

**Project Name\***

You can simply use the name of your organization as the project name, as it will only be used internally to identify your application.

**Mission and Audience\***

What is your organization's mission and/or vision? Briefly describe your program areas or services offered and the audience(s) who usually participate, including geographic areas or particular communities served.

**Budget\***

What is your organization's operating budget?

**Program Interest\***

How do you imagine the Community History program will benefit your organization? Why are you interested in incorporating history into your work? Have you done any history work in the past?

**Topics and Community\***

What are some of the people, places, and/or time period(s) that either your organization or your community may be interested in exploring? Is there a goal you hope to achieve by working with a certain community (or members of that community) with your project?

Keep in mind that your topical focus or project plan will evolve throughout the program. It is also okay to not yet have a potential topic or to be considering multiple ideas. Please tell us if that is the case.

**Project Team\***

Organizations accepted into the Community History program must commit to having at least one (and preferably 2-3) project team members represented at all learning sessions, meetings, and program activities. Participants may be staff members, volunteers, board members, or anyone else who you would like to have on your team. Who will commit to participating from your organization? If you are not yet certain who will participate, please give us as much information as you know to date.

**Funding Agreement\***

Community History is NOT a grant program. The emphasis of this program is on skill-building, project development, and cohort support. All organizations participating in the core program receive a \$1000 participation award upfront at the beginning of the program. And all organizations who complete the program are eligible to receive additional funding (up to \$5000) to pilot the project created during the program, pending approval of the project plan and budget the cohort and NJCH program staff. Organizations may opt out of piloting their project if they do not have the capacity to continue with the program beyond the learning sessions and/or project development stages.

My project team understands that this is not a grant program.

My project team is committed to the learning aspect of this program and will not begin project implementation until project plans and budgets have been approved by the cohort.

**Learning and Engagement Agreement\***

Community History requires a significant time investment from participants. Each organization must commit to having at least one, and preferably 2-3, project team members represented at all sessions. There is also a significant amount of project work that happens in between sessions,

which is why we recommend setting aside at least 2 hours per week for this program, even during weeks when there are no program meetings. Approximate program dates (exact dates TBD):

- Full-Day Workshop 1 (full cohort, in person, all day): March 6, 7 or 8, 2024
- Full-Day Workshop 2 (full cohort, in person, all day): March 20, 21, or 22, 2024
- Learning session (full cohort, virtual, 2 hours): week of April 8, 2024
- Learning session (full cohort, virtual, 2 hours): week of May 6, 2024.
- Learning session (full cohort, location TBD, 2 hours): week of May 29, 2024.
- Learning session (full cohort, virtual): week of June 24, 2024.
- Individual meetings and optional group meetings: July-August 2024.
- Group Project Plan and Budget Approval (full cohort, in person): September 2024.

Dates for program activities will be finalized once the cohort is selected. We will do our best to accommodate everyone's needs, but scheduling for a large group of people will require flexibility from everyone involved. Organizations that do not wish to participate in these learning experiences and meetings should not apply for this program; they are required for all participants.

My project team will be represented at all sessions and will complete project work on this schedule.

My project team is unable to manage this schedule.

### **Required Interview\***

All applicants must attend a required 30-minute interview by January 26, 2024. At least one prospective project team member must attend this interview; others are welcome as well. The interview is intended to introduce applicants to program staff, answer questions, and ensure that each applying organization understands the expectations of the program.

Please use this Calendly link to schedule a time slot for your interview and include the names and contact information of those who will attend the interview below. If you know any questions about the program that you would like to be addressed in the interview, feel free to include the information below.

### **Evaluation of Applications\***

All applications will be reviewed by program staff as well as a group of previous program participants. In the vein of transparency, applications will be evaluated according to the following criteria.

The most successful applicants will be those who:

- Show a strong interest in learning how to do history-based work.
- Make a compelling case for the value of this program to their work.
- Demonstrate their commitment to attend all learning sessions and fully contribute to cohort-style learning.
- Indicate an existing relationship with the community they wish to investigate AND/OR have experience working closely with community members in their work.
- Indicate a commitment to raising up untold stories and underrepresented voices.
- Express a desire to allow the community to help shape their project.

The applicant acknowledges the evaluation criteria and has done their best to address them in this application.