



An NJSL Grant Opportunity

REV 250: Examining the Semiquincentennial through a Jersey Lens

*An opportunity for public libraries to celebrate
New Jersey's contributions and place in history.*



An NJSL Grant Opportunity

Agenda

Intro

- Purpose
- Funding
- Grant period
- Eligible applicants

Project categories

- Digitization
- Public programming
- Special collections

Partners

Application – Guideline and process

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Purpose

Libraries are revolutionary places and instrumental in safeguarding community history. They are uniquely positioned to highlight and share information about the semiquincentennial.

Each library knows its own communities best, and is best poised to help establish a meaningful program.

While the grant has been created using the semiquincentennial as inspiration, any project that focuses on a period, event, or person of compelling historic importance to your community is welcome.

Important Dates

Date	Activity
1/31/2025	Release of grant guidelines
	Application Introduction and guidance webinar
2/5/2025	Application portal opens
	Recorded webinar will be posted to the NJSL YouTube site
2/10/2025	First application Q&A document posted to the NJSL website (Updated weekly through 3/17/25)
3/21/2025	Application portal closes at 11:59pm
4/30/2025	Grant awards announced on or around this date
11/30/25	Progress Reports due
4/30/26	End of projected project spending
6/30/2026	Final Reports due



Guidelines

The grant guidelines are available online and have all the information you will need.

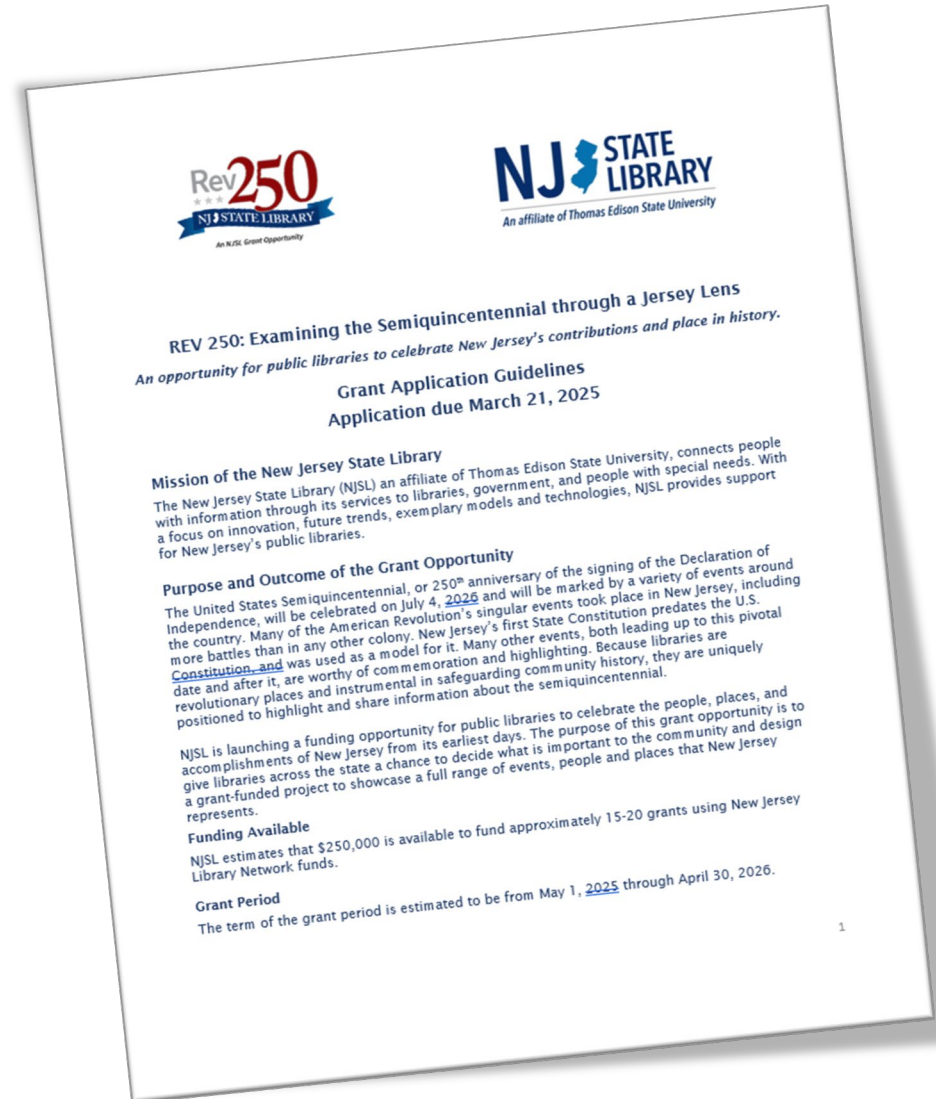
https://www.njstatelib.org/services_for_libraries/grant-opportunities/rev250/#guidelines

You can also email any questions to

Grants@njstatelib.org.

