



Warren County Cultural & Heritage Affairs

8 Belvidere Ave., Oxford, NJ 07863 (908) 453-4381

REGULAR MINI-GRANT REQUEST FORM

These mini-grants are not the same as the Local Arts Program grant and are based on available funding.

Mini-Grants may be requested between March 1 and November 1, 2026, or until designated funds are expended.

This is a competitive mini-grant with limited funding and is first-come, first-served.

Submitted requests do not ensure grant funding will be awarded.

Applicant Organization		Date	
Organization Address		Organization Phone	
Requested Funds	\$	<i>Arts funding is a one-time request per fiscal year (1 March-1 Nov 2026). Grant requests up to \$2,000. Must be for the exact amount. *Pending available funds</i>	
Contact Name		Contact Phone	
Contact Email			
Signature (Contact)			
Print Name of Director (or equivalent)		Signature of Director (or equivalent)	
Approval by WCCHA		Date	

WHAT TO INCLUDE WITH THIS REQUEST FORM

Written request & supplementary materials are required

Heading (Top Left)	Name and title, email and phone of contact person requesting funds; name of non-profit organization
Title	Regular Mini-Grant Request 2026
Organization	Name of organization, address, phone, email and website on official letterhead
Information	Explain what the funding would be used for -- which eligible expenses are you seeking funding for and how the monies be spent? (Refer to your invoices/estimates.)
	Date, time, location of activity, workshop, program, project, or other?
	How many anticipated participants? (Your final report will have final, actual numbers.)
Expense Forms	Please provide a copy of all invoices and estimates on company letterhead showing where monies will be spent. Sales taxes are not applicable. Shipping & handling for eligible supplies is allowed.
Diversity & Accessibility	Is this open to the public or restricted to your organization/municipality?
	In what manner will your organization include diverse populations in Warren County to participate?
	Is the facility used by your organization ADA accessible (physical, sight, auditory, cognitive. other)?
	Is your organization able to reasonably accommodate residents?

Submit this page, written request, and all estimates for exact amount request

PLEASE READ BEFORE APPLYING

Eligible Expenses

*To ensure all regular mini-grant requests align with the guidelines of the New Jersey State Council on the Arts (NJSCA) and the Division of Cultural & Heritage Affairs, the following are examples of how to use the **arts funding**.*

In-state artists must be considered first and foremost.

If your proposed expenses are not listed below, please contact Gina Rosseland (908) 453-4381 or grosseland@co.warren.nj.us.

Demonstrations, talks and/or presentations by artists, musician, dance instructors, theatre or museum professionals (i.e. public arts education)	Murals and/or other displays for artwork (i.e. creative Placemaking) that are not machine-produced.
Artists, musicians and/or other professionals (arts-related) for an event or program that is open to the public	Traditional Arts (weaving, pottery, woodcarving, folk performing arts, textile art, and the like)
Arts and/or craft project supplies for arts-related programming	Other arts-related programs/projects (approval required before submitting request, please contact Gina)

Ineligible Expenses

Mini-grant funds cannot be applied to the following.

WCCHA reserves the right to deny all or part of any request that includes ineligible expenses.

Monies <u>cannot</u> be awarded to for-profit organizations	Publication of books or other print materials
Sales tax (organization must be <u>non-profit, tax-exempt</u>)	Programming that is not open to the public
Hospitality costs (transportation, room & board) for guest performers, instructors, and other.	Fundraising, scholarships, or endowments; purchase of gift cards or other monetary gifts for prizes, donations, market, etc.
General Operating Support (GOS) of any kind, in addition to contributions towards construction, renovation, etc.	Capital improvements and acquisitions for site or venue
Rental or purchase of porta johns	Furnishing (desks, chairs, bookcases, file cabinets, or the equivalent)
Retroactive funding for supplies purchased or performances paid for before monies awarded such as paying back your organization or any member(s), performer, vendor, etc., for expenses outside of the approved project dates and scope, including spending remaining monies on "other expenses" without approval from WCCHA.	

About the Mini-Grant.

The grant cycle runs from **March 1 to November 1, 2026**, or until all designated funds are expended. The monies are made available for FY2026 though the NJ State Council on the Arts (NJSCA) funding awarded to Warren County. Mini-grants are one aspect of the Warren Co. Cultural & Heritage Affairs arts programming.

