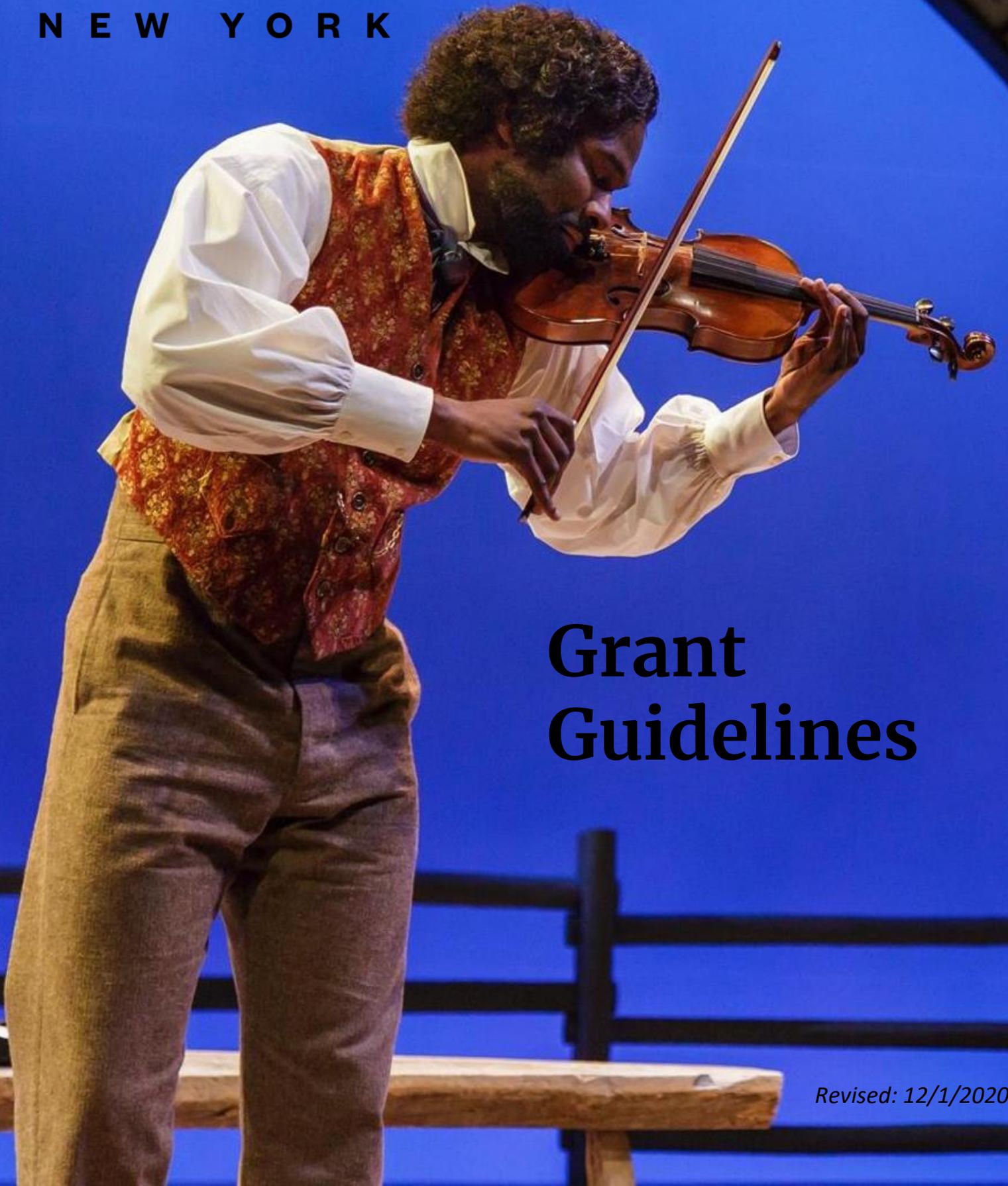




**HUMANITIES
NEW YORK**



Grant Guidelines

Revised: 12/1/2020

About Us

Thanks for your interest in Humanities New York's grant opportunities! Please review this document fully to learn about grant eligibility, requirements, and deadlines.