We will answer you directly and also publish a weekly Q&A online.

https://www.njstatelib.org/services_for_libraries/grant-opportunities/rev250/#q--a



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Possible partners

- Museums
- Schools
- Institutions of higher education
- Nonprofit organizations
- Local historical societies
- Tribal Organizations
- Local community groups such as culturally-based community centers
- Civic groups with a demonstrated interest in history

1

Option One: Digitization

Per grant award available: between \$10,000 and \$25,000

Purpose: Safeguard and provide access to Historic Community Materials

Suggested uses of grant funds include, but are not limited to:

- Scanners, audio recording equipment, and other technology tools
- Software and licenses for 3-5 years
- Online training for library staff
- Technology kit to be lent to community groups
- Outsourcing digitization of materials
- Acquisition and digitization of materials (such as local family or business archives)

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Option Two: Public Programming

Per grant award available: between \$2,500 and \$10,000

Purpose: Highlight a cultural, educational, artistic or historic event of local importance

Suggested uses of grant funds include, but are not limited to:

- Host a series of informational programs and/or speakers
- Provide opportunities for community engagement and civic learning
- Collaborate with and help amplify established local events
- Acquire library materials related to or to be used to support this New Jersey history project



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Option Three: Special Collections

Per grant award available: between \$2,500 and \$7,500

Purpose: Build Community Knowledge through Collections

Suggested uses of grant funds, not mutually exclusive:

- Acquisition of library materials related to New Jersey history (authors, local residents, biographies, history, etc.)
- Collaboration with local authors or special groups to support and communicate about the history project
- Engage consultant to help curate a grant-funded collection
- Display equipment or furniture to showcase historical and/or grant-funded collection(s)

Application Process

Please keep the following guidelines in mind when developing the proposal:

An applicant may submit applications for different opportunities, but if more than one application is submitted, the applicant should rank them in order of importance. Each opportunity will be evaluated independently but only one award per applicant will be made.

- A webinar will be presented on January 31, 2025, reviewing these guidelines and answering questions live.
- A recording of the webinar will then be available online <https://www.njstatelib.org/rev250grant>
- Applications will only be accepted through the NJSL Foundant platform <https://www.grantinterface.com/Home/Logon?urlkey=njsl>
- A facsimile application is available online. <https://www.njstatelib.org/rev250grant>
- Additional questions may be submitted by email to grants@njstatelib.org.

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General Application Criteria

Only complete applications received by March 21, 2025, will be reviewed.

Complete applications must be submitted through NJSL Foundant portal.

All eligible applications will be reviewed by a three-member evaluation panel and scored on a 100-point scale.

Application Questions/Technical Assistance

Applicants may email questions to grants@njstatelib.org

An initial question and answer document will be posted on NJSL's website by February 10, 2025 and will be updated once per week through March 17, 2025.

