



## EDUCATOR MINI-GRANT REQUEST FORM

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

<b>Name of School</b>		<b>Date</b>	
<b>Address of School</b>		<b>School Phone</b>	
<b>Requested Funds</b> <i>Must be for the exact amount of expense.</i>	\$	<i>Arts funding is a <b>one-time request</b> per fiscal year (1 March-1 Nov 2026) for eligible expenses <b>up to \$2,000</b>. Must be for the exact amount. *Pending available funds</i>	
<b>Educator</b>		<b>Phone</b>	
<b>Email of Educator</b>			
<b>Signature (Requestor)</b>			
<b>Print Name of Building Administrator</b>		<b>Signature of Building Administrator</b>	
<b>Print Name of Business Administrator or Equivalent</b>		<b>Signature of Business Administrator or Equivalent</b>	
<b>Approval by WCCHA</b>		<b>Date of Approval</b>	

### WHAT TO INCLUDE WITH THIS REQUEST FORM

**Written request & supplementary materials are required**

<b>Heading (Top Left)</b>	Name and title, email and phone of contact person requesting funds
<b>Title</b>	Educator Mini-Grant Request 2026
<b>School/District</b>	Name of school, address, phone, email and website on official letterhead
<b>Information Related to Request</b>	Explain what the funding would be used for -- which eligible expenses are you seeking funding for and how will the monies be spent? (Refer to your invoices/estimates.)
	Date, time, location of activity, workshop, program, or other?
	How many <b>anticipated</b> participants (students, faculty, other)? (Your final report must have final, actual numbers.)
<b>Expense Forms</b>	Please provide a <b>copy of all invoices and estimates</b> on company letterhead showing where monies will be spent. Sales tax is <b>not</b> applicable. Shipping & handling for eligible supplies is allowable.
<b>Diversity &amp; Accessibility</b>	Is this an activity/program/project for the student body or is it open to the public?
	In what manner will your school/school district include diverse populations (in the district, or around Warren County) to participate?
	Is the venue used by your school/school district ADA accessible (physical, sight, auditory, cognitive, other)? Is your school/school district able to reasonably accommodate all students, staff, faculty, presenters/artists/performers, and if open to the public, the residents?

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

## PLEASE READ BEFORE APPLYING

### Eligible Use of Funds

*To ensure all educator 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**. This has been expanded to include other **areas of fine arts** (art, music, dance, design, folk & traditional arts, literary arts, media arts, musical theater, theater, and other visual arts; other programs will be restricted to only arts-related materials, supplies, etc., and may be limited in scope).*

Guest artists, musicians, dance, theatre or museum speakers, instructors, etc. that present & speak about their work (to benefit your students)	Purchase of reusable display frames and <b>limited</b> materials, tools, instrumentation, and equipment only if partnering with an Arts course & curriculum (i.e. STEAM projects; benefit your students). All items produced cannot be used for profit (sold, auctioned, etc.) and are intended to benefit your students.
Arts-related field trip(s), workshops and/or studio visits, including cost of entrance for students and educators (to benefit your students)	Educational fine-arts games or activities (to benefit your students)
Projects or workshops involving “new” media (i.e. sculpture, pottery, etc.)	Background sets for musicals and/or plays (to benefit your students and the community)
Murals or other displays for artwork (to benefit your school and/or the community)	Limited costuming, dress for performances (to benefit your students)
Demonstrations (all fine arts; benefit students and the community)	Transportation to and from field trips or workshops (to benefit your students)

Art History/Art Appreciation activities (to benefit your students)

### Ineligible Use of Funds

*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.*

General Operating Support (GOS) of any kind	Hospitality (food, board, transportation) for guest performers, instructors, etc.
Supporting a full season of programming	Publication of books or other printed materials
For-profit individuals or organizations	Purchase of gift cards or monetary gifts for donation, marketing, or other
Cash reserves, endowments or deposited funds (This includes carrying money over to the next fiscal year.)	Furnishings (i.e. desks, bookcases, file cabinets, chairs or equivalent)
Sales tax ( <u>schools are exempt</u> )	Supplementing or otherwise contributing to the salary or stipend for the educator

Retroactive funding for supplies purchased or performances paid for before monies awarded such as reimbursing the educator, school district, 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 funds are expended. The monies are made available for FY2026 through 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 educator has any remaining funds, they must either be spent or returned (speak with Gina first), are not permitted to be carried over to the next fiscal year (FY 2027), 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 students and the local school-community.

All approved Educator Mini-Grant recipients will receive a letter with the amount of the monetary award, an Educator Mini-Grant agreement, and a W-9 if your school district 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 educator**), 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 business/accounting office to let them know of your approved mini-grant funds so they can inform you when the check arrives at your school district. 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 accounts payable manager/business office director 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. Upon receipt of your award, please confirm with Gina Rosseland (grosseland@co.warren.nj.us) that the check has been received. This may take a few weeks or longer. If your school 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 educator(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 the funds and/or completion of the grant-sponsored program/project/etc. (Ex. If you spent your grant money and/or field trip or workshops are completed by May 29, your final report will be due no later than June 5.)*

1. **Short, typed written final summary** (1-2 pages). Please describe your completed grant-funded project/event/activity/program and/or other approved expenses on school letterhead. Include your name, email, and phone for the educator (faculty, staff or administrator) that applied.  
This cannot be the same summary submitted with your original request. 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—students, adults (not an educator), educator (including faculty, staff, administrators), and other. (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 middle school students regarding theatrical lighting and stage presence on 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.

**Educator 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](mailto: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.***