



COUNTY OF UNION

DEPARTMENT OF PARKS & RECREATION

Victoria Durbin Drake, Director

January 22, 2026

Dear HEART Grant Recipient:

BOARD OF COUNTY COMMISSIONERS

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Chairman

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Vice-Chair

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County Manager

AMY CRISP WAGNER
Deputy County Manager

BRUCE H. BERGEN, ESQ.
County Counsel

JAMES E. PELLETTIERE
Clerk of the Board

Congratulations on your successful 2026 HEART Grant application. Included in this packet is the following:

- 2026 HEART Grant Contract
- Attachment A - Credit Information
- Attachment B – Cultural Calendar Requirement – **NEW**

Please return the signed contract, in the envelope provided by February 13, 2025. The contract requires the organization/individual's signature as well as a witness. Please make sure that both signatures are complete before mailing back the contract. Once fully executed, your contract will be uploaded to our grant portal, Foundant, for you to download.

Following contract execution, an initial Purchase Order will be sent for you to sign and return. Upon execution of the contract, you will receive the initial 50% payment and the final 50% payment will be issued **after** your final report is submitted and approved. **We cannot process your payments without these original signed forms.**

As for your program, we will be using a new calendar submission process, which will be emailed. This along with all publicity materials are required no later than 1 month prior to your program and/or event. Doing so ensures that your program is in contract compliance and everything is shared with the Commissioners Office.

Your final report is due 30 days after your program's completion or by November 15, 2026 and is already assigned to you in Foundant, our grant portal. Please call and or email me if you will need an extension or have an end of the year program.

I will be hosting a **grant workshop** on Tuesday, February 3, from 2:30 – 4 pm on Zoom. An email notice was sent out. I look forward to connecting with you that day and going over the grant program.

Best,

Nicole DeAugustine
HEART Grant Coordinator
Union County Office of Cultural & Heritage Affairs
633 Pearl Street
Elizabeth, NJ 07202
(908) 558-2563
ndeaugustine@ucnj.org

OFFICE OF CULTURAL AND HERITAGE AFFAIRS

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Elizabeth, NJ 07202

(908) 558-2550

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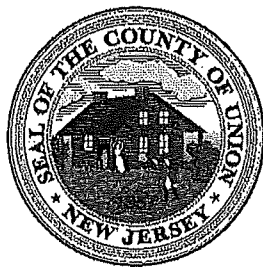
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2026 HEART Grant Credit Information

Credit must be given to the Union County Board of County Commissioners in all published materials, releases, and announcements of the GRANTEE regarding all public activities for which funds from this grant are used. This also applies to any promotional appearances on television and radio.

Said credit must read as follows and include the logo below:

**This program is made possible in part by a 2026 HEART (History, Education,
Arts Reaching Thousands) Grant from the Union County Board of County
Commissioners.**



**FUNDED BY THE UNION COUNTY
BOARD OF COUNTY COMMISSIONERS**

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Under no circumstances may the GRANTEE state or imply that its programs or activities are sponsored or co-sponsored by the Union County Board of County Commissioners.

2026 HEART Grant Event Calendar - NEW

New for 2026, all HEART grant programs and events must be submitted via our Office's Cultural Calendar. This requirement ensures that all HEART grant funded programs will be shared with the Commissioners.

All programs and events **must be submitted no later than 1 month prior to the program/event** and the link to access the form is: <https://ucnj.org/parks-recreation/cultural-heritage-affairs/cultural-events-calendar-submission-form/>

Thank you!