If the non-profit organization has any remaining funds, please reach out to Gina to discuss either returning the funds to the County or receiving approval for spending the monies. Funds from this mini-grant are not permitted to be carried over to the next fiscal year (FY2027), and later requests must be expended before December 1, 2026.

Approvals.

Individual applications will be assessed for eligibility and inclusion of all required documents-- signature page, written request and corresponding invoices/estimates. Awards will be based on available funding and eligibility of projected expenses. Submitted requests do not ensure grant funding will be awarded.

Awards.

This grant is for the benefit of your organization and community at-large.

All approved Regular Mini-Grant recipients will receive a letter with the amount of the monetary award, a grant agreement, and a W-9 if your non-profit organization does not already have one on file with the County. Once the signed documents have been returned (**3-5 business days after the awards packet is sent to the contact for the non-profit organization**), please wait for a County payment voucher that will need to be signed and returned. Please follow the directions as the vouchers **do not** come from Cultural & Heritage Affairs. Please notify your treasurer/accountant/CFO/other to let them know of your approved mini-grant funds so they can inform you when the check arrives for your organization. If you do not receive these items within 30 days after your awards packet was emailed to you, please reach out to Gina to inquire on the status.

Please keep your accountant/treasurer/CFO or other financial officer apprised of your award. The County has a process, **including vouchers** that need to be signed and returned, before it will process checks. This may result in a delay in receipt of funds. Once you have returned all required documentation, your payment will begin to be processed. This may take a few weeks or longer. Upon receipt of your award, please confirm with Gina Rosseland (grosseland@co.warren.nj.us) that the check has been received. If your organization does not receive the mini-grant funding 30 days after you have submitted your signed payment documents, please reach out to Gina to confirm payment was issued.

Unspent Funds.

In the event you have any unspent funds, please contact Gina and discuss the process for either expending or returning the funds. This must be done **before** you submit your final report.

Expenditure of Funds & Final Reports. Please note changes with submitting final reports.

Within **3 to 5 business days** after expending the grant funds on the approved arts-related expenses, a required final report will be due. (Previously, it was due in December, but this policy has changed.) The information from your report is an integral part of the larger Arts Grant final report submitted to the State by WCCHA.

Your approved request is your intended use of the grant funds.

Please account for **all** monies in your request and final report and submit within 3 to 5 business days following the expenditure of grant funds. Failure to do so will result in the respective organization(s) **forfeiting** their ability to apply for and receive any mini-grant funding in 2027.

Final Report.

*The Final Report packet will be uploaded to the website and can be downloaded and printed (PDF). Please email all related documents in a single file (PDF) or drop off originals at Shippen Manor (8 Belvidere Ave., Oxford, NJ 07863). This must be submitted to Gina **3-5 business days** following expending grant funds and/or completion of the grant-sponsored program/project. (Ex. If you spent your grant money by May 29, your final report will be due no later than June 5.)*

1. **Short typed written final summary** (1-2 pages) of your completed grant-funded project/event/activity/program and/or other approved expenses on organization letterhead. Include your name, email, and phone for the non-profit that applied. (Cannot be the same summary submitted with request, which was more of a projected summary. In the final summary, describe what the funding was used for, how much was spent, if monies were left over, whether they were approved to be spent or returned to the county, etc.)
2. **Attendance form**—show who benefitted—school-age children, adults (18 and over), staff/volunteers/other organization members, and paid performers/artists/professionals. (Please use actual, not estimated numbers.)
3. **Expenses**—reference this in your final summary (ex. Joe Smith, of ABC Company, held a workshop for the public to teach various weaving methods 7/1/26 and was paid \$250). In addition, provide all paid invoices on letterhead of the business/artist/vendor/etc.
4. **Photographs**—2-3 photographs of the event/program (where grant funds were applied), item or supplies purchased with grant funds, etc. Please do not include faces of minors as these images may be used by WCCHA or the NJ State Council on the Arts and it is for student safety.

Regular Mini-Grant Final Reports will be posted on the website and made available starting March 1, 2026:

<https://www.warrencountynjheritage.com/arts/arts-grants>

Email all requests and final reports to **Gina Rosseland** (grosseland@co.warren.nj.us)

All signed documents need to have an actual (not digital) signature.

If you have any questions, please reach out via email or phone.

Please keep a copy of all documents for your records.