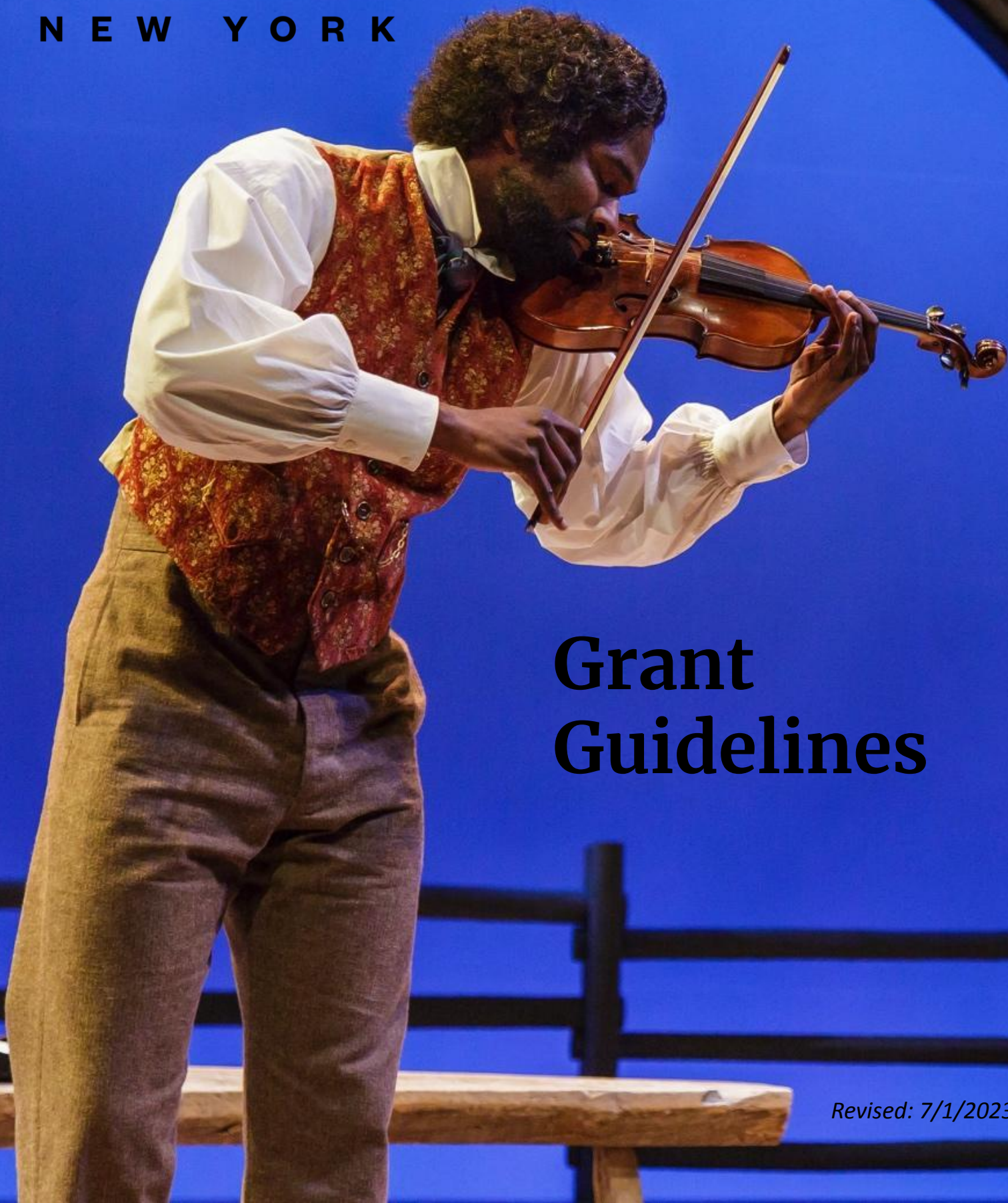




**HUMANITIES  
NEW YORK**



# **Grant Guidelines**

*Revised: 7/1/2023*

## 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.

### "RIDING FOR WOMEN CAN LEAD TO BRIDGITY AND CYCLING"

Few women joined the new fad until, five 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 while wearing corsets, in the 1880s, proved nearly fatal. Some women purchased female riders as ridiculous or impractical. Gradually though, more women took on the two-wheeler, increasing public acceptance. By 1888, the British Courier declared that "young and middle-aged women can learn to ride the bicycle with the greatest facility, and they can soon become exceedingly skilful."



