

County of Warren Bicentennial Cultural & Heritage Affairs Historic Marker Grant Program



Warren County Board of County Commissioners Warren County Bicentennial Cultural & Heritage Advisory Board

DEADLINE FOR SUBMISSION OF APPLICATION PACKET

Electronic submission due on or before: **3:00pm, Friday, October 28, 2022**

Please email application packet to the following individuals:

- **Gina Rosseland**, Assistant Administrator of Cultural & Heritage Affairs
(grosseland@co.warren.nj.us)
- **Jennifer Correa-Kruegel**, Community Service Aide, Department of Land Preservation
(jkruegel@co.warren.nj.us)

Postal Mail or Physical Drop-Off due on or before: **3:00pm, Friday, October 28, 2022**

Warren County Department of Land Preservation

500 Mt. Pisgah Ave

P.O. Box 179

Oxford, New Jersey 07863

908-453-4381

If you have any questions pertaining to this grant, please contact **Gina Rosseland** at 908-453-4381 or **grosseland@co.warren.nj.us**.

The Warren County Board of Commissioners and the Bicentennial Cultural & Heritage Advisory Board are administering a matching-grant for Historic Grant Markers to municipalities within Warren County, New Jersey in advance of the county's Bicentennial anniversary.

CRITERION AND REQUIREMENTS

GENERAL CRITERIA

Historical markers are designed to span generations. By installing historically-based signage, you are doing a service to your community and the public at large. To ensure the relevance of the signage to Warren County history, particularly relating to our County's Bicentennial, the follow criteria has been established: The site to be recognized must be located in Warren County, New Jersey.

- The marker inscription must be confirmed using primary source documentation.
- The subject must be historically significant to the larger community and beyond.
- Inscriptions must be clear about why the subject (i.e. person, place, thing, and event) is historically significant.
- Key dates must be included when necessary for framing context; however, the inscription should not be written simply as a list of dates.
- The markers must strive for historical accuracy with primary source documents (immediate, first-hand accounts). The applying agency must provide photocopies of sources and specific statements used to verify historical facts.

OTHER CRITERIA TO BE CONSIDERED

- The site is significant to the history of Warren County, New Jersey.
- The site:
 - Is associated with events that have made a significant contribution to the broad patterns of our history.
 - Is associated with persons or groups whose lives were significant in our past.
 - Embodies the distinctive characteristics of a type, period, or method of construction, represents the work of a master, or possesses exceptional artistic value.
- The site that is on, or eligible for placement on the state or national register of historic places.
- The markers may be applied to new signage: one large sign, multiple signs or replacing current signs.

REQUIREMENTS

- Signs must be purchased by the municipality and installed prior to receiving the \$500 reimbursement from the County of Warren and the Bicentennial Cultural & Heritage Advisory Board. This program will not reimburse for sign costs incurred prior to the municipality receiving written approval from the County.
- The municipality must provide at least 50% of the cost of the sign.
- The site must be open to the public and/or viewable from the public way (road, sidewalk, etc.)
- For historical sites that are privately owned (but viewable by the public), the site's owner must give written permission for the erection of the marker. A copy of the property owner giving permission for sign must be included in the application packet.
- Photographs of the location for signage must be provide with application and a member of the Advisory Board may schedule a possible site visitation.

HISTORIC MARKER GRANT AMOUNT

The County of Warren has designated **\$500 per each** of its twenty-two municipalities and in turn, the municipalities will be required to match with a minimum of \$500 for the historic marker. County reimbursement monies will be distributed following proof of municipal payment and sign installation. The County of Warren shall be acknowledged on the sign for the gifting of grant monies.

BUILDINGS, CEMETERIES, FARMS, PLACES OF WORSHIP, & SCHOOLS

The historical marker program seeks to identify and highlight a variety of people, sites, and events that relate to our county's past, including:

Buildings & Homes

Regardless of the structure, primary sources must provide the building or home's historical significance. If this relates to a person who lived in the structure, demonstrate how the person's historical significance had an impact on the larger community (i.e. town, county, state and national).

Cemeteries

Determine if any notable figures are interred there. That information should be incorporated into the marker subscription and must be proven with primary sources.

Event(s)

Describe a historical event that was significant to your town, community, the County or State.

Family Farms

Demonstrate the farm's historical significance to the larger community. For example, its operation did something considered "pioneering" or had a far-reaching impact, or the farm property retains important features unique to the area (e.g. limekilns, foundations or original structures). If this relates to a person who lived and/or owned the farm, determine how the person's historical significance had an impact on the larger community (i.e. town, county, state and national).

Person or Persons

Determine a notable figure who contributed to your community, the State or National as a whole—militarily, socially, economically (business, agriculture, industry, etc.), politically, and more.

