



# **Applying for Arthelps LAP Grants**

**2025 Workshops**



**Local Arts Program Grants**

**APPLICATIONS OPEN**

**Deadline: June 16th**

# About Monmouth Arts

Monmouth Arts is a leading, independent 501c(3) arts advocacy organization that delivers needed programs and services to artists, member organizations, and arts affiliates to ensure the arts thrive in and throughout Monmouth County. As Monmouth County's official county arts agency, our mission is to enrich the community by inspiring and fostering the arts. Monmouth Arts programs are made possible in part through funding from the Monmouth County Board of Chosen Commissioners and the New Jersey State Council on the Arts.

- Arts Education Programs
- Network of Creatives
- Grant Opportunities
- Arts Experiences
- Arts Resources
- Workshops

# About the ArtHelps Local Arts Program Grants

In partnership with the New Jersey State Council on the Arts (NJSCA), Monmouth Arts offers ArtHelps Local Arts Program Grants through a competitive application process. Monmouth Arts is the official regrantee agency of NJSCA funds in Monmouth County.

Local Arts Program grants are intended to support organizations and programs that serve the public and provide access to a diverse array of quality arts experiences throughout Monmouth County.

For 2025, 29 arts organizations have been funded through the ArtHelps program, with a total of \$135,000 in grants. A total of eight Mini Grants will be available in 2025.

# 2025 GOS and SPS Regrantees

Arcadian Chorale  
Art Alliance of Monmouth County  
Asbury Park African-American Music Project  
Asbury Park Arts Council  
Asbury Park Dance Festival  
Asbury Park Music Foundation  
Atlantic Highlands Arts Council  
Brookdale Community College  
Company of Dance Arts  
Creative OPERAtions  
Guild of Creative Art  
Heart of New Jersey Chorus  
Hellenic Dancers of New Jersey  
Holmdel Theatre Company  
Indie Street Film Festival

Jazz Arts Project  
Jersey Shore Arts Center  
LongFellow Deeds  
Monmouth Civic Chorus  
Monmouth County Diversity Alliance  
Pipes & Drums of the Atlantic Watch  
Premier Theatre Company  
Red Bank Chamber Music Society  
Red Bank Theatre for Young Audiences  
Red Bank Westside Summer Jazz Series  
Shrewsbury Chorale  
T. Thomas Fortune Foundation  
The Allentown Village Initiative  
Wooden Walls Public Art Project

# 2025 Mini Grants... so far

Art Society of Monmouth County

Fine Futures

Classic Radio Road Show

*\* Five additional Mini Grants are available for 2025*

# Who is Eligible?

Monmouth County nonprofit arts organizations and community groups that provide quality arts events that are artistically excellent, accessible to a wide range of residents, and beneficial to the public. These grants are not available to individuals or for-profit businesses and organizations that have a history of providing an active program in the arts for at least two years prior to application.

Eligibility requirements vary for the grants; please read complete guidelines in advance.

Examples of groups that receive funding:

- Organizations with the arts as a primary focus — theaters, visual art centers, choral and music groups
- Organizations that put on an arts festival or specific arts event or program — film festivals, summer arts series, exhibit
- Higher education institutions — arts projects, arts education series

**Change for 2026:** *Municipal agencies are no longer eligible, per New Jersey State Council on the Arts.*

# Types of ArtHelps Grants

Please read the complete guidelines for the grant to which you are applying. Applicants may only apply for one type of grant per year. There are three types of ArtHelps grants:

## **General Operating Support (GOS)**

General Operating Support grants are available to support the overall operations of nonprofit organizations that are exclusively devoted to the arts.

## **Special Project Support (SPS)**

Special Project Grants are available to support organizations with an arts project or event that will occur either once or periodically for a short duration of time.

## **Mini Grant (MG)**

Mini Grants (\$500) are available for arts projects to new and emerging organizations, and organizations requiring a small amount of funding.