UNION COUNTY HEART GRANT AGREEMENT

THIS AGREEMENT is between the COUNTY OF UNION, Administration Building, Elizabeth, New Jersey, hereinafter referred to as the COUNTY; and

Township of Union School District

hereinafter referred to as the GRANTEE. In full consideration of all the services performed under this Agreement, the GRANTEE shall be compensated in an amount not to exceed **\$1,500** from Union County HEART Grant funds:

WHEREAS, the COUNTY desires the services of the GRANTEE to provide cultural projects and programs to the residents of the COUNTY in the form of

Our Garden of Dreams: A School Community Mural

as specified in the Grantee's 2026 application to the COUNTY for funds;

WHEREAS, the COUNTY OF UNION has sufficient funds for the above mentioned compensation; and

WHEREAS, the GRANTEE has represented that it is qualified to render and perform the services outlined;

NOW, THEREFORE, the parties consent and agree as follows:

1. The GRANTEE shall provide all services as outlined.
2. This Agreement shall commence and continue in full force and effect as per the agreed upon dates for the project as stated in the Grantee's proposal.
3. The GRANTEE shall be compensated for work or services performed upon submission of a properly executed County voucher, in conformance with established County payment policy. The GRANTEE shall receive up to 50% of the award in advance for immediate use.
4. The GRANTEE shall prepare and submit a **Final Written Report within 30 days** of completion of said work and services on forms provided by the COUNTY.

All Final Written Reports are due November 15, any changes to this date must be approved in writing. Final Reports shall include proof of payment for all items or services

purchased with grant and any matching funds. **Final payments will be issued upon acceptance of the Final Report.** To remain in good standing, all Reports concerning grant activity must be completed and filed in a timely manner. Failure to comply with these conditions may result in the loss of the grant.

5. The GRANTEE must conform to audit requirements from the New Jersey Office on Management and Budget Circular Letter 98-07 OMB, as applicable.

6. The COUNTY and the GRANTEE from time to time may request changes in the attached scope of services. Such modifications, including the scope of the project or changes to the agreed upon date, shall be approved by both parties in writing.

7. If, through any cause, the GRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement, the COUNTY shall have the right to terminate this Agreement by giving written notice of such termination and specifying an effective date. If this Agreement is terminated, the GRANTEE shall be paid for that portion of work completed in conformance with this Agreement. If for some unforeseen reason the work contracted under this grant is not undertaken or completed, the GRANTEE shall return any funds received under the grant to the COUNTY OF UNION.

8. The County of Union reserves the right to use reproductions of the work for County publicity and publication purposes, with appropriate acknowledgement.

9. The GRANTEE shall inform the Office of Cultural and Heritage Affairs well in advance of any funded programs and furnish two complimentary tickets, which shall be used for evaluation purposes. A copy of any product shall also be furnished.

10. Credit must be given to the Union County Board of County Commissioners in all published materials, releases, and announcements of the GRANTEE regarding all public activities for which funds from this grant are used. This also applies to any promotional appearances on television and radio.

Said credit must read as follows and include the following logo:

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Under no circumstances may the GRANTEE state or imply that its programs or activities are sponsored or co-sponsored by the Union County Board of County Commissioners.

11. The GRANTEE herein warrants that projects performed under the terms of this Agreement will comply with Section 10, Ch. 48 of the Laws of 1954, Title VI of the Civil Rights Act of 1964, Labor Standards Under Section 5(1) of the National Foundation of the Arts and Humanities Act of 1965, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The GRANTEE hereby gives assurance that it will undertake measures necessary to comply.

12. MANDATORY AFFIRMATIVE ACTION LANGUAGE (P.L. 1975, C. 127 (N.J.A.C. 17:27)

The GRANTEE, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry,

marital status, sex, affectional or sexual orientation. The GRANTEE will take affirmative action to ensure such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The GRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The GRANTEE, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of The GRANTEE, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The GRANTEE, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers representative of the GRANTEE'S commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The GRANTEE, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The GRANTEE agrees to attempt in good faith to employ minority and female workers consistent with applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office

pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The GRANTEE agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The GRANTEE agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The GRANTEE agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The GRANTEE shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)**

COUNTY OF UNION

Edward T. Oatman
County Manager

ATTEST:

James E. Pellettiere
Clerk of the Board

APPROVED AS TO FORM:

Bruce H. Bergen, Esq.
County Counsel

GRANTEE ORGANIZATION

Isabella Scorsze
Representative Signature

Isabella Scorsze
Print Name

WITNESS:

Maria Malang
Signature

Maria Malang
Print Name

Jan. 29, 2026
DATE