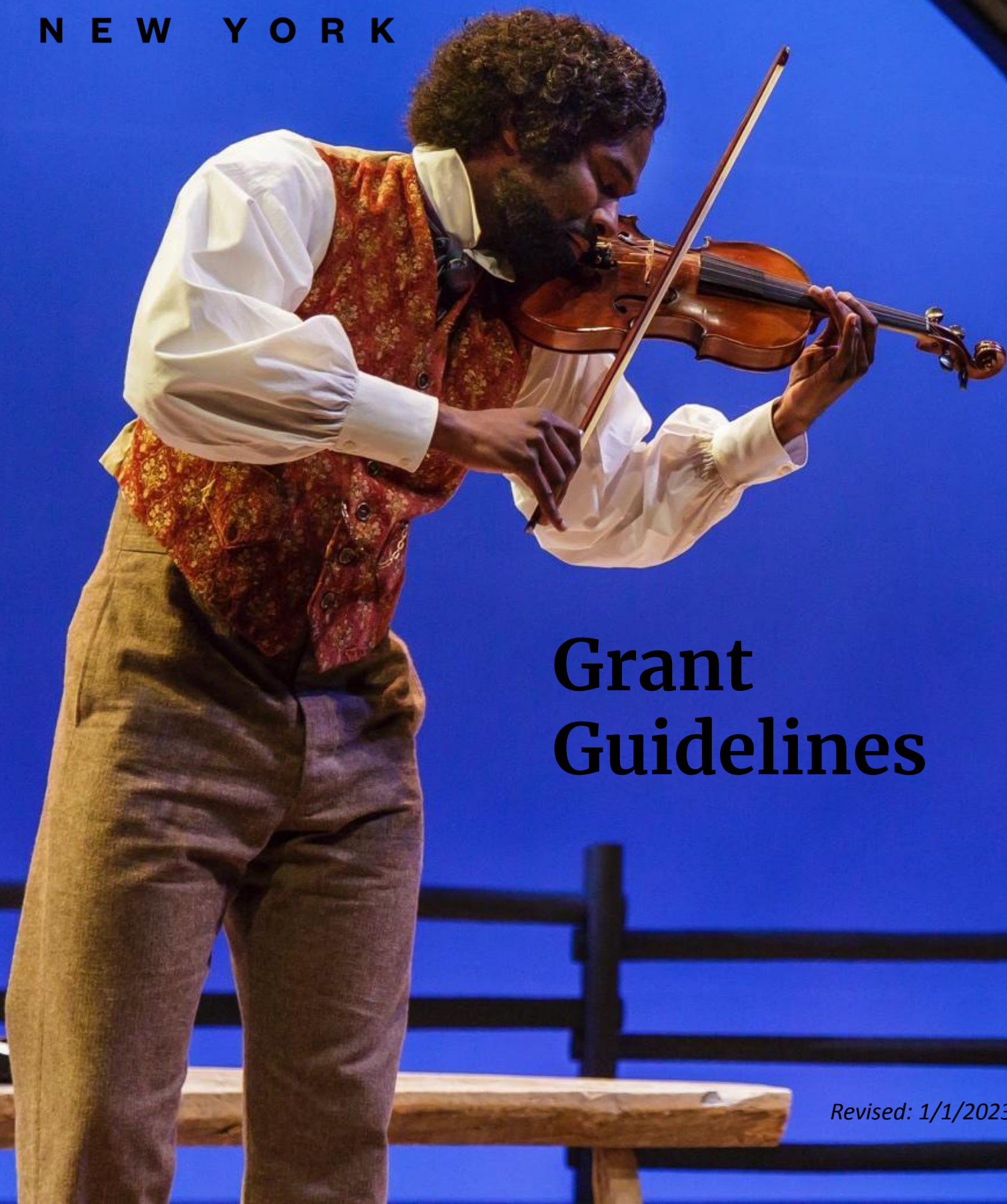




**HUMANITIES  
NEW YORK**



# **Grant Guidelines**

*Revised: 1/1/2023*



## FROM RADICAL TO MAINSTREAM: LADIES TAKE TO BICYCLES

At first, the bicycle was a radical novelty with a hazardous reputation. But the introduction of the "safety bicycle," which was patented in 1887 with a chain drive and equal-sized wheels, caused Americans to suddenly go wild for bicycles.