# General Operating Support for 2026

For the overall operations of nonprofit organizations that are exclusively devoted to the arts.

- Applicants must have an arts-related primary mission and a current strategic plan
- Requests may not exceed 20% of the organization's annual operating budget
- Minimum request of \$1,000 and a maximum of \$10,000
- The match requirement has been suspended for 2026.
- GOS grants are awarded with a two-year commitment, subject to contract stipulations and available funds. **NEW**

Requires:

- Finance Chart (template provided)
- Copy of organization's most current IRS 990 Form
- Proof of IRS nonprofit status
- Audited financial statements for organizations with gross receipts over \$500,000 or Internal Financial Statement for smaller organizations
- List of board members and key personnel
- One example of a brochure or program with required funding statement/logos if the organization received funding between 2022 and 2025
- Work samples by discipline
- Examples of media coverage, press releases, reviews, etc.

# Special Project Support for 2026

For organizations with an arts project or event that will occur once or periodically for a short duration of time.

- Eligible applicants include organizations with an arts mission as well as non-arts organizations, municipal agencies, and educational and religious institutions with an arts-specific project or event
- Requests can be for up to 50% of project or event expenses
- Minimum request of \$1,000 and a maximum of \$5,000
- The match requirement has been suspended for 2026.

Requires:

- Project Budget Sheet
- Copy of organization's most current IRS 990 Form
- Proof of IRS nonprofit status
- Audited financial statements for organizations with gross receipts over \$500,000 or Internal Financial Statement for smaller organizations
- List of board members and key personnel
- One example of a brochure or program with required funding statement/logos if the organization received funding between 2022 and 2025
- Work samples by discipline
- Examples of media coverage, press releases, reviews, etc.

# Mini Grants for 2025

These \$500 grants are available for arts projects to new and emerging organizations, and organizations requiring a small amount of funding.

- Intended as an introduction to the ArtHelps grant program.
- Operate on a different schedule than GOS and SPS; applications open for the current year
- Have a simplified application process and a short time frame from application to award
- Applications are accepted on a rolling basis and are reviewed every two to three months
- The match requirement has been suspended for 2025.
- Five Mini Grants are currently available for 2025 (as of April 23, 2025)
- Organizations with a fiscal sponsor may apply for Mini Grants

Requires:

- Submittable application
- Examples of your organizational materials or work related to the proposed project (newspaper reviews, programs, brochures, photographs).

# Eligible vs Non-Eligible Costs

## Eligible

- personnel
- artistic fees
- space or other rental costs
- materials and supplies
- volunteer stipends
- intern stipends
- marketing and promotion
- consultant fees
- legal fees for rights to production
- insurance

## Non-Eligible

- capital improvements
- acquisitions
- renovations
- hospitality costs
- foreign travel
- deficit reduction
- scholarship funds and fellowships
- programs in educational or religious institutions not open to the public at large
- fundraising events and sponsorships

# Funding Priorities

As part of our efforts to respond to the changing needs of those we serve, Monmouth Arts continues to evolve our programming, operations, and grantmaking. The funding priorities were updated in 2021. Applicants should show strong initiative in one or more of the following areas:

- *Serving the needs of local artists* with exemplary programs, opportunities, services, or presentation of work.
- *Promoting cultural equity, diversity, and inclusion* through projects that elevate the voices and experiences of historically marginalized groups, including those that create opportunities for artists and community members who identify as Black, Indigenous, People of Color (BIPOC) or individuals living with a disability.
- *Forging partnerships and collaborations* among individuals or organizations, especially those that include different perspectives within the community and connect the arts to other sectors such as economic development, social services, public safety, and health and healing.
- *Broadening public participation* by attracting more people to the arts, bringing in audiences different from those the organization is already attracting, or deepening experiences by increasing participants' levels of involvement.
- *Advancing and advocating for arts education* in schools and lifelong learning through the arts.
- *Preserving and conserving art forms and cultural heritage* through public presentation.

