

# CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE

## N.J. COUNCIL ON THE ARTS RE-GRANTING PROGRAM

## N.J. HISTORICAL COMMISSION RE-GRANTING PROGRAM

### FINAL REPORT

FOR

CALENDAR YEAR JANUARY 1, 2021 – DECEMBER 31, 2021



CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE

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***NOTE: Final Report must be submitted electronically to [elizabeth.bakley@co.cape-may.nj.us](mailto:elizabeth.bakley@co.cape-may.nj.us) on or before, midnight, Friday, January 14, 2022.***

**2021 FINAL REPORT FOR:**  
**CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE**  
**N.J. COUNCIL ON THE ARTS RE-GRANTING PROGRAM**  
**N.J. HISTORICAL COMMISSION RE-GRANTING PROGRAM**

Complete the attached forms in a clear and concise manner. Once submitted and approved the remaining 25% of your 2021 re-grant will be processed.

THE DEADLINE FOR ALL FINAL REPORTS IS: **FRIDAY, JANUARY 14, 2022**

Choose Grant Award:

Applicant Organization:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Online Presence: \_\_\_\_\_

1) Contact Person & Phone Number: \_\_\_\_\_

2) Contact Person & Phone Number: \_\_\_\_\_

Choose one of the following funding categories from the drop-down menu:

--Funding Type--

Awarded Amount:

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Authorizing Signature and Title for Applicant Organization

Date

## CERTIFICATION

I certify that the information provided in this Final Report is true and correct, that the attached accurately reflects the work completed under this regrant, and all financial documentation attached relates solely to expenses incurred for the work specified in this regrant report.

Signed:

Date:

Title:

Daytime Phone No.:

### I. OTHER REQUIRED INFORMATION

1. Enclose with this report selected copies of project programs, flyers, posters, press releases or press clippings that contain the funding credit.

**II. FINANCIAL REPORT:** Before completing this section, please refer to your Regrant Contract Budget.

**EXPENSES:** This is a matching grant program. You must match at least half of your regrant amount with your own cash or in-kind. For example, if you received a \$1,000 regrant, then you must spend at least \$1,500 in cash (the grant, plus \$500 of your group's cash) or you may submit up to \$500 of documented donations of in-kind goods and services for the balance of your \$1,000 match. Please include documentation for cash or in-kind expenditures for the grant plus the 50% match with this report.

**An invoice alone is not proof of payment.** You must verify your regrant expenses. Proof of payment must be attached to each invoice copy that you submit with your Final Report. If you pay for a regrant-related expense by check, please attach a copy of the canceled check to its corresponding invoice. If you pay cash for an item or service provided by a vendor, performer or consultant who does not give you a machine-printed, dated receipt, that person should date and sign a receipt, or contract that details the item or service. Machine-printed receipts which list the vendor, date, items with prices, and total cost do not need to be signed.

Copies of sales invoices and receipts that are submitted with your Final Report should be dated and include: the vendor's name; a detailed list of the items purchased, or services provided; the cost of each; and a total invoice amount. If you buy products or services from a vendor who provides you with an invoice or receipt that has been hand-written, the vendor should number, date and sign the document.

In-kind goods or services must be specifically identified within the regrant-funded work. If needed explain your cash expenses and in-kind contributions in a budget narrative.

**The New Jersey State Council on the Arts (NJSCA) and the New Jersey State Historical Commission (NJSHC) provides the Local Arts and History Program grant from which these regrant funds are distributed. The NJSCA and NJSHC requires us to report your organization's total 2021 actual cash income and expenses. Please provide those numbers here:**

Cash Income \$

Cash Expenses \$

### Final Report Questions

1) Were all major program/project goals met? How did you measure/evaluate your success at achieving these goals?

2) Enter the total number of Local Arts or History Program activities/events *supported through this grant*. Count each activity as one event. Do not include board commission meetings, fundraisers, meetings with legislators or other non-public events and activities.

a) Briefly describe all activities below, e.g., 3 technical assistance workshops; 2 fine art exhibitions; 3 multi-cultural festivals; etc.

3) Are there important accomplishments to report, awards or recognition received? If yes, describe below.

4) Did your organization meet the grant match requirements?