Example: John Smith was a military veteran who served in the Civil War, in the 15th New Jersey. He owned a large farm, a grist mill, and a dairy.

Places of Worship

Identify connections to noteworthy events and/or historical figures.

Other Sites

If there are other sites and/or locations within your municipality that are significant and in need of description, these may be included for this historical grant marker project.

Schools

The marker will commemorate a school building that still exists or even remains an active educational site or have historical relevance to the community, County and/or State. Applications that also prove a noteworthy individual attended are encouraged.

PROCEDURE

1. A Historic Marker Grant Program application must be submitted to the Division of Cultural & Heritage Affairs at Shippen Manor no later than **3:00pm, Friday, October 28, 2022**. To be eligible for reimbursement, the application must be submitted before the purchase of signage. If approved, the County of Warren and the Bicentennial Cultural & Heritage Advisory Board (“Bicentennial Advisory Board”) will provide \$500 to each respective municipality.

2. Staff and members of the Bicentennial Cultural & Heritage Advisory Board (“Bicentennial Advisory Board”) will assess the information, integrity of the site, and the general suitability of the location for a marker.
 - a. Any voting member of the Advisory Board will recuse him/herself from any conflicts of interest pertaining to the individual municipalities.

3. The Warren County Commissioners have designed \$500 for each municipality to request once they have proven purchase and installation of the pre-approved historic marker. Receipts and other documentation will be required for reimbursement. This is a one-time grant and municipalities cannot apply for multiple grants. It is up to the individual municipality to find its own sign company.

4. Installation of the approved sign shall be completed prior to **December 31, 2023**. Any requests for extensions will be subject to review by the Bicentennial Cultural & Heritage Advisory Board.

HISTORIC MARKER GRANT PROGRAM TIME LINE

Dates	Descriptions
10/28/22	Application Packets and supplementary documents are <u>due</u> .
11/15/22	Bicentennial Cultural & Heritage Advisory Board will <u>review all applications</u> in an impartial manner; recommend for funding. Any member of the Advisory Board will <u>recuse</u> themselves from a conflict of interest relating to respective municipalities.
12/14/22	County Board of Commissioners’ <u>resolution to award monies</u> already designated for each municipality.
Before 12/31/23	<u>Proof of Installation</u> (images, site map, possible visitation by member of Advisory Board)
After Installation	Reimbursement made to municipalities in a <u>one-time payment</u> after receipt of documentation to show that the sign is complete (receipts, photographs, etc.) and appropriate payment vouchers are completed.



County of Warren Bicentennial Cultural & Heritage Affairs Historic Marker Grant Program Application Check List

NAME OF
MUNICIPALITY

APPLICATION CHECK LIST

Please complete the entire application.

Any questions regarding the application process can be directed to Gina Rosseland (908) 453-4381, x. 224 or grosseland@co.warren.nj.us.

Please mark an “x” next to the following:

X	CHECK LIST
	Provide Statement of Significance (explain historical relevance of signage)
	Provide photographs, mockups, or other examples of sign to be installed
	Enclose a map and photograph to show placement of proposed marker

Please include this page as the cover for your application packet.

Print Name of Contact Person (Individual Completing Application Packet)

Signature of Contact Person (Individual Completing Application Packet)

Date

*Person signing documentation must also be the one completing the application process.



County of Warren Bicentennial Cultural & Heritage Affairs Historic Marker Grant Program Application

		Date of Application	
Name of Municipality			
Address of Municipal Town Hall			
Phone Number for Town Hall		Email	
Name of Contact Person			
Phone Number of Contact Person		Email of Contact Person	
MARKER DESCRIPTION			
Title of Marker			
Subject of Marker			
Location of Proposed Marker			
Property Name (if applicable)			
Address (street & number)			
Town			
County	Warren	State	New Jersey
		Zip Code	
GPS Decimal Coordinates	Latitude (Ex. 40.80445)		Longitude (Ex. - 74.99682)
Indicate relevance of location to subject of marker:			
Owner(s) of Property upon which marker is to be erected.			
<i>Please include a signed letter of permission from the owner of the property with this application.</i>			
What will it look like? (Provide a diagram or photograph or schematic separately.)			

Statement of Significance

The “Statement of Significance” should explain why the person, place, event or things to be marked deserves recognition on a Warren County (NJ) historical marker.

Please attach separately.

- Support all statements of fact with credible sources.
- Document facts in your “Statement of Significance” with footnotes or endnotes.
- Sources from the time of the topic being commemorated (primary sources) are strongly preferred over those that describe the topic years after the fact (secondary sources).
- Limit your “Statement of Significance” to no more than two pages of information. The Bibliography (including all sources) will be added to the end of the statement.

Please include name of municipality on all documentation.