# ADA Compliance

Ensuring that the programming supported by Monmouth Arts is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes the physical performance/exhibition space (whether owned, rented, or borrowed), programming, audience marketing, personnel sensitivity training, audience development, and printed materials.

**All grant applications include an Accessibility Survey and related narrative regarding compliance with the Americans with Disabilities Act.** This section replaces the ADA Checklist that was previously required of applicants. This survey is an important requirement of the application. It's also a valuable tool for assessing your organization's accessibility and challenges. Additionally, it gives us and the State a better understanding of what resources are needed to assist groups with their efforts.

The **ArtHelps Grant Toolkit** includes a glossary of terms that may be helpful when completing this section. For more information and guidance, please consult the website of the New Jersey Theatre Alliance Cultural Access Network Project (links included at the end of the presentation).

# Important Dates

## **FY 2026 GOS and SPS:**

### **Grant Period January 1, 2026 to December 31, 2026**

- Applications due Monday, June 16, 2025 by 4:00pm
- Notification of successful award: October 2025
- Completed contract due: December 2025
- Initial payments (80%): March 2026
- Interim survey completed: July 2026
- Final reports due: January 2027 (followed by final payment of 20%)

## **Mini Grants:**

### **Grant Period January 1, 2025 to December 31, 2025**

- Applications accepted on rolling basis
- Full payment of \$500 upon notification of award
- Final report due January 2026 or 60 days after completion of project/program

# The Application Process

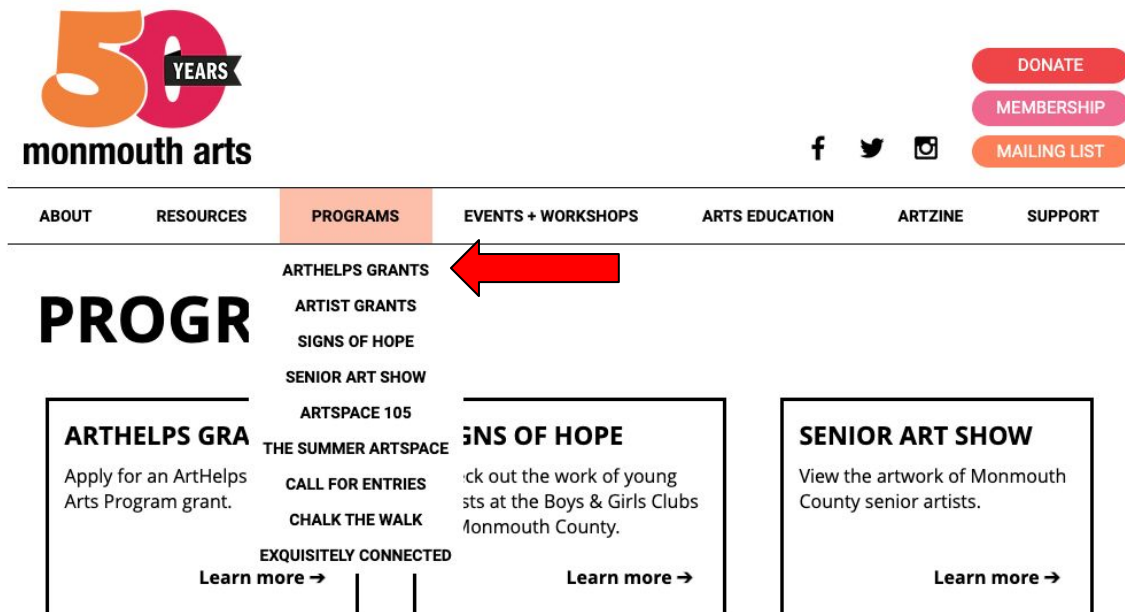
**ArtHelps Local Arts Program grant applications must be completed on Submittable, Monmouth Arts' grant portal.** Applicants who are not yet registered with Submittable may sign up for a free account.

