

Activation, Revitalization, and Transformation (A.R.T.) – Phase II Program Applicant Checklist

Applicant Name	
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Required Items for A.R.T. – Phase II Grant Program:

1. Online applications will be accepted during a defined, minimum 60-calendar day application period. All applications will be reviewed following the closure of the application period.
2. All documentation listed in this section must be submitted for application to proceed to the Scoring Phase of the application process.
3. Documents listed in this section are eligible for *curing* during the 10-business day *cure* period. (If NJEDA Staff Reviewers determine that there is an issue with any of the Eligibility documents [Items 1 – 8 below], applicants will be notified via email. Applicants will then have 10-business days to submit documents NJEDA Staff Reviewers have specified, to move their application forward to the Scoring Phase of the application process.)
4. All documents must be the official document as issued by certifying entity. No emails, transcripts, summaries, or other alternate verification documents can be used to satisfy the documentation requirements listed below.

	1. Completed online application
	2. Current Tax Clearance Certificate from the NJ Division of Taxation How to Use NJ Premier Business Services to Obtain Certification
	3. Mapping Tool Download -shows eligible Project location
	4. IRS Determination Letter- IRS must determine applicant is a 501c3, 501c6 or 501c19
	5. Complete the Project Sources and Uses Form Art Project Sources and Uses Template
	5a. Provide all project Sources, the Total EDA grant amount requested in Sources
	5b. Provide all project Uses, the Total Eligible Costs listed in Uses (Please note: Total Uses MUST equal Total Sources.)
	6. Formation document for the applicant entity. Not-for-Profit: Certificate of incorporation and bylaws. Out of State: If the business was formed out of state but operates within the State of NJ, the Certificate of Authority that was obtained by the business in home state must be presented. Same certification as was registered in NJ must be provided. Please note:

	<p>a) Formation Document must be issued by a US state or territory, including the State letterhead and State seal.</p> <p>b) Formation Document must list the type of corporate entity</p> <p>c) Formation Document must list the official corporate name</p> <p>d) Name on Formation Document must match the Applicant’s name on Application</p> <p>e) Formation Document must be dated</p> <p>f) Formation Document must be signed or sealed by a state officer or employee</p> <p>g) Businesses using a DBA name must also provide a Certificate of Alternate Name, Registration of Alternate Name or Trade Name Certificate (filed with County Clerk)</p>
	7. Project Summary-must list eligible project uses
	8. Project Timeline Schedule that demonstrates the project will be completed prior to 12/31/26.
Scoring Section	
<p>Documents provided in section below will be reviewed by the NJEDA Scoring Committee, If all Eligibility Documents required (1-8 above) have been submitted satisfactorily.</p> <p>Applicants may not submit corrections, cures, edits or replacements for any document listed in the Scoring Section below.</p>	
	<p>9. Provide project description with cost estimates.</p> <p>a. Include Final plans or Preliminary plans for the proposed project/program.</p> <p><i>(Scoring Criteria Question #1)</i></p>
	<p>10. Provide <i>Site Use & Access</i> documents.</p> <p>Please demonstrate the ability to obtain site control through:</p> <p>Draft or executed documents such as: (signed by both parties) lease, deed, permits, Ordinance showing approval, local board approval, rental agreement, Board memo, City Ordinance, or Letter of agreement between owner of site/space and applicant organization detailing terms of usage.</p> <p><i>(Scoring Criteria Question #2)</i></p>
	<p>10a. Does the address on the <i>Site Use & Access</i> document match the address on the Application?</p> <p><i>(Scoring Criteria Question #2)</i></p>
	<p>10b. Does the address on the <i>Site Use & Access</i> document match the address in the document downloaded from the NJEDA Mapping Tool?</p> <p><i>(Scoring Criteria Question #2)</i></p>

	<p>11. Provide narrative statement and documents describing increase in foot traffic.</p> <p><i>(Scoring Criteria Question #3)</i></p>
	<p>12. Provide explanation of the level of experience your organization has with similar projects/programs that demonstrates your ability to complete the proposed project/program successfully.</p> <p><i>(Scoring Criteria Question #4)</i></p>
	<p>12a. Provide project/program examples and documentation to support your explanation.</p> <p><i>(Scoring Criteria Question #4)</i></p>
	<p>13. Provide examples of how project/program will mitigate COVID impacts and build community resilience through its short-term impact (within 1 year of completion) on the local economy, as it relates to local businesses, local employment, local arts and culture production/performance, exhibition, preservation and or education.</p> <p><i>(Scoring Criteria Question #5a)</i></p>
	<p>13a. Provide examples of how project/program will mitigate COVID impacts and build community resilience through its long-term impact (after 1 year of completion) on the local economy, as it relates to local businesses, local employment, local arts and culture production/performance, exhibition, preservation and or education.</p> <p><i>(Scoring Criteria Question #5a)</i></p>
	<p>14. Provide examples and/or narrative of how project will activate vacant or underutilized space post-COVID.</p> <p><i>(Scoring Criteria Question #5b)</i></p>
	<p>15. Provide examples and/or narrative how project will contribute to the community's vision post-COVID?</p> <p><i>(Scoring Criteria Question #5c)</i></p>
	<p>16. Provide a narrative (250 words or less) about how the primary focus of your organization is centered around arts and culture.</p> <p><i>(Scoring Criteria Question #6)</i></p>
	<p>16a. Provide up to 3 pieces (max.) of documentation that demonstrate your organizational focus.</p> <p><i>(Scoring Criteria Question #6)</i></p>
	<p>17. Provide Proof of Partnership(s) with Letter(s) of Intent documenting the commitment and scope of the partnership(s) you plan to engage in to complete this project/program.</p> <p>*Provide one Letter of Intent for each partnership that you will be engaged in for the scope of the project/program.</p> <p><i>(Scoring Criteria Question #7)</i></p>