

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-2208-07977 - Vision Grant

Amount Requested:

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VISION GRANTS: SEED FUNDING FOR PROJECT DEVELOPMENT

Funds brainstorming, researching, and professional development for organizations working collaboratively to develop new ideas and strategies for public-facing humanities projects.

- **Amount:** \$500 - \$1,500
- **Match:** 1:1 Required
- **Decisions and Awards:** Applications are accepted on a rolling basis. At the beginning of every month, HNY reviews requests from the previous month and grantees are notified by mid-month of HNY's decisions. Provided grantees submit paperwork promptly, applicants will receive payment by ACH (or their checks will be printed) by the end of the month after their submission.
- **Start date:** The earliest that activities funded by HNY can begin is the first of the month following the month of decision, i.e. for requests submitted in August, awardee program cannot begin before October 1; for requests submitted in September, the program cannot begin before November 1, etc.

To browse a list of recently awarded Vision 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:

Authorizing Official:

Project Director:

Finance Officer:

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** before beginning the application?

Grant Guidelines 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

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 and how the **planning process** will support the development of public-facing programming. **Explain why the theme or topic is important to explore right now and why the humanities are central to this exploration.**

Project Description:

Please select from one to three (1-3) organization goals that the proposed project will fulfill.

Organization Goals:**How many of the partners have humanities expertise?**

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:**Other Comments:****▼ Planning Process Details**

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

Number of Planning Activities and/or Events:

Vision Grants must be submitted *at least one month* before the planning process begins.

Planning Activity Dates:

List all venues and/or digital platforms where your planning process will take place.

Venues:

How many people do you expect to participate in the planning process? Be sure to include virtual as well as in-person participants.

Estimated Number of Participants:**Covid-19 Contingency Plans**

Uncertainty is a defining characteristic of the coronavirus: either the pandemic will continue into next year or a new vaccine will bring it to an abrupt end. What are your plans for adapting to this ever-evolving public-health crisis?

▼ Financial Information

Vision Grant requests (\$500 - \$1,500) require a minimum 1:1 match. Put another way, *Vision Grants can fund no more than 50% of a project's expenses*. The match may come from a combination of cash and in-kind sources. Be sure to value staff and volunteer time. If you have questions about demonstrating the necessary match, please

contact grants@humanitiesny.org for assistance.

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

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](#).
- Please upload the Budget Template **as an Excel sheet**. Do not upload Budget Template as a PDF.
- 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.

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 it is 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**.