Humanities New York is a 501(c)3 nonprofit organization and the sole state affiliate of the National Endowment for the Humanities. For more than 40 years, Humanities New York has worked with community groups throughout the state, using the content and tools of the humanities to address issues of civic engagement and trust.

Mission: The mission of Humanities New York is to strengthen civil society and the bonds of community, using the humanities to foster engaged inquiry and dialogue around social and cultural concerns.

Values:

Participation: Participatory experiences foster active learning and meaningful engagement with issues and ideas.

Community: The humanities strengthen connections within and between communities, enriching the lives of New Yorkers.

Understanding: Drawing on the riches of the humanities, New Yorkers discover common values and build a more civil society through reading, listening, discussing, posing questions, and seeking answers.

Access: Providing the broadest access to the humanities requires reaching across real and perceived barriers wherever they are found.

Responsiveness: The humanities can be mobilized quickly, efficiently, and creatively in programs and activities that address emerging, urgent, and changing needs of New Yorkers.



General Overview

What are the humanities?

The humanities—literature, history, philosophy and the many forms of human expression—connect us to our individual experience and to our communities, providing personal enrichment and understanding. They can promote relevant, important, and timely conversations about the challenges we face as communities and in society. The humanities can engage people where they live and work, emphasizing conversation, facilitation, and collaborative learning.

What We Fund

Humanities New York (HNY) supports projects that activate, frame, or deepen our understanding of what it means to be human. We encourage and support innovative approaches in the design and delivery of public-facing programming. Through our grants program, we strive to ensure that all New Yorkers may access the tools and experiences of the humanities.

Competitive projects are engaging to a variety of New Yorkers and do not require specialized knowledge to participate in or enjoy. We welcome projects that serve targeted communities—such as families, youth, seniors, veterans, prison populations, and individuals with special needs.

Because we encourage organizations to develop projects that respond to community needs and interests, we are open to a variety of project formats.

Priorities

HNY prioritizes support to projects that reach audiences with fewer opportunities to attend educational and cultural programming. Because we are a statewide organization, within each grant round we strive to make awards in as many regions of the state as possible. All subjects and themes relevant to the communities served are welcome. Since 2017, HNY has given special encouragement to women's history projects. That priority will be extended into 2021 in light of Covid-19 disruptions to this year's commemorations. Other priorities include supporting small organizations (with operating budgets of less than \$250,000) and rural organizations.

Opportunities

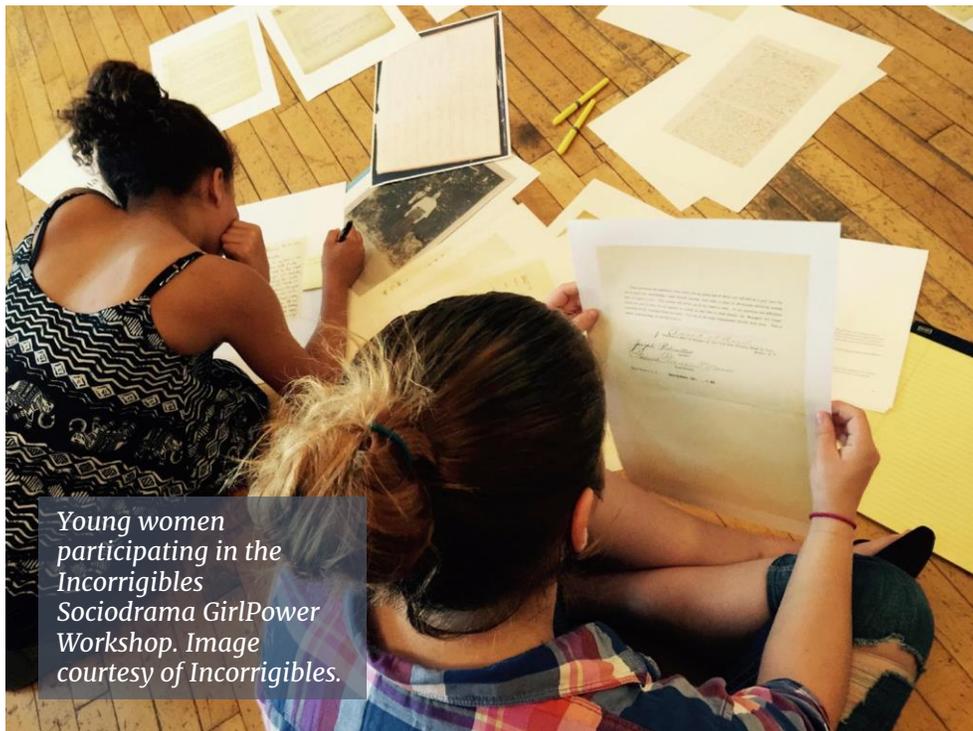
HNY has three grant opportunities: Vision, Action, and Quick Grants. Each supports the development and implementation of public-facing humanities projects but has different requirements and deadlines.

