc@plainfieldnj.gov

Section F: If awarded grant funds:

1. All materials and advertisements promoting your project/event must have the following:
“Supported by a Grant from The City of Plainfield Cultural & Heritage Commission.”

2. **Final Report** : See *guidelines for final report instructions*.

A final report on your project/event should be submitted no later than 30 days after project completion. Please mail or drop off all receipts and final report materials to Plainfield City Hall at the address above. Once your report is reviewed and approved the City will issue a check to your organization for the grant funds awarded.