**New to Submittable or need a refresher?** Next up is an overview of the GOS application, and we've included links at the end to helpful videos that can get you started.

**Curious about what's on the application or what supporting materials you'll need?** Go to the website and download a Word version of the guidelines and application. Many applicants find it helpful to draft and proofread your answers in a document before entering them into the Submittable form.



# Getting Started



**Step 1:** Go to [www.monmoutharts.org](http://www.monmoutharts.org)

Click on the ArtHelps page in the Programs tab on the navigation menu.

[DONATE](#)[MEMBERSHIP](#)[MAILING LIST](#)[ABOUT](#) [RESOURCES](#) [PROGRAMS](#) [EVENTS + WORKSHOPS](#) [ARTS EDUCATION](#) [ARTZINE](#) [SUPPORT](#) [MONMOUTH ARTS TV](#)

#### ArtHelps Local Arts Program

- [Funding Priorities](#)
- [Applications & Guidelines](#)
- [Grant Status](#)
- [Grant Toolkit](#)
- [Previous Grants](#)

In partnership with the New Jersey State Council on the Arts, Monmouth Arts offers ArtHelps Local Arts Program Grants through a competitive application process. The grants are intended to support organizations and programs that serve the public and provide access to a diverse array of quality arts experiences throughout Monmouth County.

Eligible recipients include Monmouth County nonprofit arts organizations and community groups with arts programs that provide excellent arts events that are accessible and beneficial to the public. Organizations must be able to complete all reporting necessary by the deadlines in order to accept public funds, including the application, a contract, an interim report, and a final report.

Applicants should consider the current funding priorities of Monmouth Arts, which are outlined in detail on this page and in the grant guidelines. ArtHelps Local Arts Program grant applications must be completed on Submittable, Monmouth Arts' grant portal. Please read the guidelines carefully and follow the link to Submittable (see Applications & Guidelines section). Applicants who are not yet registered with Submittable may sign up for a free account.

Grant workshops will be held to provide step-by-step assistance with the application process and the grants' ADA requirements. These virtual workshops are a valuable resource for those considering applying for any type of grant. Monmouth Arts launched a new online application portal in early 2021 and has made changes to the application process and

Or go to **[www.monmoutharts.org/arhelps](http://www.monmoutharts.org/arhelps)**

Read guidelines carefully then proceed to the Submittable application.

### Grant Applications and Guidelines

ArtHelps Local Arts Program grant applications must be completed on Submittable, Monmouth Arts' grant portal. Please read guidelines carefully and then follow the link to the Submittable application. Applicants who are not yet registered with Submittable may sign up for a free account.

#### 2025 Mini Grant Guidelines and Application | [CLICK FOR APPLICATION](#)

[Preview of Guidelines and Sample Application in Word](#)

#### Fiscal Year 2026 General Operating Support Guidelines and Application | [CLICK FOR APPLICATION](#)

[Preview of Guidelines and Sample Application in Word](#)

[Download the FY 2026 General Operating Support Finance Chart](#)

#### Fiscal Year 2026 Special Project Support Guidelines and Application | [CLICK FOR APPLICATION](#)

[Preview of Guidelines and Sample Application in Word](#)

[Download the FY 2026 Special Project Support Budget Sheet](#)





## 2026 ArtHelps Local Arts Program: General Operating Support

Ends on Mon, Jun 16, 2025 4:00 PM



### 2026 General Operating Support Guidelines and Application Preview

Special assistance and accommodations are available upon request. Please contact Connie Isbell, ADA Coordinator, at [connie@monmoutharts.org](mailto:connie@monmoutharts.org) or 732.212.1890 ext 101.

#### Overview

In partnership with the New Jersey State Council on the Arts, Monmouth Arts offers ArtHelps Local Arts Program Grants through a competitive application process. The grants are intended to support organizations and programs that serve the public and provide access to a diverse array of quality arts experiences throughout Monmouth County.

