

**Application Information Form-Attachment A**  
**NJ Arts and Innovation Festival**

A representative of the applicant must complete and return this Application Information Form as part of the application package. If the question is not applicable to the proposal, please indicate "Not Applicable".

If you need more space than the form allows, attach a separate sheet referencing the Applicant name and clearly identify the Section(s)

The Application Information Form must be completed and submitted in order for the proposal to be considered for a grant award.

**SECTION I: GENERAL INFORMATION**

**APPLICANT CORPORATE NAME:**

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**APPLICANT DBA:**

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**APPLICANT ADDRESS:**

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**APPLICANT WEBSITE:**

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**APPLICANT CONTACT:**

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**APPLICANT CONTACT E-MAIL ADDRESS:**

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**APPLICANT CONTACT PHONE NUMBER:**

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**STATE OF INCORPORATION:**\_\_\_\_\_

If applicable, please list any other strategic partners participating on this proposal with corporate name and DBA, address, and contact information for a point of contact.

**STRATEGIC PARTNER CORPORATE NAME:**

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**STRATEGIC PARTNER DBA:**

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**STRATEGIC PARTNER ADDRESS:**

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**STRATEGIC PARTNER WEBSITE:**

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**STRATEGIC PARTNER CONTACT:**

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**STRATEGIC PARTNER CONTACT E-MAIL ADDRESS:**

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**STRATEGIC PARTNER CONTACT PHONE NUMBER:**

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**STATE OF INCORPORATION:**\_\_\_\_\_

## **SECTION II: PROJECT DETAILS**

### **1. Project Title**

### **2. Past Project Details:**

Please attach a narrative that describes the previous work on festival (s) or event(s) held after January 1, 2014 that you or your entity has produced and/or managed with the following information. In addition to the narrative, please

- Name of Event or Festival
- Dates of Event or Festival
- Location of Festival (Municipality and State/ Major Venues)
- Final Festival Attendance Totals
- Description of Elements. Be sure to indicate specifically if any of the following elements were included in an event.
  - Live music performances or other live performances (i.e. poetry readings, plays)
  - Panel discussions
  - Keynote speakers of national significance (i.e. CEOs, political figures, award winning writers/performers/ researchers, advocacy champions, entrepreneurs)
  - Live tech demonstrations
  - Trade show
    - Please describe focus of trade show

### **3. Vision Statement:**

Please submit, as an attachment to your application, a vision statement for the NJ Arts and Innovation Festival.

The Vision Statement must include:

- Narrative detailing how proposed festival will:
  - promote New Jersey as a destination for artists and creative businesses.
  - promote New Jersey as a destination for innovation economy businesses and investors.
  - promote New Jersey as a destination for tourism.
  - Align with New Jersey's vision for stronger, fairer economic growth.
- Proposed dates and locations
- Proposed performers/speakers
- Proposed plan for advertising/promotion
- Proposed plan for partnering with host municipality/municipalities to provide free or subsidized tickets to residents of the host municipality/municipalities
- Proposed security and transportation plan
- Strategic Partner or Partners, as needed
- Proposed key contractors, as needed

**4. Fundraising Plan**

Please submit, as an attachment to your application, a fundraising plan that demonstrates how you plan to cover any costs not covered by the \$2 million provided by the NJEDA. The fundraising plan should include, at minimum, projected monthly income flows from key festival operations such as ticket sales, sponsorships, promotional fees and other projected operational revenue streams as well as revenue from non-operating streams such as debt financing and lines of credit.

**5. Proposed Budget**

Please submit a budget that details costs necessary to execute on the submitted Vision Statement. Costs detailed in the budget should include, but are not limited to, labor costs, contract/technical services and support costs, and material costs.

**6. COVID-19 Safety Plan**

- Please submit a COVID-19 safety plan that outlines practices that will be in place to align event operations with best public health practices and all relevant executive orders, laws, and other guidelines applicable at the time of application.

**7. Diversity and Inclusion Plan**

- Please submit a Diversity and Inclusion Plan to outlines strategies that will be implemented related to hiring of minority persons and women across all staff, presenters, and performers involved in the proposed event.