Eligibility

- Any tax-exempt organization that is based in and serves New York State may apply.
- HNY does not fund individuals.
- Each organization is eligible to receive one Vision Grant and one Action Grant OR one Vision Grant and one Quick Grant per year.
- Applicants with an open Action Grant project, including those whose grant periods were extended due to Covid-19 disruptions, must complete the project and submit the final report before applying for a new Action Grant.

Application Process

Grants are awarded on a competitive basis. Applications must be submitted through our online grant portal. You can check the status of a grant proposal from the applicant dashboard. Visit humanitiesny.fluxx.io to register and create an application.



Young women participating in the Incorrigibles Sociodrama GirlPower Workshop. Image courtesy of Incorrigibles.

Vision Grants: Seed Funding for Project Development

Accepted on a rolling basis until funds are depleted

Vision Grants (\$500 to \$1500, 1:1 Match Required) are planning grants. They support activities such as focus groups, new partnership meetings, collaborative research, scholar consultations, and professional development that assists organizations in developing public-facing humanities programs. Vision Grant awards may be applied toward expenses such as travel, consultant fees, and participant stipends. Typical grant products include exhibition plans; apps, tours, and brochures; public programming series; town halls; feasibility studies; and white papers.

Vision Grant Worksheet

Action Checklist	When?	Why?
<input type="checkbox"/> Submit application via online grant portal	At least 2 months before planning begins Your date: _____	Applications are accepted on a rolling basis until funds are depleted.
<input type="checkbox"/> Award Decision Notification	2-6 weeks after submission Your date: _____	Decisions are made monthly. Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	2 weeks after award notification Your date: _____	Completed grant agreement must be submitted via DocuSign before funds will be released.
<input type="checkbox"/> Program Implementation	Varies according to planning process Your date: _____	The grant period is designated in the Grant Agreement. All grants funds must be expended within the grant period.
<input type="checkbox"/> Submit Final Report	1 month after the end of the grant period. Your date: _____	The Vision Grant final report must be completed before an Action Grant application will be considered.

Action Grants: Matching Funds for Project Implementation

Two Grant Rounds Per Year

Action Grants (\$1,500 to \$5000, 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 aim to actively engage audiences through creative programming formats, including workshops, roundtables, panel discussions, humanities-infused performances, exhibits, podcasts, and interactive digital platforms.

Action Grant Worksheet

Action	Date	Explanation
<input type="checkbox"/> Submit application	Two rounds per year: October 1 st and April 1 st Your date: _____	All applications must be submitted via the online grant portal.
<input type="checkbox"/> Award Decision Notifications	10 – 12 weeks after the submission deadline Your date: _____	Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	2 weeks after award notification Your date: _____	Grant agreement must be submitted via DocuSign before initial payment will be released.
<input type="checkbox"/> Program Implementation	Begins at least 3 months after the submission deadline. Length varies according to project. Your date: _____	The grant period is designated in the Grant Agreement. All funds must be expended within the grant period.
<input type="checkbox"/> Submit Final Report	1 month after the end of the grant period. Your date: _____	Final payment will be released upon completion of the final report.