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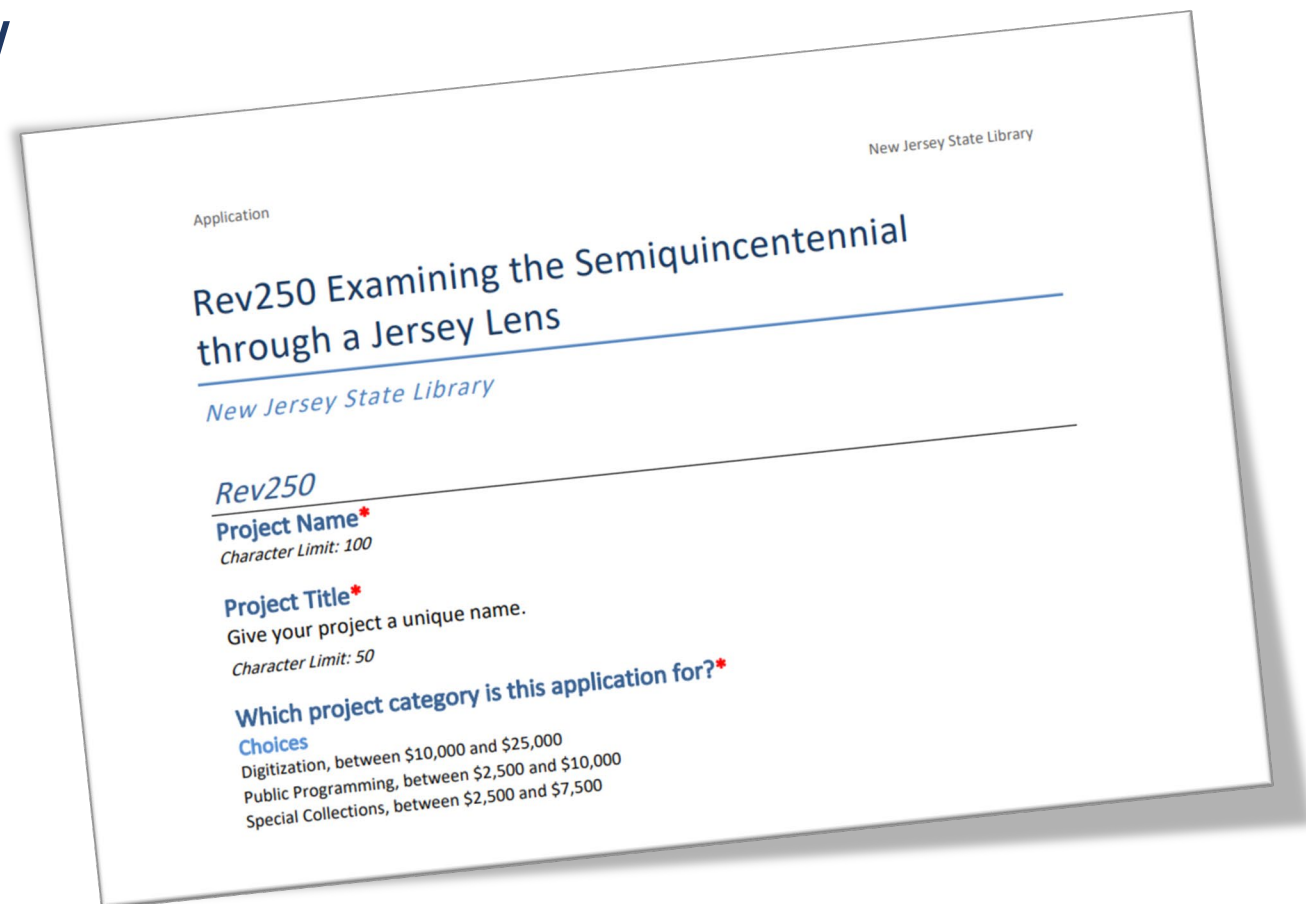
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Application Review

A successful application in Foundant will discuss the rationale for the project, including

- Historical subject or issue and community need or interest
- Project Plan, Activities, Established Timeline
- Organizational Capacity
- Budget with narrative explanations of how costs were derived



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1. Historical subject or issue and community need or interest

(20 points, maximum)

A complete response will:

- Demonstrate the needs of the community by describing the exact materials to be digitized or acquired, or programming planned.
- Explain the historical significance to the community
- Describe the services and/or resources that this project will provide, touching on how the proposed project addresses identified needs of the community.
- Outline at least one intended goal.

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2. Project Plan, Activities and Timeline

(40 points, maximum)

A complete project plan may include the following, as appropriate:

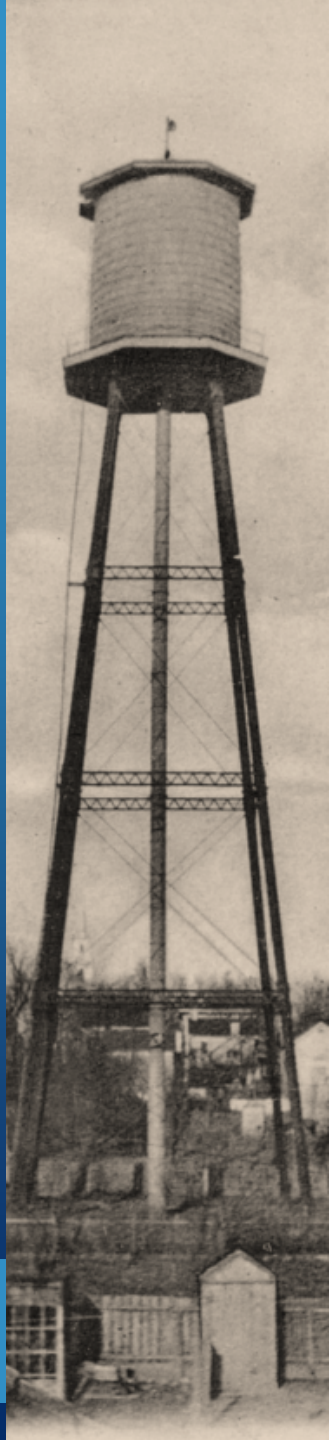
Describe each major project activity, milestone and/or strategy in sufficient detail. (Detailed list in application)

A complete timeline will:

- Identify major project components.
- Provide estimated dates of completion.
- Identify responsible parties.