**8. Insurance Examples**

- Please submit proof of ability to obtain appropriate insurance coverage as recommended by EDA's insurance broker. This must shown in the form of a substantially similar insurance policy for an event the applicant has previously organized

**9. Signed agreement that the entity assumes all liability for the event and will indemnify, defend and hold harmless EDA for any action during the Arts and Innovation Festival.****10. Valid New Jersey Tax Clearance Certificate****11. Valid New Jersey Business Registration Certificate or Valid New Jersey Charities Registration****12. Fees**

- One Thousand (\$1,000) non-refundable fee must be paid for each application. See instructions on page 5

**Fee Instructions**

The application fees are \$1,000.00 (One Thousand Dollars)

All fees must be paid by check drawn on a US Bank.

Fees must be sent by either registered mail or delivery service. Fees must be received no later than Friday January 21, 2022 at 5:00pm. Delivery tracking numbers should be sent to [njartsinnovation@njeda.com](mailto:njartsinnovation@njeda.com) no later than Thursday January 20, 2022.

All fees must be send to:

New Jersey Economic Development Authority  
John Costello- Policy & Data Analytics / Community Development  
36 West State Street  
Trenton, NJ 08625

Attn: NJ Arts and Innovation Challenge Grant

Please attach the check to a brief note identifying the applicant's corporate name and DBA (if applicable) and stating: "This check is for the payment of an application fee for the NJ Arts and Innovation Challenge Grant". Please put the applicant's corporate name and DBA (if applicable) in the subject line of the check.

Tax Clearance Instructions

Tax Clearance Certificates are required Certificates may be requested through the State of New Jersey's online Premier Business Services (PBS) portal.

Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS.

Click below for instructions on how to secure your tax clearance certificate.

Tax Clearance Instructions: <https://www.njeda.com/wp-content/uploads/2021/08/Securing-Your-Tax-Clearance-Certificate-Directions-Client.pdf>

Link to Premier Business Services: [NJ Division of Taxation - Business Tax Clearance Certification Required for Receiving State Grants, Incentives](#)

## **NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY LEGAL QUESTIONNAIRE**

Applicant Name:

Persons (entities or individuals) applying for NJEDA programs are subject to the Authority's Disqualification/Debarment Regulations (the "Regulations"), which are set forth in N.J.A.C. 19:30-2.1, et seq. Applicants are required to answer the following background questions ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors. Governmental entities are not required to submit this Legal Questionnaire and may leave it empty.

***Note that this form has recently been modified.***  
***Please review in its entirety prior to providing any responses or certifications.***

### **DEFINITIONS**

Notwithstanding any terms defined elsewhere or otherwise herein, the following definitions shall govern in responding to this Legal Questionnaire:

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. For the purposes of application for, or ongoing compliance with, Authority-administered programs, this includes:

- any entities or persons having an ownership interest in Applicant of 10% or greater;
- any entities in which Applicant holds an ownership interest of 10% or greater; and
- any entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with the Authority.

*Note that any entities or persons fitting these definitions will need to be listed in Part C below.*

"Legal Proceedings" means any civil, criminal, or administrative proceedings in a State or Federal court or administrative tribunal in the United States or any territories thereof.

### **RELEVANT TIMEFRAMES**

Responses should be given based on the following "look-back" periods:

- For civil matters, those that were either pending or concluded within 5 years of the reporting date;
- For criminal matters, those that were either pending or concluded within 10 years of the reporting date;
- For environmental regulatory matters, those that were either pending or concluded within 10 years of the reporting date; and
- For all other regulatory matters, those that were either pending or concluded within 5 years of the reporting date.

Note that in cases where Applicant has previously submitted and certified a legal questionnaire to the Authority, the Applicant may refer to its prior legal questionnaire and report only those matters that are new or have changed in status since the date of last reporting.