### "DANGER FOR WOMEN RAN LOST TO SAFETY FOR CYCLING"

Few women joined the new fad until, ten years later, drop frame bicycles that made room for their skirts hit the market. During the 1890s, bicycling rapidly became a national craze, and in New York, wheelwomen proudly pedaled alongside men—and sometimes ahead of them.



### TAKING ON THE TWO-WHEELER

Early bicycles were ill-equipped to accommodate women's needs, and riding skirts proved even later. In the 1880s, people made the perilous journey from skirts to trousers. Gradually, though, more women took on the two-wheeler, increasing public acceptance. By 1890, the Buffalo Courier declared that "young and middle-aged women can learn to ride the bicycle with the greatest facility, and they can soon become exceedingly skillful."



### CLOTHING CONTROVERSY

Clothing initially proved a hindrance to Victorian-era women cyclists. Long skirts became tangled in the wheels and could throw a rider off her bicycle. Nevertheless, pressure to appear "respectable" and ladylike left women in conflict over the best garb for the activity. Many women hemmed their skirts above their ankles and reduced the number of petticoats they wore, while others took the more dramatic step of wearing controversial pants or bloomers. Gradually, bicycle costumes gained some degree of acceptance, though they were not acceptable for wear when a lady was away from her bicycle.



### CYCLING CLUBS

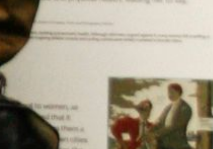
Clubs formed an important part of bicycle culture, springing up in towns and cities across the United States. These clubs brought bicycle enthusiasts together at team group rides, and even parties. Women joined bicycle clubs like the Women's Wheel Club in Buffalo, the Ladies Bicycle Club of Utica, the Lady Wheelers of New York City, or the Elite Cycling Club of Brooklyn. Clubhouses might feature changing areas and special locker rooms for women. Through the clubs, women began to ride together, they were often accompanied along routes, or given rides.



WOMAN'S  
WHEEL

## THE BICYCLE: CHALLENGING AND CHANGING FEMININITY

Bicycling challenged the social order of the 1890s by threatening to radically change the femininity of women and possibly leave them with social female roles called for. As more women were "labeled" as "bicyclists," they faced challenges from traditional social norms of femininity and abilities.



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This page: Kjirsten Gustavson presents "Women on the Wheel" at Sonnenberg Gardens in partnership with the 1816 Quaker Meetinghouse. Awarded an Action Grant.

Cover: Cedric Mays as Douglass in "The Agitators: The Story of Susan B. Anthony and Frederick Douglass" by Matt Smart. Photo by Goat Factory Media Entertainment.



# 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:** Using dialogue, reflection, and critical thinking, Humanities New York applies the humanities to strengthen democratic society.

## Values:

**Justice:** We promote just and equitable relationships among people as the necessary precondition for individual and community success.

**Community:** We cultivate and seek to renew habits of citizenship, striving to foster an expanded, inclusive sense of civic participation, common purpose, and public trust.

**Dialogue.** We invite and challenge people to participate in conversations that allow their voices to be heard, foster critical thinking, encourage peer learning, and help them find common ground.

**Diversity.** We encourage open-mindedness and inclusivity, and commit to the practice of mutual respect.

**Collaboration.** We enter into equitable partnerships in order to work with the complex, dynamic communities we wish to serve.

**Relevance.** We address the challenging contemporary issues facing the people of New York State, in the hope of finding common purpose.



Walking tour participants visiting Chenchita's Community Garden with the Street Vendor Project. Awarded an Action Grant.

# 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. Other priorities include supporting small organizations (with operating budgets of less than \$250,000) and rural organizations.

