HUMANITIES NEW YORK

2017 GRANT GUIDELINES
TABLE OF CONTENTS

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1. 2017 GRANT GUIDELINES

Humanities New York (HNY) expands the field of the public humanities by supporting projects that activate, frame, or deepen our understanding of what it means to be human.

To browse a complete list of our recently awarded grants, visit our website at
humanitiesny.org/our-work/grants/

ACTION GRANTS: MATCHING FUNDS FOR PROJECT IMPLEMENTATION

Up to $5,000 to produce public-facing humanities projects that encourage audiences to reflect on their values, explore new ideas, and engage with others across New York State. These grants require organizations to demonstrate a match of at least one-to-one. These grants aim to:

• Connect audiences more deeply to the communities where they live and work.
• Solidify community partnerships and diversify audiences.
• Creatively employ the tools of the humanities to respond to issues and ideas capturing the imagination and passion of New Yorkers today.

VISION GRANTS: SEED FUNDING FOR PROJECT DEVELOPMENT

Up to $1,500 in support of brainstorming, researching, and professional development for organizations working collaboratively to develop new ideas and program strategies. These grants aim to:

- Support emerging and established partnerships between different groups on a shared project that may develop into public-facing activities.
- Infuse program design with humanities themes and methodologies from the start.
- Encourage experimentation in program design.
- Build community input into program design.

What are the humanities?
The humanities help us talk about and understand the ideas that define us as individuals and connect us as communities. HNY Grants help communities use the humanities to articulate their ideas about what it means to be human.

What are public-facing projects?
Projects New Yorkers can participate in without requiring deep subject matter expertise or specific professional affiliations are public-facing projects. That said, HNY welcomes projects designed to serve targeted communities (families, schools, veterans, prisons, communities with special needs) from across New York State, and understands such audience goals may require limiting participation to just these groups.

2. Registration

Humanities New York (HNY) accepts and manages all grants programs through an online system called Foundant.

All applicants are required to register before beginning an application in Foundant, and creating a free account should take only a few minutes. From your account, you can start an application, save and return to drafts, review submitted materials, receive feedback, and manage your paperwork all in one place. The registration process requires:

- The mailing address of the Applying Organization
- An EIN number
- A point of contact from the Applying Organization
- A working email address

For a step-by-step tutorial, [watch this short video.](#)

Who should be the main point of contact?
- The main point of contact at the Applying Organization should register using their work email.
- Ideally, that same individual would also serve as the Project Director for the application, but that isn't required.

ELIGIBILE ORGANIZATIONS
Please note that HNY cannot fund individuals. HNY welcomes applications from the following types of organizations:
- Private nonprofit organizations (e.g. arts groups; arts, community or social service orgs; libraries; historical societies; community religious or tribal groups; and museums)
- Public broadcasting outlets
- Educational organizations, K-12 schools and institutions of higher education
- Institutions of the federal government
- State, local, and federally recognized Indian tribal governments
- Groups serving communities in New York State that have NYS fiscal sponsors

How do I register if we are using a Fiscal Sponsor?
The Applying Organization should register and create an account for themselves, providing their organization name, but using the Fiscal Sponsor's EIN. HNY also suggests the following:
- All Applying Organizations should include their 990/Operating Budget, NOT the Fiscal Sponsors, where requested in the application.
- If your organization has a parent organization, your organization should still register as the Applying Organization, with the parent organization indicated as the Fiscal Sponsor.

For further assistance contact our Administrator, Nicholas MacDonald at apply@humanitiesny.org.

3. Application

After registration, applicants can browse a full list of the Humanities New York (HNY) grants and programs currently accepting applications to preview, print, or

begin a new application. If you want a sneak peek, <u>click here to preview the application.</u>

ELIGIBILE PROJECTS

HNY applications must:

1. Incorporate humanities themes/tools as an essential component of the project.
2. Involve diverse project teams with at least one individual with humanities expertise. Humanities expertise respects individuals with advanced degrees, local history experts, and culture bearers. Projects that explore Native American communities or cultures should involve those communities, whenever possible.
3. Be designed to engage New Yorkers who do not need prior knowledge to participate.
    - In-person activities must be held in ADA compliant venues, whenever possible.
    - Virtual activities and/or content must be marketed to public audiences.
    o Be complete, submitted online, and according to the deadlines.
        - Vision Grants are due at least 2 months before planning activities begin.
        - Action Grants are due at least 3 months before projects begin.
    - Have distinct scopes of work and budgets.
        - Applying Organizations cannot receive more than one Action and Vision grant per calendar year.
        - Vision Grantees cannot receive an Action Grant for the same project until the Vision Grant is complete.