### **Part A. Past Proceedings**

**Has Applicant, or any officers or directors of Applicant, or any Affiliates of Applicant, been found or conceded or admitted to being guilty, liable or responsible in any Legal Proceeding, or conceded or admitted to facts in any Legal Proceedings that demonstrate responsibility for any of the following violations or conduct? (Any civil or criminal decisions or verdicts that have been vacated or expunged need not be reported.)**

1. Commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract there under, or in the performance of such contract or subcontract.  

\_\_\_\_\_ Yes \_\_\_\_\_ No
2. Violation of the Federal Organized Crime Control Act of 1970, or commission of embezzlement, theft, fraud, forgery, bribery, falsification or destruction of records, perjury, false swearing, receiving stolen property, obstruction of justice, or any other offense indicating a lack of business integrity or honesty.  

\_\_\_\_\_ Yes \_\_\_\_\_ No
3. Violation of the Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C. 874).  

\_\_\_\_\_ Yes \_\_\_\_\_ No
4. Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision.  

\_\_\_\_\_ Yes \_\_\_\_\_ No
5. Violation of the "Law Against Discrimination" (P.L. 1945, c169, N.J.S.A. 10:5-1 et seq., as supplemented by P.L. 1975, c127), or of the act banning discrimination in public works employment (N.J.S.A. 10:2-1 et seq.) or of the act prohibiting discrimination by industries engaged in defense work in the employment of persons therein (P.L. 1942, c114, N.J.S.A. 10:1-10, et seq.).  

\_\_\_\_\_ Yes \_\_\_\_\_ No
6. To the best of your knowledge, after reasonable inquiry, violation of any laws governing hours of labor, minimum wage standards, prevailing wage standards, discrimination in wages, or child labor.  

\_\_\_\_\_ Yes \_\_\_\_\_ No



7. To the best of your knowledge, after reasonable inquiry, violation of any law governing the conduct of occupations or professions of regulated industries.

\_\_\_\_\_ Yes \_\_\_\_\_ No

8. Debarment by any department, agency, or instrumentality of the State or Federal government.

\_\_\_\_\_ Yes \_\_\_\_\_ No

9. Violation of the Conflict of Interest Law, N.J.S.A. 52:13D-12 *et seq.*, including any of the following prohibitions on vendor activities representing a conflict of interest, or failure to report a solicitation as set forth below:

- (i) No person shall pay, offer or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Authority officer or employee or special Authority officer or employee, as defined by N.J.S.A. 52:13D-13(b) and (e), with which such person transacts or offers or proposes to transact business, or to any member of the immediate family as defined by N.J.S.A. 52:13D-13(i), of any such officer or employee, or partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13(g).
- (ii) The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee or special Authority officer or employee from any person shall be reported in writing by the person to the Attorney General and the NJEDA Ethics Liaison Officer.
- (iii) No person may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such person to, any Authority officer or employee or special Authority officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the Authority, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest within the meaning of N.J.S.A. 52:13D-13(g). Any relationships subject to this subsection shall be reported in writing to the NJEDA Ethics Liaison Officer and the State Ethics Commission, which may grant a waiver of this restriction upon application of the Authority officer or employee or special Authority officer or employee upon a finding that the present or proposed relationship does not present the potential, actually or appearance of a conflict of interest.

- (iv) No person shall influence, or attempt to influence or cause to be influenced, any Authority officer or employee or special Authority officer or employee in his or her capacity in any manner which might tend to impair the objectivity or independence of judgment of the officer or employee.
- (v) No person shall cause or influence, or attempt to cause or influence, any Authority officer or employee or special Authority officer or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the person or any other person.

\_\_\_\_ Yes \_\_\_\_ No

(If Yes for any of the above, specify subsection)

10. Violation of any State or Federal law that may bear upon a lack of responsibility or moral integrity, or that may provide other compelling reasons for disqualification. Your responses to the foregoing question should include, but not be limited to, the violation of the following laws, without regard to whether there was any monetary award, damages, verdict, assessment or penalty, except that any violation of any environmental law in category (v) below need not be reported where the monetary award, damages, etc. amounted to less than \$1 million.