Yes            No

5) Describe partnerships or collaborations, particularly those outside of your field, and highlight major accomplishments through partnerships.

**Please read for questions 6-8.**

**\* Note:** For both Attendance and Individuals Benefiting above, indirect participation or beneficiaries refers to those receiving a substantial amount of work, performances, or artistic product through listenership, viewership or readership via broadcast, internet or publication. This would include activities such as radio broadcast of a concert, TV broadcast of a performance, an exhibition catalog, a poetry anthology, etc. It does not include those reached through news articles, radio interviews, TV news coverage, advertising, calendar listings, visits to websites for information, etc. When completing the Indirect Attendees and Direct Attendees table use the following guidelines:

- For publications, report the number of persons using the materials or the number of copies actually distributed. Do not report the total number of copies produced.
- For broadcasting, if reliable estimates of listenership or viewership are available for the specific time of the broadcast, those estimates may be used. If no reliable estimates are available, do not include. Do not report the entire population of the geographic area that may potentially have been able to receive the broadcast.
- Confine your counts to featured presentations of 15 minutes or more and do not include news reports, interviews, infomercials, etc.
- For internet-based program audiences (not simply visits to a website), report the number of unique users (specific individual users each counted once no matter how many times they visit the site), again only for the distribution of a substantial amount of artistic product. Do not report the frequency of “hits” or times the information was accessed if the number of distinct users cannot be determined.
- Remember for Indirect Beneficiaries report any individual only once.

6) **Attendance:** For the following count, all attendance at your events, counting someone who attended multiple events each time they attended; same for artists engaged.

a. Adult live attendance	
b. Youth (under 18) live attendance	
c. Total live attendance (a+b)	
d. Indirect "attendance"/participation*	
e. Artists engaged	

\*See Question No. 8

7) **Individuals Benefiting:** Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers and do not double-count repeat attendees – this is the difference from the attendance data required above, counting any one individual once even if he/she attended multiple events. If actual figures or reliable estimates are not available, leave the box blank or do not include in your tallies and check the box below. We understand this can present a challenge and ask that you do the best you can. You will not be penalized for being unable to provide this information or for low numbers.

Our organization is not able to provide accurate figures or

Our organization's figures are as follows:

a. Adults benefiting	
b. Youth (under 18) benefiting	
c. Indirect beneficiaries*	
d. Artists engaged	
e. Total benefiting	

\*See Question No. 8

8) **Attendance / Individuals Benefiting** \* If reporting indirect participation/beneficiaries, from question 6 or 7, briefly describe in the space below the activities that attracted that number, and the source(s) for the information or the figure will not be considered valid.

9) **Participation:** Describe below any efforts/successes in broadening, deepening and/or diversifying cultural participation among audiences, stewards (trustees, donors) and/or creators (artists).

10) **Anecdotal:** Describe below at least one brief but compelling story/anecdote of how an individual benefited in a meaningful way from one of your or your activities or how one of your programs demonstrated the public value of the arts or history such as contributing to economic development, education, youth at risk, health care, tolerance, tourism, etc. Compelling, well-crafted anecdotes are extremely important in demonstrating the public value of the arts and history and good stories submitted may be highlighted in future communications to legislators and others.



11) **ADA Plan:** Has your organization achieved the goals it set for this year in its ADA Plan? If yes, summarize this year’s accomplishments below. If no, provide an explanation as to why progress has not been made.

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12) **Employment/Engagement:** Please complete the information below for the employees, independent contractors (such as artists, designers, speakers, etc.) and volunteers engaged throughout this grant period. For the employee information include the number of employees as of the end of the grant period.

a. Number of full-time employees (year-round, 35+ hours/week)	
b. Number of part-time/seasonal employees	
c. Number of independent contractors including artists/speakers	
d. Number of volunteers	

13) Arts Education: Expenditures attributable to pro-active arts education activities:

\$                      which is                      % of total expenses.

14) History Education: Expenditures attributable to pro-active History education activities:

\$                      which is                      % of total expenses.