Types of grants include General Operating Support (GOS) for arts organizations, Special Project Support (SPS) for all types of nonprofit organizations with arts projects, and Mini Grants (MG) for small and emerging organizations. Applicants that do not have IRS tax exempt status but meet all other criteria and have a fiscal sponsor may apply for a Mini Grant only.

Eligible recipients include Monmouth County nonprofit arts organizations and community groups with arts programs that provide excellent arts events that are accessible and beneficial to the public. Organizations must be able to complete all reporting necessary by the deadlines in order to accept public funds, including the application, a contract, an interim survey, and a final report.

**Step 2:** Create a Submittable account or log in to your existing account. **It's best practice to have an organizational account so all of a group's applications will be together.**

We use Submittable to accept and review our submissions.



Create Your Account

Have An Account? Sign In

Sign Up

Sign In

### Welcome!

Create your free Submittable account to get started.

Email 

Password 

Confirm Password 

First name | Last name

Sign Up

# Confirm Eligibility

## Please answer the following questions to determine eligibility for General Operating Support funding:

Is your organization located in Monmouth County? (required)

- ☐ Yes
- ☐ No

Will all grant-funded activities take place in Monmouth County? (required)

- ☐ Yes
- ☐ No

Does your organization have an arts-related primary mission? (required)

- ☐ Yes
- ☐ No

Is your organization a nonprofit recognized by the State of New Jersey with IRS tax exemption as a 501c3 or 501c4? (required)

- ☐ Yes
- ☐ No

Organizations will be required to upload proof of nonprofit status as part of the application.

**Step 3:** Start filling out application. The first section will confirm your eligibility.

Check the category that applies to your organization. (required)

- ☐ Nonprofit arts organization
- ☐ Municipal agency
- ☐ Educational institution
- ☐ Religious institution

Certain organizations are only eligible for Special Project Support and Mini Grant opportunities (see complete guidelines for more information).

Does your organization have a history of providing programs in the arts for at least three years? (required)

- ☐ 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? (required)

- ☐ Yes
- ☐ No

Will your project be open and accessible to the public and in compliance with the Americans with Disabilities Act? (required)

- ☐ Yes
- ☐ No

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

Next

Drafts may be visible to the administrators of this program.

# Contact Information

You can always save your draft and come back to it later.

## Organization Name (required)

Limit: 300 characters

## Organization Address (required)

### Country (required)

### Address (required)

### Address Line 2 (optional)

### City (required)

### State, Province, or Region (required)

### Zip or Postal Code (required)

## Mailing Address for Organization (if different)

### Country

### Address

### Address Line 2 (optional)

### City

## Grant Contact (required)

### First Name (required)

### Last Name (required)

## Title (required)

## Contact Phone Number (required)



## Contact Email (required)

## Executive Director or President (required)

### First Name (required)

### Last Name (required)

## Email Address (required)

# Organization Information

**Federal Tax ID Number** (required)

Limit: 11 characters

**Please upload proof of nonprofit status.** (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .jpg, .jpeg, .png

IRS Letter of Determination (Notice of Tax-Exempt Status)

**Please upload a copy of your most recent IRS 990 form or 990-N.** (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .jpg, .jpeg, .png

**New Jersey Legislative District** (required)

**Select your organization's artistic discipline.** (required)

- ☐ 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.** (required)

- ☐ Asian/Pacific Islander
- ☐ Black
- ☐ Hispanic/Latinx
- ☐ Native American/Alaskan Native
- ☐ White

# Organization Information

Please list the members of your organization's board of directors. (required)

Number of paid full-time staff (required)

Number of paid part-time staff (required)

Number of volunteers (required)

Has your organization received previous funding from Monmouth Arts? (required)

- ☐ Yes
- ☐ No

Please provide your organization's mission statement. (required)

Limit: 150 words

Briefly tell us about the history of your organization. (required)

Limit: 300 words

Briefly share highlights of your current programs, services, and activities. (required)

Limit: 300 words

To help us gauge the impact of your organization's work, please indicate how many individuals (participants, audience members, etc.) were engaged with your programming in 2024. (required)

To help us gauge the impact of your organization's work, please indicate how many artists (exhibitors, performers, teaching artists, etc.) were engaged with your programming in 2024. (required)

# Program Overview

## Programming Overview

**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..." (required)

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.

