

2019 Action Grant

Humanities New York

General Information

2019 Action Grant Application

Published August 2018. Applications will be accepted until October 1st, 2018 on this form.

Grant Guidelines*

Before beginning the application, confirm you have read Humanities New York's **Grant Guidelines** and you understand the eligibility requirements and application process.

Choices

Yes, I have read the guidelines.

No, I have NOT read the guidelines.

Did you or a member of your Project Team have an appointment with HNY staff before applying?*

This is not required, but it is encouraged particularly for new applicants. You can request an appointment on our website.

Choices

Yes

No

Contact Information

Questions marked with an asterisk (*) are required.

Applying Organization

Applying Organization*

The name of the organization coordinating the project. If awarded, this organization will be considered the "Grantee."

- For college and universities, please indicate the specific department.
- For libraries, please indicate the specific branch.

Character Limit: 250

Mission Statement*

Provide a brief mission statement for the Applying Organization.

Character Limit: 5000

Is your organization formally incorporated as a 501c3 nonprofit organization?*

If yes, then upload your IRS determination letter in the field below. If no, answer the following question.

Choices

Yes

No

Do you certify that your group is organized for non-profit purposes?

Answer if you responded "no" to the question above.

Choices

Yes

No

Are you using a Fiscal Sponsor?*

Humanities New York requires that unincorporated Applying Organizations identify a New York State-based 501(c)3 organization as a Fiscal Sponsor to administer the grant funds.

Choices

Yes

No

Fiscal Sponsor

If you selected "Yes" to the above question, please provide the full name of the organization acting as Fiscal Sponsor. If your project is awarded, more information from this organization will be required.

Character Limit: 250

IRS Designation Letter*

Please upload the IRS letter of determination for the Applying Organization or Fiscal Sponsor. This must be the official letter of designation (501 c 3, 5, or 6), not your exemption certificate.

File Size Limit: 2 MB

990/Operating Budget*

Please provide the Applying Organization's most recent fiscal year's 990. *If the Applying Organization only files a 990-N, please attach an operating budget for the current fiscal year instead.* Note: Do not submit the 990 or operating budget of a Fiscal Sponsor.

File Size Limit: 10 MB

Project Director

The **Project Director** (PD) is the person supervising the completion of this project. The Project Director does not have to be affiliated with the Applying Organization, but is usually the same as the Applicant Contact affiliated with this request.

PD Prefix

Mr., Ms., Mrs., Prof., Dr., Rev., etc.

Character Limit: 100

PD First Name*

Character Limit: 100

PD Last Name*

Character Limit: 100

PD Title*

Character Limit: 100

PD Organization*

Character Limit: 250

PD Email Address*

Character Limit: 254

PD Phone Number*

Character Limit: 12

Project Narrative

Action Grants (\$1,500 to \$5,000, 1:1 match required) are implementation grants for public-facing humanities projects that encourage audiences to reflect on their values, explore new ideas, and engage with others in their community. These grants actively engage audiences through creative programming formats, including workshops, roundtables, panel discussions, humanities-infused performances, exhibits, podcasts, and interactive digital platforms.

Requests related to the U.S. Women's Suffrage Centennial, the Erie Canal Bicentennial and NY waterways, and the 50th Anniversary of the Stonewall Rebellion are welcome.

Event Date(s)*

Be as specific as possible and include exact date(s) and time(s) if known. For the **October 1st deadline**, grant-funded events must start after **January 1st, 2019**.

Character Limit: 250

Project Title*

The title you will likely use when marketing the project. If your proposal relates to the U.S. Women's Suffrage Centennial, please add "CENTENNIAL" to the beginning of your title. For example, "CENTENNIAL: Votes for Women."

Character Limit: 250

Project Abstract*

A brief (one to two sentence) description of your proposed project. Humanities New York will use this description in our press releases if your request is awarded.

Character Limit: 250

Project Narrative*

Use this space to describe your public-facing humanities project. Be sure to include the following components:

1. **Project Description:** Describe the project and explain why the humanities are central to it.
2. **Audiences:** Describe who this project will serve and how it responds to the needs and interests of the identified audiences.
3. **Goals:** Identify two or three goals that represent what you are hoping to achieve with this project. You can include organizational goals (such as building new partnerships or diversifying audiences) as well as project goals (such as specific learning outcomes).

Character Limit: 10000

Project Team and Partners*

Identify the relevant individuals and partners who will contribute to the project's success and their roles and responsibilities. ***Be sure to indicate which project team members have humanities expertise and how this expertise will benefit the work.*** The majority of the project team and partners should be confirmed participants by the date of submission.