- (i) Laws banning or prohibiting discrimination or harassment in the workplace.
- (ii) Laws prohibiting or banning any form of forced, slave, or compulsory labor.
- (iii) The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 *et seq.*, or other “Whistleblower Laws” that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law.
- (iv) Securities or tax laws resulting in a finding of fraud or fraudulent conduct.
- (v) Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million.
- (vii) Laws banning anti-competitive dumping of goods.
- (viii) Anti-terrorist laws.

- (ix) Criminal laws involving commission of any felony or indictable offense under State or Federal law.
- (x) Laws banning human rights abuses.
- (xi) Laws banning the trade of goods or services to enemies of the United States.

\_\_\_\_\_ Yes \_\_\_\_\_ No

### **Part B. Pending Proceedings**

11. To the best of your knowledge, after reasonable inquiry, are Applicant, or any officers or directors of Applicant, or any Affiliates, a party to pending Legal Proceedings wherein any of the offenses or violations described in questions 1-10 above are alleged or asserted against such entity or person? With respect to laws banning or prohibiting discrimination or harassment in the workplace, please provide only information pertaining to any class action lawsuits.

\_\_\_\_\_ Yes \_\_\_\_\_ No

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If the answer to any of the foregoing questions is affirmative, you must provide the following information as an attachment to the application: (i) the case name and court/administrative agency (including jurisdiction and venue) in which such matters were tried or are pending; (ii) the charges or claims adjudicated or alleged; and (iii) a brief explanation of the circumstances giving rise to such matters. Also, for affirmative answers to question 1-10, please attach copies of document(s) reflecting the final resolution (e.g., final judgments, verdicts, plea bargains, consent orders, administrative findings, or settlement agreements).

Note that an Applicant may refer to or attach specific provisions of a 10-K/Q or other filings with the U.S. Securities and Exchange Commission (SEC); however, the Applicant should be aware that different laws apply to disclosures to the Authority. This means that the Authority does not have the same types of materiality thresholds as the SEC. The Applicant is expected to supplement its SEC filings to ensure that all relevant matters are disclosed to the Authority, including any matters that were below the SEC's materiality threshold and any matters that may have occurred after its most recent filing.

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Please Note: Eligibility is determined based on the information presented in the completed Application. If, at any time while engaged with the Authority the Applicant should become aware of any facts that materially alter or change its answers, or that render any of them incomplete or inaccurate, the Applicant has a duty to promptly report such facts to the Authority in writing. The Authority reserves the right to require additional clarifying or explanatory information from the Applicant regarding the answers given, to ask additional questions not contained in this Legal Questionnaire, and to perform its own due diligence investigations and searches.

## Part C. Applicable Affiliates

Please provide a list of all entities or persons considered to be “Affiliates” of Applicant based upon the above definitions.

[illegible]

**CERTIFICATION OF LEGAL QUESTIONNAIRE  
AND AUTHORIZATION TO RELEASE INFORMATION**

*This certification shall be signed as follows:*

- *for a corporation, by a principal executive officer at least the level of vice president;*
- *for a partnership, by a general partner;*
- *for a sole proprietorship, by the proprietor;*
- *for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);*
- *for other than above, by the person with legal responsibility for the application.*

I hereby represent and certify that I have reviewed the information contained in this Legal Questionnaire, and that the foregoing information is true and complete under penalty of perjury. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I further agree to inform the New Jersey Economic Development Authority of any changes in the foregoing information which may occur prior to execution of any agreement with the Authority, and so long as any such agreement is in effect. Failure to disclose relevant matters may render the Applicant ineligible for the financial benefits sought and may subject the Applicant to disqualification, debarment, suspension, or referral to the office of the state's Attorney General.

The undersigned, on behalf of the Applicant, understands and acknowledges that information and documents provided to the New Jersey Economic Development Authority: (1) are subject to public disclosure during deliberations of the Authority at public meetings regarding the application and as set forth in the minutes of the Authority's public meetings; and (2) are subject to public disclosure under certain laws, including, but not limited to, the Open Public Records Act, N.J.S.A. 47A:1-1 *et seq.*, and the common law right-to-know.

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Signature

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Date

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Printed Name/Title

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Applicant Name

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Date