**Briefly summarize your organization's goals and objectives.** (required)

Limit: 300 words

**Which areas of Monmouth Arts Funding Priorities does your organization address?** (required)

- ☐ Serving the needs of local artists with exemplary programs, opportunities, services, or presentation of their work.
- ☐ Promoting cultural equity, diversity, and inclusion through projects that elevate the voices and experiences of historically marginalized groups, including those that create opportunities for artists and community members who identify as Black, Indigenous, People of Color (BIPOC) or individuals living with a disability.
- ☐ Forging partnerships and collaborations among individuals or organizations, especially those that include different perspectives within the community and connect the arts to other sectors such as economic development, social services, public safety, and health and healing.
- ☐ Broadening public participation by attracting more people to the arts, bringing in audiences different from those the organization is already attracting, or deepening experiences by increasing current participants' levels of involvement.
- ☐ Advancing and advocating for arts education in schools and life-long learning through the arts.
- ☐ Preserving and conserving art forms and cultural heritage through public presentation.

**Select all categories that make up 25% or more of the population directly benefiting from your programming.** (required)

- ☐ Asian/Pacific Islander
- ☐ Black
- ☐ Hispanic/Latinx
- ☐ Native American/Alaskan Native
- ☐ White

**Select all categories that make up 25% or more of the population directly benefiting from your programming.** (required)

- ☐ Individuals with Disabilities
- ☐ Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and shelters)
- ☐ Individuals living below the Poverty Line
- ☐ Military Veterans/Active-Duty Personnel
- ☐ No single distinct group made up more than 25% of the population directly benefited

**Please describe the individuals or communities you will serve in 2026.** (required)

Limit: 150 words

**What is your estimated audience or participant size for 2026?** (required)

**What benefits will the community derive from your program(s)?** (required)

Limit: 300 words



# Accessibility Survey

## Accessibility Survey

Ensuring that the programming supported by Monmouth Arts is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes the physical performance/exhibition space (whether owned, rented, or borrowed), programming, audience marketing, personnel sensitivity training, audience development, as well as digital and printed materials. This survey of your accessibility policies and services will help provide us with information about how we can assist in this area. It is also meant to provide organizations with an outline of steps and achievable goals for improving accessibility.

**Does your organization have a board-adopted ADA Plan?** (required)

- ☐ Yes
- ☐ No

**Does your organization have an ADA Coordinator?** (required)

- ☐ Yes
- ☐ No

**Does your organization have an ADA Advisory Committee?** (required)

- ☐ Yes
- ☐ No

**Does your organization have a board-adopted policy that states it will not discriminate against potential staff, volunteers, artists, or others due to a disability in the engagement for services?** (required)

- ☐ Yes
- ☐ No

**Does your organization have a budget for ADA compliance?** (required)

- ☐ Yes
- ☐ No

**What has your organization done in the past year to educate the organization's staff, board, and volunteers about access?** (required)

Limit: 250 words

**In the past 12 months, has a representative from your organization attended any accessibility workshops presented by the New Jersey Theatre Alliance's Cultural Access Network?** (required)

- ☐ Yes
- ☐ No

**Did a representative from your organization attend the April 7th, 2025 Accessibility Awareness Training presented by Monmouth Arts?** (required)

- ☐ Yes
- ☐ No

**Detail your organization's accommodation efforts for the coming year.** (required)

Limit: 250 words

**Please check those that apply to your organization.** (required)

- ☐ We include accessibility information on our website.
- ☐ We utilize accessibility symbols in our electronic and print materials.
- ☐ We market our organization, events, and programs to individuals with disabilities.
- ☐ We caption our video presentations and virtual/online events and programs.