15) **Participation Level:** Please provide information on levels of participation for the period of January 1 to December 31 as indicated in the table provided. If any information in the table below is not applicable, please enter “0” (zero).

a. Total number of all visitors to your site or sites (including children)	
b. Attendance at sponsored programs held off-site	
c. Total number of virtual visitors (including website and social media)	
d. Total numbers of social media visitors	
e. Children served aged preschool to grade 12	
f. Total number of visitors (on-site, off-site, and virtual)	



**FINANCE CHART - EXPENSES (FORM B)**

**Applicant Organization:**

Please round to the nearest dollar. ALL ORGANIZATIONS MUST COMPLETE THIS FORM.

It is strongly encouraged (not required) that the figures presented herein are explained in a budget narrative as part of your narrative component to this application. Also, make sure that you meet the match requirements of any grant request. For project or program applications this chart need only reflect your projects budget.

Use **TAB** to populate fields.

	Actual 2021 (1/21 - 12/21)			
<b>A. Personnel</b>	<b>Grant Request</b>	<b>Matching Funds Cash</b>	<b>Matching Funds In-Kind</b>	<b>Total</b>
Administrative Salaries (staff)				
Artistic Salaries				
Technical/Production Salaries (IT, etc.)				
Fringe Benefits				
<i>SUBTOTAL PERSONNEL:</i>				
<b>B. Outside Fees &amp; Services</b>				
Artistic (contracted)				
Other (contracted)				
<i>SUBTOTAL OUTSIDE FEES AND SERVICES:</i>				
<b>C. Capital Expenditures</b>				
Acquisitions	N/A			
Other	N/A			
<i>SUBTOTAL CAPITAL EXPENDITURES:</i>				
<b>D. Other Operating Expenses</b>				
Space Rental				
Marketing (advertising, PR, etc.)				
Travel & Transportation				
Phone & Postage				
Facility Maintenance				
Rentals (port-o-johns, etc.)				
Supplies & Materials (includes printing)				
Insurance				
Technical/Production (non-personnel)				
Hospitality (Food expenses/Room & Board)	N/A			
Other (itemize if over 5% of Line E below)				
<i>SUBTOTAL OTHER OPERATING EXPENSES:</i>				
<b>E. TOTAL CASH EXPENSES (A+B+C+D)</b>				
<b>F. TOTAL INCOME (from Chart C)</b>				
<b>G. Total Annual Deficit/Surplus (F minus E)</b>				

**FINANCE CHART - INCOME (FORM C)**

<b>Applicant Organization:</b>	
Please round to the nearest dollar. All organizations must complete this form.	
	<b>2021 Actual (1/21-12/21)</b>
<b>A. Earned Income</b>	
Admissions (Ticket Sales, registrations)	
Contracted Service Revenue (Rides, etc.)	
Merchandise, concession, ad sales	
Other (Property sales and all investment income to be spent)	
SUBTOTAL EARNED INCOME:	
<b>B. Contributed Income/Private (Itemized in Form D: Fundraising)</b>	
Corporations & Businesses	
Foundations & Non-Profits	
Individuals & Other Private Sources	
SUBTOTAL CONTRIBUTED INCOME/PRIVATE:	
<b>C. Contributed Income/Government</b>	
Government Grants (other than this grant)	
SUBTOTAL OF ALL CONTRIBUTED INCOME/GOV.:	
<b>D. Other Income</b>	
CASH (include carry-forward surplus an unearned and non-contributed)	
LOANS used to support the activities of the organization	
CAPE MAY COUNTY C&H AWARDS (Requested in 2021) Only the first 75%	
SUBTOTAL OTHER INCOME:	
<b>E. TOTAL INCOME</b>	

**FINANCE CHART - FUNDRAISING (FORM D)**

**Applicant Organization:**

Please round to the nearest dollar. All organizations must complete this form.

<b>SOURCES</b>	<b>2021 Actual (1/21-12/21)</b>
<b>A. Corporations &amp; Businesses (List individually below)</b>	
SUBTOTAL CORPORATIONS & BUSINESSES:	
<b>B. Foundations &amp; Non-Profits (List individually below)</b>	
SUBTOTAL FOUNDATIONS:	
<b>C. Individuals</b>	
SUBTOTAL INDIVIDUALS:	
<b>D. Government (other than this grant)</b>	
SUBTOTAL GOVERNMENT:	
<b>E. TOTAL FUNDRAISING</b>	

**Final Budget Narrative**

Please use the space provided to explain any budget discrepancies or highlight anything that you wish from the financial forms.