### CLOTHING CONTROVERSY

Clothing initially proved a hindrance to women's cycling. Long skirts became tangled in the wheels and could throw a rider off the bicycle. Some women purchased female riders as ridiculous or impractical. Gradually though, more women took on the two-wheeler, increasing public acceptance. By 1888, the British Courier declared that "young and middle-aged women can learn to ride the bicycle with the greatest facility, and they can soon become exceedingly skilful."

### CYCLING CLUBS

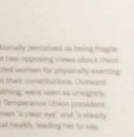
Clubs formed an important part of bicycle culture, springing up in towns and cities across the United States. These clubs brought bicycling enthusiasts together at races, group rides, and even parties. Women joined bicycle clubs like the Women's Wheel Club in Buffalo, the Ladies Bicycle Club of Wino, the 1st Women's Bicycle Club in New York City, or the elite Cycling Club of England. Club houses might feature changing areas and women's locker rooms for availability. Though the clubs brought more women together, they also were often male-dominated organizations or even men.



WOMEN  
ON THE  
WHEEL

## THE BICYCLE: CHALLENGING AND CHANGING FEMININITY

Bicycling challenged the social order of the 1890s by threatening to liberate women and possibly leave them equal female roles called for "ruthless, self-sacrificing" women as more women were "freed." They faced challenges from ingrained social norms of freedom 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.

Humanities New York uses dialogue, reflection, and critical thinking to strengthen democratic society.



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. Special priority is given to proposals that address environmental-humanities topics; impacts of incarceration and the “prison ecosystem”; and the Semiquincentennial of the founding of the United States. Other priorities include supporting small organizations (with operating budgets of less than \$250,000) and rural organizations.

## Opportunities

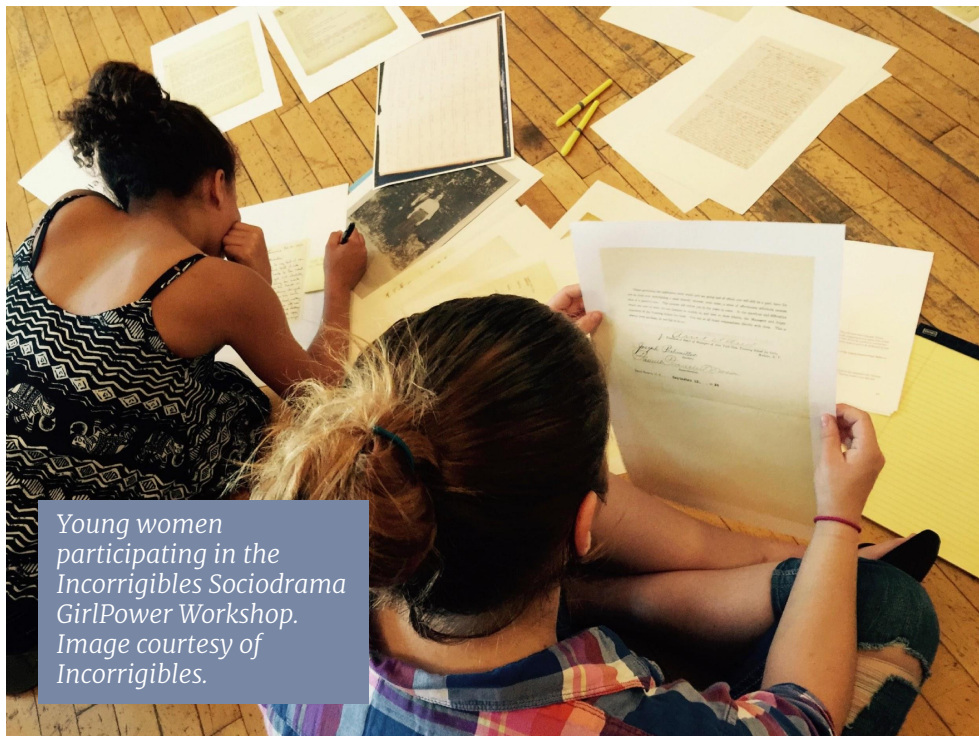
HNY has three recurring grant opportunities: Vision, Quick, and Action Grants. Each supports the development and implementation of public-facing humanities projects but has different requirements and deadlines.