## Opportunities

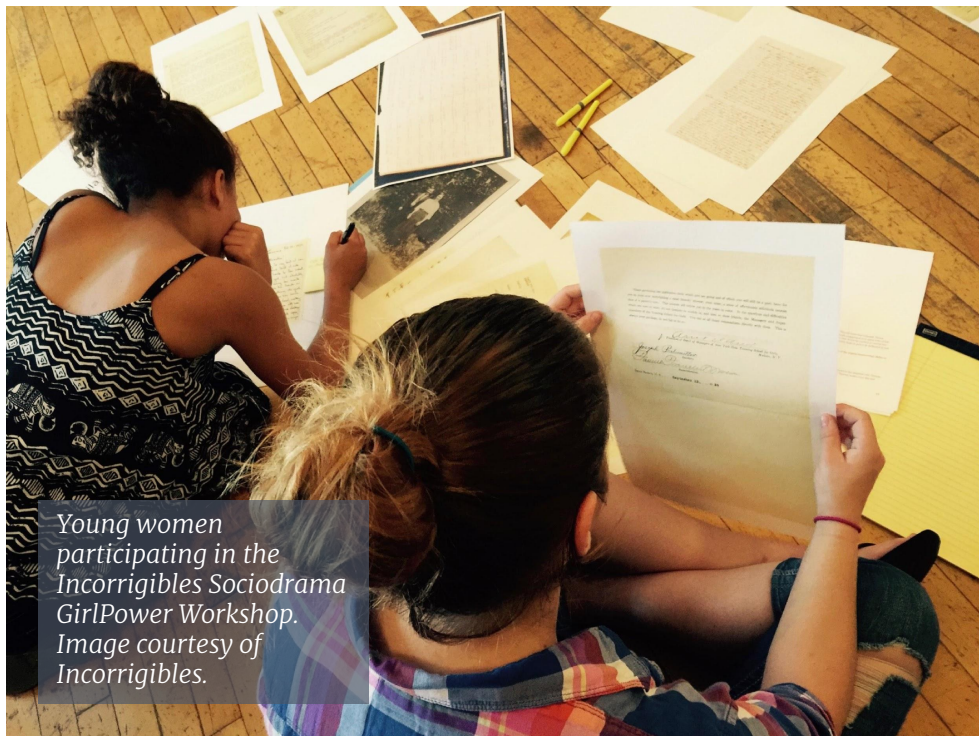
HNY has three recurring grant opportunities: Vision, Action, and Quick Grants. Each supports the development and implementation of public-facing humanities projects but has different requirements and deadlines.

## 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. Organizations participating in HNY's annual Post-Incarceration Humanities Partnership (PIHP) will be ineligible for all three recurring grant opportunities while their PIHP grant is open.
- Applicants with an open Action Grant project 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, Fluxx. You can check the status of a grant proposal from the applicant dashboard. Visit [humanitiesny.fluxx.io](http://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 <b>1 month</b> before planning begins Your date: _____	Applications are accepted on a rolling basis until funds are depleted.
<input type="checkbox"/> Award Decision Notification	<b>2-3 weeks</b> after submission Your date: _____	Decisions are made monthly. Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	<b>2 weeks</b> 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	<b>1 month</b> 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 (\$6,500 to \$10,000, 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 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 deadlines in FY 2023: October 1 <sup>st</sup> and March 31 <sup>st</sup>  Your date: _____	All applications must be submitted via the online grant portal.
<input type="checkbox"/> Award Decision Notifications	<b>10 – 12 weeks</b> after the submission deadline  Your date: _____	Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	<b>2 weeks</b> 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 <b>3 months</b> 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	<b>1 month</b> 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 (\$1,500, 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"/> Read Call for Papers	At least <b>1 month</b> before project begins Your date: _____	Applications are accepted on a rolling basis until funds are depleted.
<input type="checkbox"/> Award Decision Notifications	<b>2-3 weeks</b> after submission Your date: _____	Decisions are made monthly. Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	<b>2 weeks</b> 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	<b>1 month</b> 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 HNY 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

## Applying Organizations

HNY accepts proposals from "pass-through" organizations, i.e., when an organization with tax-exempt [510(c)3] status in New York State applies on behalf of another organization that lacks such status at the time of applying (but is working toward that end). Please be advised that HNY does not accept such proposals from Fractured Atlas.

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



A group of diverse people are sitting in a circle in a room with a wooden wall and several framed artworks. The group includes a man in a dark blue hoodie, a woman in a white hijab, and others in various attire. They are seated on blue plastic chairs. A semi-transparent dark blue box with white text is overlaid on the left side of the image.

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

Visit [humanitiesny.org](http://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.*