

Please Note: To edit a draft, respond to a revision request, or request for additional information, select the **Edit** button at the top right

Humanities New York

R-2204-07433 - Action Grant

Amount Requested:

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ACTION GRANTS: FUNDS FOR PROJECT IMPLEMENTATION

Up to \$5,000 to implement humanities projects that encourage public audiences to reflect on their values, explore new ideas, and engage with others in their community. These grants actively engage participants through creative programming formats, including workshops, roundtables, panel discussions, humanities-infused performances, exhibits, podcasts, and interactive digital platforms.

- **Amount:** \$1,500 - \$5,000
- **Match:** Required
- **Deadline:** 11:59 pm on 6/1/2022
- **Decisions:** Applicants will receive email notification of the Grant Review Committee's decision approximately 10 to 12 weeks after the deadline.

To browse a list of recently awarded Action Grants, visit our website.

Questions? Make an appointment using the calendar on our homepage to discuss proposal ideas and/or eligibility.

▼ Organization Information

If awarded, the organization that appears below will be considered the “Grantee.”

Please note: applicants cannot edit the Organization record. If you would like to edit the Organization name, please email grants@humanitiesny.org for assistance.

Grant Role Instructions:

- **Primary Contact:** Receives all email correspondence related to this request.
- **Authorizing Official:** Must be an officer of the Applying Organization who is authorized to submit this application for funding. If awarded, the Authorizing Official will receive and sign the Grant Agreement.
- **Project Director:** The individual who is primarily responsible for the project's planning and/or implementation.
- **Finance Officer (FO):** Receives and administers the grant funds, if awarded. *The FO should not be the same as the Project Director.*

Organization: Humanities New York

Primary Grant Contact: TEST USER

Authorizing Official: TEST USER

Project Director: TEST USER

Finance Officer: TEST USER

If the individual fulfilling one of these roles does not display in the options above, please provide their contact information in the fields below. Please include the individual's **first and last name, title, organization, email address, and phone number**. If awarded, grants staff will add them to the grant portal on your behalf.

Authorizing Official:

Project Director:

Finance Officer:

▼ Grant Application Preparation

Did you read the Grant Guidelines and the [Action Grant Rubric](#) before beginning the application?

Grant Guidelines and Rubric

Acknowledgement:

Phone appointments are not required but are encouraged, particularly for first-time applicants. You can request an appointment [on our website](#).

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

Appointment Acknowledgement:

▼ Project Details

Instructions: For the narrative questions, character limits are a ceiling, not a recommended length. The Grant Review Committee appreciates responses that are clear and thorough.

Provide the title you will likely use when marketing the project.

Project Title:

Provide a brief (one or two sentence) summary of your proposed project. HNY will use this description in our press releases if your request is awarded.

Project Abstract:

Describe what your project is about. Explain why the theme or topic is important to explore right now and why the humanities are central to this exploration. Be sure to describe the format of your project.

Project Description:

Describe who this project will serve and how it will respond to their needs and interests.

Audience:

In the field below, identify the relevant individuals and organizational partners who will contribute to the project's success. Describe each partner's roles and responsibilities. *Be sure to indicate which project team members have humanities expertise and how this expertise will benefit the work.*

Project Team and Partners:**How many of the partners have humanities expertise?**

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

Community Outreach:**Other Comments:****▼ Activity or Event Details**

Number of Activities and/or Events

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

Activities and/or Events Type

Are the Activities/Events Virtual, In-Person, or Both?

Event Dates

Provide the event dates below. Be as specific as possible and only list events that will occur during the grant period.

For the **June 1, 2022** deadline, the grant period will start September 1, 2022.

The grant period end date is determined based on the project timeline. Grant periods are typically 6 - 12 months, but may be longer.

Venues & Online Platforms

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

Do all venues/platforms for this project meet ADA accessibility standards?

ADA Accessibility Standards:

Program Admission Fee

Indicate how much the public will pay to participate in your program. If there is a sliding scale or discounts are offered, include all prices.

Covid-19 Contingency Plans

As coronavirus variants continue to emerge, HNY recognizes that planning public programming remains challenging. What are your plans for adapting to this ever-evolving public-health crisis?

Provide the total estimated number of participants for all project activities.

Estimated In-Person Attendees:

The following question is not designed to assess marketing or social media reach. Provide the estimated number of individuals who will interact with project content online, virtually, or broadcast.

Estimated Virtual Attendees:

▼ **Financial Information**

Action Grant requests may not exceed \$5,000. A minimum 1:1 match is required. In other words, the grant request cannot exceed 50% of the total project expenses.

Applicants may request support for costs necessary to achieve the proposed scope of work. This includes staff time, scholar honoraria, marketing, and evaluation.

Applicants may include a de minimis indirect cost rate of up to 10% of direct costs. If you have a Federally Negotiated Indirect Cost Rate, you may use that rate.

Amount Requested: \$0.00

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.

Total Project Expenses: \$0.00

Required Request Documents:

- **Project Budget** using the Budget Template. You can view a sample budget here.
- Note: The budget attachment will display in two places: The "Initial Project Budget" section and the "Request Documents" section.

Request Budget

INITIAL PROJECT BUDGET

▼ Documents

Please upload the following documents by selecting the + icon under **Request or Organization**:

Optional Request Document: Upload one file to supplement your narrative. This may include: material relevant to this project or an example of a past program, activity, or notable press.

Note: [The budget attachment will display in two places:](#) The "Initial Project Budget" section and the "Request Documents" section. *This does not count toward the one optional supplementary document.*

REQUEST DOCUMENTS

Required Organization Documents:

If these have not already been uploaded for your organization, please upload the following:

- **501c3 Determination Letter:** Upload the 501(c)3 Designation Letter for the Applying Organization. Municipalities and Tribal Governments may provide alternative documentation of their tax-exempt status.
- **Org 990 or Operating Budget:** Upload the Applying Organization's most recent 990. If the Applying Organization only files a 990-N, please attach an operating budget for the current fiscal year instead.

501c3 Determination Letter

Org 990 or Operating Budget

ORGANIZATION DOCUMENTS

▼ Certification

By selecting yes below, you certify the the information in this application is complete and accurate. You certify that the applying organization has not been suspended or debarred, and that they are not delinquent on federal debt.

If granted, you will comply with NEH nondiscrimination statutes and all other NEH requirements. You will provide HNY with the organization's unique entity identifier (currently a DUNS number), if it is not already on record.

Certification:

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.

Authorizing Official Name:

Authorizing Official Title:

Certification Date:

Please note: The portal does not autosave; therefore, you must click the **Save** button to ensure your data will not be lost. Once saved, and you are ready to submit the application or any revision requests, select **Submit** or **Re-Submit**.