Can Applying Organizations submit multiple applications at once for different projects?
Yes, however HNY recommends submitting your distinct Vision and Action grants requests in different months to ensure those requests are not competing with one another.

How can I ask specific questions about eligibility or my application?
- All applicants, particularly new organizations, are encouraged to <u>make an appointment with HNY staff before applying.</u> During your appointment, Grants staff will discuss eligibility concerns, answer questions, and generally help ensure you submit a competitive application.

For further assistance, email HNY Grants staff at grants@humanitiesny.org.

4. Budget

Humanities New York (HNY) has simplified the budget requirements for applicants to Vision and Action Grants. To submit your application, Applying Organizations must:

- Include a Grant Request within the grant program limits: (Action Grants – $500- $5,000; Vision Grants : $500- $1,500)
- AND indicate their Total Project Budget.

Will we need to track the budget in more detail?
If your request is awarded, a full project budget will be required. See section "6. Grantee."

TOTAL PROJECT BUDGET
The Total Project Budget is the total cost of producing the planning activities or implementing the project. It may include project-related costs (e.g. honoraria, marketing, travel, equipment costs) and general operating expenses. In the application, both a numeric value and description is required for the Total Project Budget. **For Action Grants, the Grant Request should be at most half of the Total Project Budget.**

What is the grant period?
HNY grants may only be used for expenses incurred during the grant period. The grant period typically begins the month after funds are awarded, and concludes 30 days after the project ends. Funding for HNY grants is made possible by the generous support of the National Endowment for the Humanities (NEH).

5. Review Process

The Grant Review Committee is composed of HNY staff, board members and outside evaluators. The membership rotates regularly.

MONTHLY ROUNDS

Each month, proposals are batched together into grant rounds composed of completed Action and Vision grants applications. Proposals submitted between the 16th of the previous month through the 15th of the current month constitute one grant round.

What determines if an application is complete?

Humanities New York (HNY) Grant staff review submitted materials for eligibility and completeness before submitting to the Grant Review Committee. Incomplete, ineligible, and late applications are not passed along to the committee.

Complete applications:
- Are submitted on-time
- Include requests within the grant request limit
- Are filled out correctly and with answers in all required fields
- Do not have any cutting & pasting errors

DECISION

At the end of each month, the HNY Grant Review Committee meets to discuss the pool of applications and determine the awarded grantees. Projects are awarded on a competitive basis that balances the merits of each proposal, the track record of applicants and the composition of the pool with HNY's funding priorities. All applicants will be notified by email or phone within a week of the decision meeting.

What are common reasons for applications being declined?

The most common decline rationales are: application had insufficient information; concerns about depth of humanities content; project team lacked sufficient humanities expertise; and project was primarily designed for a closed or specialized audience rather than the general public.

HNY encourages declined applicants to make a phone appointment with our Director of Grants & Partnerships, Lauren Kushnick. During these 30min conversations, Lauren will share feedback about your application, the pool and HNY's funding priorities. In some instances, declined applications will be invited to reapply.

6. Grantees

HNY awards support to dynamic organizations and project teams each year that exemplify creativity and experimentation within the public humanities. Once awarded, Grantees are required to submit the following follow-up information:

- A detailed budget with itemized/described project expenses. Action Grantees will also need to show cost-share, cash contributions, in-kind contributions, and note any anticipated revenue.
- The Applying Organization's DUNS number
- Payment distribution details, including contact info for the Fiscal Sponsor, and Fiscal Officer (the individual who will manage your granted funds and budget)

As a grantee, where can I get budget help?
Please email our grant staff at grants@humanitiesny.org with any technical questions you might have about preparing your budget.

GRANTEE COMMUNITY

Each month grantees are invited to connect through the Humanities NY Facebook Group to:
- Virtually meet colleagues each month working in communities across New York State.
- Find inspiration from other groups exploring multi-disciplinary work in the humanities.
- Ask questions of peers about best practices and lessons learned.
- Share updates about grant-funded activities.
- Learn about regional meetings happening in 2017 to encourage partnerships amongst diverse organizations.

Humanities New York also facilitates email introductions. Please email our Director of Grants & Partnerships, Lauren Kushnick at grants@humanitiesny.org if you'd like to be introduced to one of this year's grantees.