Character Limit: 10000

Marketing & Outreach Methods*

What methods will you use to promote this project? Be sure to identify how you will reach the audiences described in the narrative above.

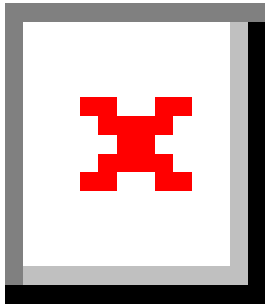
Character Limit: 5000

Evaluation*

How will you evaluate the success of the goals described above? Identify at least two measurable outcomes. Consider including both quantitative (countable information) and qualitative (descriptive information) measures of success. You may attach a sample evaluation tool.

Character Limit: 5000 | File Size Limit: 5 MB

Regions Served*



Identify all of the regions **in which the planned programming will take place** according to the map above.

Choices

Capital Region
Central New York
Finger Lakes
Long Island
Mid-Hudson
Mohawk Valley
New York City
North Country
Southern Tier
Western New York
Statewide

Number of Activities and/or Events*

Enter the number of activities and/or events that will result from this grant in the field below.

Character Limit: 3

Venues(s)*

List all venues where your project will take place, including physical addresses. If one or more of your venues is not confirmed, please explain.

Character Limit: 5000

ADA Accessibility Standards*

Can you confirm that all venues for this project meet ADA accessibility standards?

Choices

Yes

No

Other (explain below)

ADA Accessibility Standards Explanation

Character Limit: 250

Admission or Ticket Price*

How much will the public pay to participate in your program? If the cost is a range, indicate all possible prices below.

Character Limit: 250

Estimated In-Person Attendees

This number should reflect the total estimated number of participants for all project activities.

Character Limit: 250

Estimated Virtual Attendees

This question is not designed to assess marketing or social media reach. This number should reflect the total estimated number of unique visitors/participants you anticipate will interact with project content made available online, virtually, or broadcast. If your project is not geared towards using online/virtual/broadcast media in this way, please leave it blank.

Character Limit: 250

Other Comments

Character Limit: 5000

Project Budget

Action Grants require a cost-share of **at least** 1:1. Put another way, Action Grants can fund no more than 50% of a project's expenses. Humanities New York encourages applicants to request support for any necessary costs for the proposed scope of work including staff time, marketing, evaluation, and travel. The only expenses that may not be included are international travel on non-US air carriers and alcohol.

Grant Request*

Action grant requests may not exceed \$5,000.

Character Limit: 20

Total Project Expenses*

The Total Project Expenses should reflect the full cost of your project, including the value of any in-kind contributions and the expenses that will be paid for with this grant request, if awarded.

Character Limit: 20

Project Budget*

Use the budget template for your project budget and attach a copy to this field. You can view a sample budget [here](#). The budget should include all project expenses; indicate which expenses would be paid for with this Action Grant, if awarded; and identify whether the remaining expenses will be met with cash or in-kind resources. You may use the description field to add additional notes or explanation about the budget.

Character Limit: 10000 | File Size Limit: 3 MB

Authorizing Official Certification

Certification*

I certify that the information in this application is complete and accurate. If granted, I also certify I will comply with the NEH nondiscrimination statutes and all other NEH requirements.

Choices

Yes

No

Authorizing Official Signature

Entering the full name of the Authorizing Official below constitutes a digital signature. The signatory must be an officer of the Applying Organization who is authorized to submit this application for funding (such as the Project Director, Fiscal Officer, President, Vice President, Executive Director or Chancellor) and who agrees to the certification above.

Digital Signature (Full Name)*

Character Limit: 50

Title

Enter the Authorizing Official's title at the Applying Organization.

Character Limit: 50

Date*

Character Limit: 50

Optional: Supporting Documents

The following section is not required. If you choose, you may include content to provide additional context for the project narrative or to demonstrate the capacity of the Applying Organization to complete the proposed project.

Web-Based Content

You may provide a link that reflects the virtual content of the Applying Organization and/or the project. Please note, all links must include the full url (e.g. <http://www.yourwebsite.org>).

Character Limit: 2000

Supporting Material

You may upload one file to supplement your narrative. Supporting material examples may include: materials relevant to this project, examples of the Applying Organization's past programs or activities, or notable press. Any file type within the size permitted is acceptable. If you have additional materials to share, please do so via Google Drive or another link and paste the link in the field below.

File Size Limit: 5 MB

Supporting Materials Description

If a file or link has been included above, what does this material demonstrate about your Applying Organization or this project? If you have additional materials to share, please do so via Google Drive or another link and paste the link below.

Character Limit: 5000