HUMANITIES NEW YORK

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: $0.00 to $0.00

Match:

Deadline: . Applicants are encouraged to submit before the deadline.

Decisions:

Questions? Email us at grants@humanitiesny.org and/or register for a grants information webinar.

Next

Preview mode

View Publish Version

HUMANITIES NEW YORK

Grant Application Preparation | Organization Information | Project Summary | Project Details | Financial Information | Request Documents | Certification

If awarded, the organization that appears below will be considered the Grantee. If you would like to change the organization name, please email grants@humanitiesny.org.

Organization Name
_____

* 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

Primary Contact (PC): Receives all email correspondence related to this request.
Authorizing Official (AO): 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 (PD): The person who is primarily responsible for the project's implementation.
Finance Officer (FO): Someone other than the Project Director who receives and administers the Grant funds.

* PC First Name	* PC Last Name	* PC Title	* PC Organization	* PC Phone	* PC Email
* AO First Name	* AO Last Name	* AO Title	* AO Organization	* AO Phone	* AO Email
PD First Name	PD Last Name	PD Title	PD Organization	PD Phone	PD Email
FO First Name	FO Last Name	FO Title	FO Organization	FO Phone	FO Email

* Are you applying through a fiscal sponsor
_____ ▾

Save and Next

Preview mode

View Publish Version

HUMANITIES NEW YORK

| Grant Application Preparation | Organization Information | Project Summary | Project Details | Financial Information | Request Documents | Certification |

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.

_____

* 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?

_____

Save and Next

Preview mode

View Publish Version

**HUMANITIES
NEW YORK**

Grant Application Preparation	Organization Information	Project Summary	Project Details	Financial Information	Request Documents	Certification

* 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?

_____

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.

_____

[Save and Next]

Preview mode

View Publish Version

HUMANITIES
NEW YORK

⊘ Grant Application Preparation   ⊘ Organization Information   ⊘ Project Summary   ⊘ Project Details   ▶ Financial Information   ▶ Request Documents   ▶ Certification

Use the HNY budget template for your project budget; upload an excel sheet—not a pdf—in the Initial Project Budget 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 including 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). Put another way, **Action Grants can fund no more than 50%** *of a project's expenses*. 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.

(Please note: the uploaded budget attachment will display in both the Initial Project Budget section and the Grant Request Documents section further below in the request form.)

Attach Project Budget

📎

No files

Referring to your uploaded budget, please provide:

Amount Requested: This is the amount of funding you are requesting from HNY.

Total Project Expenses: This figure 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.

* Amount Requested

$ _____

* Total Project Expenses

$ _____

Save and Next

Preview mode

View Publish Version

HUMANITIES
NEW YORK

Grant Application
Preparation   ⊘

Organization
Information   ⊘

Project
Summary   ⊘

Project
Details   ⊘

Financial
Information   ⊘

Request
Documents   ▶

Certification   ▶

Please upload the following documents by selecting the paperclip icon

- **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.

Grant Request Documents (optional): *Upload materials to supplement your narrative. This may include material relevant to this project or an example of a past program, activity, or notable press. There is no limit to how many items can be uploaded.*

Grant Request Documents

📎

No files

Save and Next

Preview mode

View Publish Version

HUMANITIES
NEW YORK

⊘ Grant Application   ⊘ Organization   ⊘ Project   ⊘ Project   ⊘ Financial   ⊘ Request   ▶ Certification
   Preparation   Information   Summary   Details   Information   Documents

This certification is required for application submission.

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 UEI), 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.

* Do you Authorize this Request?

_____ ▼

* Certification Date

_____ 📅

* Authorizing Official Full Name

_____

* Authorizing Official Title

_____

Submit Request

Download PDF of Application

Preview mode

View Publish Version