Start Date	Stop Date	Activity





3. Outcomes and Evaluation

(10 points, maximum)

A complete response may discuss the following, as applicable:

- Discuss how the project activities are designed to result in changes in participants' behavior, knowledge, skills.
- Describe how participation will be measured during the grant period.
- Describe how information gathered during the grant period will be evaluated to consider the project's effectiveness and areas for improvement.
- Be sustained beyond the grant period, as appropriate.
- Contribute to stronger relationships with community organizations, including project partner(s), if applicable.

4. Budget and Narrative Budget Justification

(30 points, maximum):

A complete response will:

- Detail all necessary, reasonable, and allocable expenditures anticipated that align with the project goals.
- Provide a detailed explanation of the intended use of the requested funds, based on the categories listed in the application budget.
- Quotes, estimates, mileage, and other methods of calculating budget items should be detailed in the budget justification.
- Budget estimates for proposed contractor services should correspond with reasonable approximations for the activities to be performed.

Budget information

- There is a required Budget Template in the application.

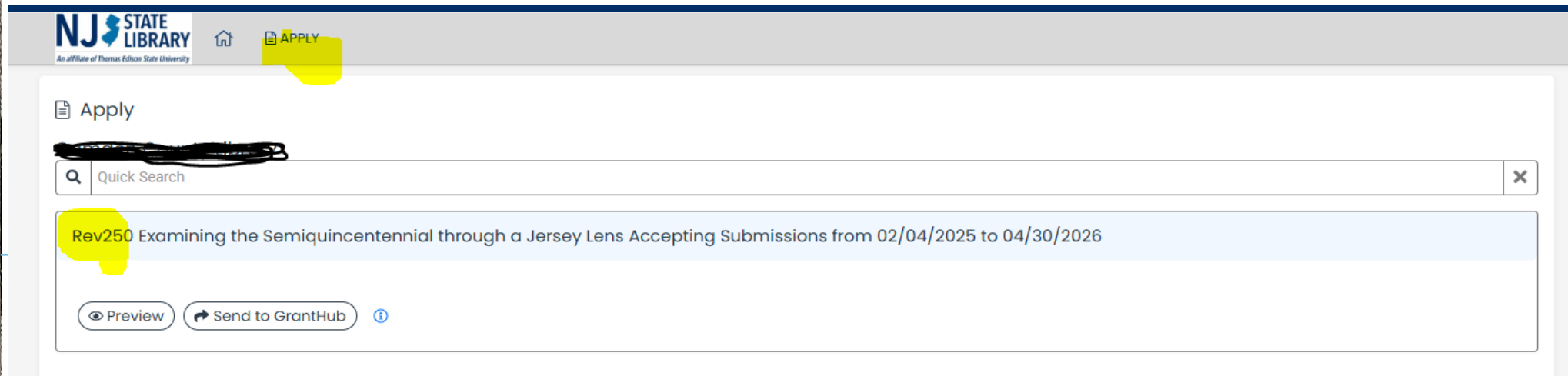
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BUDGET SUMMARY FORM			
Applicant Name:			
Project Title:			
		Grant Funds	Local Funds*
A. Consultant Fees - list costs of activities to be undertaken by 3rd parties for the project			
1	Consultant One (name)		\$0.00
2	Consultant Two (name)		\$0.00
3	Other ()		\$0.00
Subtotal Consultant Fees		\$0.00	\$0.00

- All expenditures/costs must be allowable, reasonable, allocable, and necessary for the grant.
- NJSL will provide 90% of the awarded amount when the grant agreement is signed. The remaining 10% will be awarded when the final report is submitted to NJSL.
- The final report must include all necessary financial records that document how the funding was spent and a brief narrative describing the project's outcomes.

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How to apply

1. Click link to log into Foundant: <https://www.grantinterface.com/Home/Logon?urlkey=njsl>
2. Create a Profile
3. Once a profile is created and you've created a password. Once you enter the system there will be a an 'APPLY' button.
4. Click 'APPLY', all the active applications will appear on your dashboard.



Reporting and Monitoring

Grant recipients must submit mid-year and final reports to NJSL.

The mid-year report will be due on November 30, 2025 and will ask:

- How is your project going?
- Are you running into any unanticipated problems/challenges?
- Are you on track to meet the goals of your grant?

The final report will be due June 30, 2026.

In addition to a brief narrative description, grantees should be prepared to submit the following data, as applicable, along with a final expenditure report

- Project outputs
- Expenses incurred with invoices and proof of payment
- Important findings and outcomes
- Lessons learned that could impact other libraries
- Photographs and samples of program promotion would be appreciated

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Rev 250

NJ STATE LIBRARY

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Questions?

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Looking forward to receiving your applications!

<https://www.njstatelib.org/rev250grant>

1/31/2025

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