

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-2302-08689 - Action Grant

Amount Requested:

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ACTION GRANT CRITERIA

Proposal should be for implementing programming that encourages public audiences to reflect on their values, explore new ideas, and engage with others in their community. Request can take the form of workshops, roundtables, panel discussions, humanities-infused performances, exhibitions, podcasts, digital platforms, or other interactive activities.

- **Amount:** \$6,500 to \$10,000
- **Match:** Required
- **Deadline:** 11:59 pm on Fri., 3/31/2023. Applicants are encouraged to submit before the deadline.
- **Decisions:** Applicants will be notified of the Grant Review Committee's decision by late May.

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.

▼ GRANT APPLICATION PREPARATION

Did you read the Grant Guidelines before beginning the application?

Do you understand that, if awarded, your organization will not be eligible for a Post-Incarceration Humanities Partnership award in 2023?

▼ ORGANIZATION INFORMATION

If awarded, the organization that appears below will be considered the Grantee. Note: Applicants cannot edit the Organization record. If you would like to change the Organization name, please email grants@humanitiesny.org.

Organization: Humanities New York

Mission Statement:

Grant Roles: Please denote who in your organization will be acting as the following four required roles by either selecting from the dropdown or entering in this person's contact information—their first and last name, title, organization, email address, and phone number—in the corresponding field marked with (new).

Primary Contact: Receives all email correspondence related to this request.

Authorizing Official: Person who is authorized by your organization to submit this application for funding. If awarded, this individual will receive and sign the Grant Agreement.

Project Director: The person who is primarily responsible for the project's implementation.

Finance Officer: Someone other than the Project Director who receives and administers the Grant funds.

Primary Grant Contact:

Authorizing Official:

Project Director:

Finance Officer:

Authorizing Official (new):

Project Director (new):

Finance Officer (new):

Organization Legislative Districts: Use the following links to look up your legislator information:

- Federal and State Districts, by ZIP
- NYC Council Districts

State Assembly District:

State Senate District:

Congressional District:

NYC Council District:

▼ PROJECT SUMMARY

Please refrain from using all capital letters as well as naming your organization or the location of the project in the two following fields.

Project Title: Provide the title you will likely use when marketing the project.

Project Abstract: Provide a one sentence summary of the project. If awarded, HNY will use this text as the basis for its press release.

Project Description: Explain your program and its format. Address why the theme or topic is important right now and why the humanities are central to this exploration. Note that character limits for the following fields are ceilings, not recommended lengths. The Grant Review Committee appreciates responses that are clear and thorough.

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

Project Team: Identify the relevant individuals and organizational partners who will contribute to the project and describe their responsibilities. Indicate who among them have backgrounds in the humanities and how their expertise will benefit this program.

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

Project Evaluation: Explain how, if awarded, the project will be evaluated beyond completing the required final report for HNY. Examples can include reviewing feedback from participants and debriefs with staff. How will this evaluation impact future programming?

▼ PROJECT DETAILS

Number of Events: Enter the number of activities that will result from this grant.

Event Type: Explain whether the activities are in-person, virtual, or hybrid.

Event Dates: For the March 31 deadline, projects cannot begin before July 1, 2023. Be as specific as possible about dates for these activities; the last date listed will determine the end date of your grant. Awarded projects are typically six to 12 months, but may be longer.

Venues: List all venues where your project will take place, including physical addresses and online platforms where your project will take place. If one or more of your venues is not confirmed, please explain. Please address ADA accessibility

of all venues.

Admission: How much will the public pay to participate in your programs? Specify if there are any differences in cost between events. Is there a sliding scale or are discounts offered?

Backup Plans: HNY recognizes that between environmental and public health crises, planning public programming can be challenging. Please describe your project’s contingency plans should the initial form of your program be disrupted.

Attendees: Provide the total estimated number of active participants for all project activities. Do not include people who will view the program content after the event has transpired.

In-Person:

Virtual:

Views: Provide the estimated number of views that you believe your project will receive. This number should include people who interact with the project online during the grant period, which ends one month after the last event.

Views:

▼ FINANCIAL INFORMATION

Use the **HNY budget template** for your project budget; upload an excel or google sheet in the Request Budget field below. This should reflect the full cost of your project, nothing beyond the scope and timeline in your Project Summary. Requests can be between \$6,500 and \$10,000 and can be used for any expense necessary to achieve the described activities with the exception of international travel and alcohol. Example expenses include staff time, honoraria, and marketing can be found in the **HNY sample budget**.

A minimum 1:1 match is required in this budget, meaning the total amount requested of HNY must be matched by either cash and/or in-kind services provided by the applying organization (or its partners). Cash can be in-hand or anticipated at the time of grant request.

Applicants may include a *de minimis* indirect cost rate (ICR) of up to 10% of direct expenses of the total grant. In other words, [TOTAL project expenses] = [direct expenses] + [ICR, which is no more than 0.10 x direct expenses]. If your organization has a federally negotiated ICR, you may use that rate provided you upload documentation in the Request Documents section below.

(The uploaded budget attachment will display in both the Initial Project Budget and the Request Documents sections.)

Request Budget

INITIAL PROJECT BUDGET

Referring to your uploaded budget, please provide:

Amount Requested:	\$0.00
Total Project Expenses:	\$0.00

▼ REQUEST 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. (The Initial Project Budget does not count towards this supplementary material.)

REQUEST DOCUMENTS

The following two uploads are required:

- **Proof of Tax-Exempt Status:** Upload your organization's 501(c)3 or other documentation of this designation.
- **990 or Operating Budget:** Upload a 990 from after 2019. Do not upload a document confirming filing; HNY needs to see the submitted paperwork for proper reporting. If a 990 is not available, please attach an operating budget for the current fiscal year instead.

ORGANIZATION DOCUMENTS



Copy of HNY at a Glance (2).pdf



Org 990 or Operating Budget

Added by TEST USER at 3:11 PM on September 1, 2022



SAMPLE HNY Vision Grant Application.pdf



501c3 Determination Letter

Added by TEST USER at 3:11 PM on September 1, 2022

▼ CERTIFICATION

This certification is required for application submission.

By selecting yes below, you certify that 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 if it is not already on record.

Authorization: Entering the full name of the Project Authorizing Official (identified in Grant Roles above) constitutes a digital signature.

Authorizing Official Name:

Authorizing Official Title:

Certification Date: