Supporting Documents Checklist – Heritage Tourism

Below is a list of all supporting documents that should be included on your USB drive (note that some attachments are required while others may not apply to you). <u>Please organize all supporting documents into corresponding folders labeled by Attachment.</u> You must also include a table of contents that lists all documents included on the USB. Below is a checklist of all documents that should be included as well as a screenshot of how the documents should be organized.

Check off all the documents that you have included:

☐ Table of Contents

Attachment A – Applicant Information
☐ IRS 501(c) Determination Letter
☐ Applicant's Governing Body/Board Resolution and Assurances
☐ Notice of Charities Registration Number (required for non-profit applicants only)
☐ None of the above

Attachment B – Property Ownership
☐ Owner Approval
☐ None of the above

Attachment C – Resource Information & Historic Significance
☐ Most recent nomination form or eligibility statement

    ☐ If the property is <u>individually listed</u> in the State or New Jersey Register of Historic Places, include a copy of the ***complete*** nomination form (not just the HPO list showing that your resource is listed in the State or National Registers). OR

    ☐ If the property is <u>included in a historic district</u> listing as contributing to the district, include all relevant pages of the nomination form. If the property is located in a historic district, but not specifically noted as contributing, submit all relevant pages and a letter from the State Historic Preservation Office (SHPO) certifying that it is a contributing resource. A certification letter must be requested from the SHPO **at least 45 days before** the application deadline. OR

    ☐ If the property is not listed in the State or New Jersey Register of Historic Places, include a letter from the State Historic Preservation Office (SHPO) certifying eligibility for listing of a site in the New Jersey Register, or certifying that a site listed in a historic district is a contributing property. A certification letter must be requested from the SPHO **at least 45 days before** the application deadline.

    ☐ If the Certificate of Eligibility (COE) is 10 years or older, include an updated letter from the State Historic Preservation Office (SHPO) certifying eligibility for listing of a site in the New Jersey Register, or certifying that a site listed in a historic district is a contributing property. A certification letter must be requested from the SPHO **at least 45 days before** the application deadline.

☐ None of the above

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Attachment D – Scope of Work
☐ Heritage tourism regional plan or initiative that this project is part of
☐ Scope Statement (Preliminary Scope of Work, Requests for Proposals (RFPs), proposals received and/or selected, or written statement describing the scope of work and the professional qualifications that will be required)
☐ Proposed fees and estimates
☐ Resume/credentials of proposed and/or selected consultant team
☐ None of the above

Attachment E – Project Budget
☐ Project Expenditure Worksheet

Attachment F - Organizational Ability
☐ Resume/Credentials of Project Manager/Project Team
☐ Documentation of match-in-hand
    ☐ Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
    ☐ County or municipal government applicants must provide a governing body resolution committing specific matching funds
☐ Organization's current year-to-date balance sheet showing income and expenses to date and past year's summary balance sheet showing income and expenses (required for non-profit applicants only) ☐ None of the above

Attachment G – Public Access & Benefit
☐ Documentation of visitor-readiness (marketing collateral, advertisements, etc.)
☐ Letters of Support
    ☐ Letters of Support from individuals/groups that benefit from your resource and/or programming
    ☐ Legislative Letters of Support
☐ Documentation of community support/engagement (press releases, news articles, flyers, programs, etc.) This includes documentation that supports your efforts to participate in one or both of the special initiatives.
☐ None of the above

Attachment H – Photographs
☐ Labeled Photos and Photo Identification Sheet (photographs must be uploaded as JPEG files, not as PDFs)
    ☐ Photo Identification Sheet that identifies the included photos by number and briefly describes each photograph
    ☐ If the project focuses on one resource, include photographs showing the resource as a whole
    ☐ If the project focuses on more than one building, include photographs that show each of the buildings (be sure to label the photographs in the Photo Identification Sheet)

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☐ Any additional miscellaneous documents (including any completed research that supports the project request)

☐ None of the above

Sample Screenshot of how the USB Folders should be organized:

* Please only label the attachment folders as shown below (Attachment A, Attachment B, etc.). Do not use additional information

Project Title Grant Application Attachments

Name

- Attachment A
- Attachment B
- Attachment C
- Attachment D
- Attachment E
- Attachment F
- Attachment G
- Attachment H
- Table of Contents