## **Mini Grant Guidelines and Application** *Special assistance and accommodations are available upon request. Please contact Connie Isbell, ADA Coordinator, at* [*connie@monmoutharts.org*](mailto:connie@monmoutharts.org)*.* Monmouth Arts offers a limited number of $500 Mini Grants for arts projects to new and emerging organizations, and organizations only requiring a small amount of funding as part of the Local Arts Grant Program through the New Jersey State Council on the Arts. Organizations can apply for only one Mini Grant per fiscal year and may not have received other Monmouth Arts funding for that year. These grants have a simplified application process and a short time frame from application to award. There is no deadline. Applications are reviewed every two months. There are 10 Mini Grants available for 2024.

# Projects must take place during Fiscal Year 2024 (January 1, 2024 - December 31, 2024). Mini Grants are intended as an introduction to the ArtHelps Local Arts Grant Program; however, organizations only requiring a small amount of funding for their project may continue to apply for Mini Grants in subsequent years. After one successful Mini Grant application organizations can apply through the regular grant process for future support. A grant received in one year is no guarantee of subsequent funding. Organizations that apply for General Operating Support or Special Project Support through Monmouth Arts or from the NJ State Council on the Arts may not apply for a Mini Grant. Organizations can apply for one Mini Grant per fiscal year. Grant recipients must submit a Final Report consisting of a narrative and final financial accounting of the project at the end of the grant period. The Mini Grant will be paid in full when the application is approved.

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## **Mini Grant Eligibility (Part One)**

### **To determine eligibility, please answer the following questions:**

Is this grant for an organization or an individual?\*

Organization  
Individual

Is your organization located in Monmouth County?\*

Yes  
No

Is your organization currently seeking funding from another County Arts Agency or the New Jersey State Council on the Arts (NJSCA) for direct funding? \*

Yes  
No

Is your organization applying for another grant from Monmouth Arts?\*

Yes  
No

When will your organization's arts project be completed?\*

Between January 1 and December 31, 2024  
After December 31, 2024

Will your project be open and accessible to the public and in compliance with the Americans with Disabilities Act?\*

Yes  
No

I understand that funds may not be used for ineligible activities such as fundraising, capital projects, scholarships, hospitality costs, deficit reduction, etc.

Yes

## **—**

## **2024 Mini Grant Application**

Organization Name\*

## **General Information**

Contact Person\*

First Name

Last Name

Title/Role in Organization\*

Email Address\*

Organization Address\*

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Contact Phone Number\*

Organization Website

New Jersey Legislative District\*

Federal Tax ID Number\*

Select your organization's artistic discipline.\*

Dance  
Music  
Opera/Music Theater  
Theater  
Visual Arts  
Design Arts  
Crafts  
Photography  
Media Arts  
Literature  
Interdisciplinary  
Folklife/Traditional Arts  
Multidisciplinary

Choose the representation of the organization's staff and board.\*

Asian/Pacific Islander  
Black  
Hispanic/Latinx  
Native American/Alaskan Native  
White  
General (at least half of board or staff is not one race)

Please provide your organization’s mission statement.\*

Has your organization previously received funding from Monmouth Arts?\*

Yes  
No

Is your project or organization fiscally sponsored by another entity? \*

Yes  
No

## **Submission Details**

PURPOSE OF FUNDING: State in 50 words or less what the Monmouth Arts funding will help to support. Begin your statement with “This Monmouth Arts grant will help support…”\*

Limit: 50 words

This statement should illustrate both what will be made possible through the grant and its public benefit. It may be used for press releases, publicity, and for reporting to the New Jersey State Council on the Arts.

Title of Project\*

Briefly summarize your project's goals and objectives. \*

Limit: 300 words

Describe the activities that comprise the project.\*

Limit: 300 words

Please describe the individuals or communities you will serve with your project.\*

Please indicate the anticipated number of artists who will benefit from your project.\*

Please indicate the anticipated number of individuals who will benefit from your project (participants and/or audience members).\*

What benefits will the community derive from this project?\*

Limit: 300 words

Clearly articulate the project’s intended impact on the community and the general public who may experience the project.

Who will carry out the project? Please include roles and qualifications.\*

Limit: 300 words

Provide a timeline for the project, including start and completion dates and when program activities will be scheduled. \*

Limit: 250 words

Projects must be completed between January 1, 2024 and December 31, 2024.

Describe your plans to evaluate the program and its effectiveness in meeting your organization's objectives.\*

Limit: 250 words

Identify the specific project expenses the Mini Grant will be used for. This amount cannot exceed $500. \*

Limit: 250 words

Please upload three (3) examples of your organizational materials or work samples related to the proposed project (newspaper reviews, programs, brochures, photographs). \*

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .m4a, .mp3, .avi, .m4v, .mov, .mp4, .mpg

*Note:**Files should be clearly labeled with name of organization as well as title and date of performance, event, or exhibition. Files are preferred but a document with clearly labeled links to online content may be uploaded.*

## **Submit Application**

Agreement\*

Yes

If awarded a grant, the organization agrees to submit a final report upon completion of the project. Organization will acknowledge Monmouth Arts with the current funding statement and logos in all advertising, program booklets, electronic communications, and press releases.

Confirmation\*

First Name

Last Name

By signing here, you acknowledge that all information on this application is true, and any false information may result in forfeiture of grant funding and future opportunities with Monmouth Arts.

Today's Date\*