

Quick Grant

Humanities New York

General Information

Quick Grant Grant Application

Published on October 16, 2018. Applications will be accepted on a rolling basis until funds are depleted.

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 or planning process. 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

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 organization/s total annual operating expenses \$250,000 or less?*

NOTE: Only organizations with operating expenses of \$250,000 or less are eligible to apply for Quick Grants at this time.

Choices

Yes

No

Are you using a Fiscal Sponsor?*

Humanities New York requires that unincorporated Applying Organizations identify a 501c3 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

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

Quick Grants (\$500) are implementation grants for in-person public humanities projects that encourage audiences to reflect on their values, explore new ideas, and engage with others in their community. Available to organizations whose total yearly operating expenses are \$250,000 or less, These grants aim to:

- Support smaller organizations in offering engaging public programming

- Promote equity in access to the humanities, ensuring that New Yorkers of all backgrounds and from all regions may engage in cultural programming.

Requests related to the U.S. Women's Suffrage Centennial (2020) are welcome. **Please note:** Organizations may receive **one Quick Grant OR one Action Grant** per calendar year, not both.

Event Date(s)*

Be as specific as possible and include exact date and time if known. To be eligible for consideration, the event must begin at least two months after the submission date.

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 briefly describe your public-facing humanities project. Be sure describe the project and explain why the humanities are central to it, who the project will serve, and how you will evaluate the project's success.

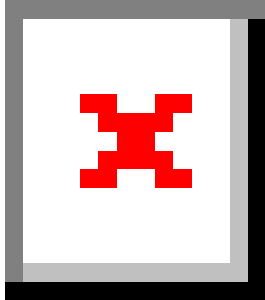
Character Limit: 10000

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 this request's submission.

Character Limit: 5000

Regions Served*



Identify the region 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 public-facing activities and/or events that will result from this grant in the field below.

Character Limit: 3

Venue*

List each venue where your event(s) will take place, including the physical addresses. If a venue 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 reach. This number should reflect the total number of unique participants you anticipate will interact with project content made available online or via broadcast. If your project is not geared towards using online/broadcast media in this way, please leave this field blank.

Character Limit: 250

Project Budget

Quick Grants require a cost-share of **at least** 1:1. Put another way, the \$500 Quick Grant must be matched with \$500 from cash or in-kind sources. Staff time, volunteer time, and donated venue space all count as sources of matching funds.

Humanities New York encourages applicants to request support for any necessary costs for the proposed scope of work including staff time, honoraria, and marketing. The only expenses that may not be included are international travel on non-US air carriers and alcohol.

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

In the field below, list the expenses that will be covered by the \$500 Quick Grant, as well as the expenses that will be covered by matching funds.

OPTIONAL: Use the budget template for your project budget and attach a copy to this field. You can view a sample budget here.

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