# Budget Summary & Financial Narrative

## Budget Summary

Please use figures from the Finance Chart for FY 2026 (which will be uploaded in the next section of the application.)

**Total Monmouth Arts Funding Requested for FY 2026** (required)

**Enter Total Organization Income (Projected FY 2026)** (required)

**Enter Total Organizational Expenses (Projected FY 2026)** (required)

**Enter Total Value of In-Kind Contributions (Projected FY 2026)** (required)

## Financial Narrative

Please provide additional information about the finances of your organization's program.

**Provide an overview of how the funds will be spent; this amount may not exceed the requested amount.** (required)

Limit: 300 words

**Please upload the completed Finance Chart for FY 2026 (download from the Monmouth Arts website).** (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

**Please upload Audited Financial Statements for organizations with gross receipts over \$500,000 OR upload an Internal Financial Statement for smaller organizations.** (required)

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .pdf

# Supporting Materials

## Supporting Materials

Did your organization receive an ArtHelps Local Arts Program grant from Monmouth Arts between 2023 and 2025? *(required)*

☐ Yes

☐ No

Please upload recent work samples that demonstrate your organization's artistic merit and ability to complete the proposed program(s). High-quality work samples are critical to a competitive proposal. (Maximum total size limit of 400MB) *(required)*

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

- Music organizations – a recording representing the best performance(s) over the past 18 months. Video or audio may not exceed (5) minutes in length.
- Dance, theater, film, and interdisciplinary organizations – a recording of the best performance(s) or piece(s) during the past 18 months. Video or audio may not exceed (5) minutes in length.
- Visual arts, crafts, media arts, and photography organizations – one catalog of an exhibit from the past 18 months and/or work samples, with a maximum total of ten (10) uploads.

*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.*

Please upload up to three (3) examples of media coverage, press releases, promotional materials, critical reviews, awards/recognition, newsletters, annual report, social media/website analysis, etc. *(required)*

Choose File

# Submit Application

## Agreement (required)

☐ Yes

If awarded a grant, the organization agrees to the stated guidelines and agrees to submit a final report at the conclusion of the grant period. Organization will acknowledge Monmouth Arts with the required funding statement and logo as a supporter on its website and in all advertising, program booklets, and press releases.

## Certification (required)

☐ Yes

Submission of this application implies prior review and representations therein by my organization's board or appropriate governing body. By typing my name below, I certify that all statements in this application are true to the best of my knowledge; I hereby release Monmouth Arts, its employees, and agents from any liability and/or responsibility concerning any submission of materials to the program. I also understand and agree that submission to Monmouth Arts signifies the intention of compliance with all pertinent state and federal regulations including, but not limited to The Civil Rights Act of 1964, Title IX of the Education Amendments 1972, Age Discrimination Act of 1975, Fair Labor Standards, and the Americans with Disabilities Act of 1990.

## Confirmation (required)

First Name (required)

Last Name (required)

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 (required)

Save Draft

Submit

## Step 4: Sign and submit your application.

After submitting your application, you will receive a confirmation email. You can use your Submittable account to view and apply for other applications.

# After the Application

**Administration:** Monmouth Arts will administer the application, selection process, notification, and disbursement of funds.

**Review Process:** Monmouth Arts appoints a highly qualified independent panel of artists, arts administrators and nonprofit experts to evaluate applications with the Board of Trustees making the final approvals. All decisions are final and may not be appealed.

**Evaluation Criteria:** Please refer to the complete list of evaluation criteria in the guidelines.

- Public Benefit
- Artistic Merit
- Funding Priorities
- Accessibility Efforts
- Administrative Ability
- Budget
- Compliance

# Regrantee Obligations

## Publicity Agreement

Grantees must acknowledge Monmouth Arts and NJSCA by including the required funding statement and logos in all print and promotional materials related to the grant. In addition, photographs and videos of programs/projects should be submitted throughout the year for use in publicity.