## Eligibility

- Any tax-exempt organization (non-profit, municipality, or tribal government) that is based in and serves New York State may apply. HNY does not fund individuals.
- Each organization must have a UEI (Unique Entity Identifier) in order to receive a grant.
- Each organization is eligible to receive one Vision Grant and one Action Grant OR one Vision Grant and one Quick Grant per calendar year.
- Applicants with an open Action Grant project or open Quick Grant project must complete the project and submit the final report before applying for a new Action Grant or new Quick 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 Timeline

Action Checklist	When?	Why?
<input type="checkbox"/> Submit application via online grant portal	At least <b>2 months</b> in advance of program start date (i.e. for programs starting in November, applicants should submit a proposal by September 1, etc.)	Applications are accepted on a rolling basis until funds are depleted.
<input type="checkbox"/> Award Decision Notification	Third or fourth week of month following month of submission.	At the beginning of every month, HNY reviews requests from the previous month. Grantees are notified via email.
<input type="checkbox"/> Return Grant Agreement	<b>2 weeks</b> after award notification.	Completed grant agreement must be submitted via DocuSign before funds will be released.
<input type="checkbox"/> Program Implementation	Varies according to planning process.	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.	The Vision Grant final report must be completed before an Action Grant application will be considered.

## Quick Grants: Matching Funds for Project Implementation

*Accepted on a rolling basis until funds are depleted*

Quick Grants (\$500 to \$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. Example formats may include scholar talks, panel discussions, and roundtable conversations. Eligible expenses may include speaker and facilitator honoraria, travel, marketing, etc. 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 Timeline

Action Checklist	When?	Why?
<input type="checkbox"/> Submit application via online grant portal	At least <b>2 months</b> in advance of program start date (i.e. for programs starting in November, applicants should submit a proposal by September 1, etc.)	Applications are accepted on a rolling basis until funds are depleted.
<input type="checkbox"/> Award Decision Notifications	Third or fourth week of month following month of submission.	At the beginning of every month, HNY reviews requests from the previous month. Grantees are notified via email.
<input type="checkbox"/> Return Grant Agreement	<b>2 weeks</b> after award notification.	Completed grant agreement must be submitted via DocuSign before funds will be released.
<input type="checkbox"/> Program Implementation	Varies according to project.	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.	Final reports are available in the grant portal once the Grant Agreement is marked complete.

## 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 Timeline

Action	Date	Explanation
<input type="checkbox"/> Submit application	Two deadlines for 2024 programming: Fri., Sept. 29 <sup>th</sup> , 2023 and Mon. Apr. 1 <sup>st</sup> , 2024.	All applications must be submitted via the online grant portal.
<input type="checkbox"/> Award Decision Notifications	<b>8 to 10 weeks</b> after the submission deadline.	Applicants will be notified via email.
<input type="checkbox"/> Return Grant Agreement	<b>2 weeks</b> after award notification.	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.	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.	Final payment will be released upon completion of the final report.



# 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 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). HNY does not accept such proposals from Fractured Atlas.

## Programming Admission Fees

Admission fees for humanities programming are acceptable but keep in mind: the higher the fee (especially above \$15), the less competitive the proposal will be in the eyes of reviewers.

## 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 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)
- To learn more about our grants, register for one of our upcoming info webinars via our website: [humanitiesny.org](http://humanitiesny.org)
- Follow us on Facebook, Twitter and Instagram: [@humanitiesny](https://www.facebook.com/humanitiesny)

A group of diverse people, including men and women of various ethnicities, are sitting in a circle on blue plastic chairs in a room. The room has a wall with several framed pieces of art. The people are engaged in conversation, with some looking towards the center of the circle. The lighting is warm and indoor.

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.*