Quick Grants: Matching Funds for Project Implementation

Accepted on a rolling basis until funds are depleted

Quick Grants (\$500, 1:1 match required) are implementation grants for public humanities projects that respond to issues and ideas that capture the imagination of New Yorkers. Potential formats include scholar talks, panel discussions, and roundtable conversations. Eligible expenses include speaker and facilitator honoraria, travel, and marketing. 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

Quick Grant Worksheet

Action Checklist	When?	Why?
<input type="checkbox"/> Submit application via online grant portal	At least 2 months before project begins Your date: _____	Applications are accepted on a rolling basis until funds are depleted.
<input type="checkbox"/> Award Decision Notifications	2-4 weeks after submission Your date: _____	Decisions are made monthly. Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	2 weeks after award notification Your date: _____	Completed grant agreement must be submitted via DocuSign before funds will be released.
<input type="checkbox"/> Program Implementation	Varies according to project Your date: _____	The grant period is designated in the Grant Agreement. All funds must be expended within the grant period.
<input type="checkbox"/> Submit Final Report	1 month after the end of the grant period. Your date: _____	Final reports are available in the grant portal once the Grant Agreement is marked complete.

Application Checklist

Use the checklist below to ensure that your application is complete and accurate.

Project Team

- Humanities Expert:* Each project team must include at least one member with **humanities expertise**. This may be someone with an advanced degree in a humanities field, a local history expert, or a culture bearer. The application should demonstrate how their expertise will contribute to the project.
- Community Partnerships:* HNY encourages organizations to develop and implement programming in partnership with other **community groups**. Please describe any institutional partners in your application.

Matching Funds

- All three grant opportunities** require cost-sharing of at least **1:1**. Put another way, HNY grants can fund no more than 50% of a project's expenses. The grant request may be matched by any combination of cash and in-kind contributions. Staff time, volunteer time, and donated venue space may count as sources of cost-share. Matching funds demonstrate commitment to a project and help HNY meet state and federal reporting requirements.

Budget

- Each application must include a **project budget** completed on the budget template (link available in the application). The budget should demonstrate how the grant request will be allocated, as well as any cash or in-kind cost share.
- Eligible Expenses:* Applicants may request support for any **necessary costs** for the proposed scope of work, including participant honoraria, staff time, consultants, travel, marketing, evaluation, and photography/videography. **Costs of travel on non-U.S. (international) air carriers and costs of alcohol may not be included in the request.**
- Finance Officer:* If awarded, grantees must designate a **Finance Officer** who will manage the grant funds. This individual must be an employee or board member of the awarded organization and be familiar with accounting practices. The Finance Officer may not be the same person as the Project Director.

Additional Considerations

Review Process

The grants staff review submitted materials for eligibility and completeness before passing applications along to the Grant Review Committee. If an application is incomplete, applicants will be notified via email and may have the opportunity to resubmit.

The **Grant Review Committee** is composed of HNY staff, board members, and outside evaluators. Projects are awarded on a competitive basis, balancing the merits of each proposal, applicants' track records, and HNY's funding priorities. All applicants will be notified by email or phone as soon as possible after a decision meeting. You may also view the status of your application by logging into the grant portal.

Declined applicants may request a phone appointment with a staff member to receive feedback about an application.

Questions?

- For questions regarding the content of a proposal, email grants@humanitiesny.org
- For questions regarding the grant portal, email apply@humanitiesny.org
- To discuss a proposal idea, request a 30-minute phone appointment using the calendar on our website: humanitiesny.org
- Follow us on Facebook, Twitter and Instagram: [@humanitiesny](https://www.instagram.com/humanitiesny)

A group of diverse people, including men and women of various ethnicities, are sitting in a circle on blue chairs in a library. They appear to be engaged in a community conversation. The background features a wall with several framed artworks and a wooden counter.

Did you know: Grant recipients are also eligible to host Community Conversations and Reading & Discussion Programs?

Visit humanitiesny.org to learn more about these opportunities!

Community Circle in Newburgh as part of Newburgh Free Library's Vision Grant project. Photo by Brian Wolfe.