This program is made possible in part by funds from Monmouth Arts, a partner of the New Jersey State Council on the Arts, and the Monmouth County Board of County Commissioners.

## Reporting

A final report will be due at the conclusion of the grant period and will include a final budget as well as demographic and statistical information on the population served.

## Membership

Membership with Monmouth Arts is not required for eligibility, but a Nonprofit Membership can help promote your group's events, expand your creative network, and keep you informed about other opportunities. To become a member, visit **[www.monmoutharts.org/join-us](http://www.monmoutharts.org/join-us)**

# Important Dates

## **FY 2026 GOS and SPS: Grant Period January 1, 2026 to December 31, 2026**

- Application available: April 10, 2025
- Applications due Monday, June 16, 2025 by 4:00pm
- Notification of successful award: October 2025
- Initial payments (80%): March 2026
- Interim survey completed: July 2026
- Final reports due: January 2027 (followed by final payment of 20%)

## **Mini Grants: Grant Period January 1, 2025 to December 31, 2025**

- Applications accepted on rolling basis
- Full payment of \$500 upon notification of award
- Final report due January 2026 or 60 days after completion of project/program

# FAQ

***What if my organization has never received an ArtHelps grant? What are our chances of receiving funding?*** New applicants and previous regrantees have an equal chance of receiving funding.

***I'm taking over the grants for my organization; should I create a new Submittable account?*** It's best practice to have an organizational account so all of a group's applications will be together.

***Do you offer grants for individuals?*** Our current grants are state-funded and for nonprofit organizations. An organization can collaborate with artists, but the grant will be awarded to and managed by the nonprofit.

***Can we apply for both a 2025 Mini Grant if we already have an SPS or GOS grant?*** No, an organization may operate with only one of these grants.

***Will there be any other grant opportunities through Monmouth Arts for 2025?*** At this time, we are not aware of additional grants that will be offered.

***Is it possible to request a deadline extension?*** Unfortunately, no. Please give your team plenty of time to prepare your application. Plan to apply two to three days before the deadline if possible.

***Can more than one person work on an application in Submittable?*** Yes! There is a collaboration feature that allows multiple people to contribute to an application.



# Grant Tips

- Write your application as though someone who doesn't know your group is reading it (that's likely to be the case). Tell the panelists who, what, where, when, and **why**.
- Designate one person to be the lead on an application if it's a team effort; this can prevent mistakes and inconsistencies.
- Use positive, straightforward language in your narrative.
- It's fine to say in your narrative that you are working on something or struggling with an issue.
- Use quantities whenever possible, in particular when you're discussing the impact of your program or project.
- Proofread... and have someone else proofread, too. Consider sharing your application narrative with an unbiased third party to ensure that it makes sense to someone unfamiliar with your organization.
- Make sure work samples are up to date and good quality.
- Panelists will visit your website, social media, and other relevant links. Are they up to date, operational, and professional?
- Review the deadlines, give yourself time for revisions, and don't wait until the last minute.
- When in doubt, ask. Contact us in advance if you have questions.

**Questions?**

# Thank you for joining us!

## Important Links

Monmouth Arts Website: **[www.monmoutharts.org](http://www.monmoutharts.org)**

Monmouth Arts ArtHelps page (and Grant Toolkit): **[www.monmoutharts.org/arthelps](http://www.monmoutharts.org/arthelps)**

Monmouth Arts Submittable Portal: **<https://monmoutharts.submittable.com/submit>**

Submittable Help:

**<https://submittable.help/en/articles/904856-how-do-i-submit>**

**<https://submittable.help/en/collections/185534-submitters>**

NJ Theatre Alliance Accessibility Resources: **<https://njtheatrealliance.org/cultural-access-network-project>**

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