



2025 Community History Application

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 communities served.

Organizational Structure*

Who does the work that your organization does? Please give us information about the set-up of your paid staff, volunteers, and board members, providing numbers when possible. Please use a list if that is easier than writing a narrative response.

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 and/or new community-engagement models 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. Having more than one participant gives you coverage in case of sickness, family emergencies, or other conflicts with program activities. Participants may be staff members, volunteers, board members, or anyone else interested in contributing to your project and attending program events.

Who will commit to participating from your organization? Will you have a leader for the project? If you are not yet certain who will participate, please give us as much information as you know to date.

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. Important program dates (all workshops & learning sessions will take place on Thursdays; learning sessions 3-6 may be in person or virtual):

- February 13, 10am-3pm: In-person Workshop 1
- February 27, 10am-3pm: In-person Workshop 2
- March 20, 10am-12pm: Learning Session 3
- April 17, 10am-12pm: Learning Session 4
- May 15, 10am-12pm: Learning Session 5
- June 5, 10am-12pm: Learning Session 6
- June-August: Individual meetings and optional cohort meeting
- September 15-26, 2025 (exact date TBD): In-person Project Proposal Presentations

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 participating organizations.

My project team will attend all sessions and complete project work on this schedule. []

My project team is unable to manage this schedule. []

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 program's start. 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 by 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.

Please check the boxes to confirm your agreement to each statement.

We understand that this is not a grant program. []

We are committed to participating in all program activities. []

We will not begin project implementation until project proposals have been approved (October 2025). []

Required Interview*

All applicants must attend a required 30-minute interview by December 20, 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. You are welcome to schedule your interview before or after you submit your written application.

Please use this [Calendly link](#) to schedule a time slot for your interview and include the names and contact information (email) of those who will attend the interview below. If you have 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 and a group of previous program participants.

The most competitive applicants will be those who:

- Show a strong interest in learning how to do community-based history 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 the desire to build that relationship.
- 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. []