

### QUICK GRANTS CRITERIA

**Quick grants are available to organizations whose total yearly operating expenses are \$250,000 or less.** Quick Grants fund in-person and digital public humanities projects that encourage audiences to reflect on their values, explore new ideas, and engage with others in their community.

**Please note:** Organizations may receive **One Quick OR one Action Grant OR one Post-Incarceration Humanities Partnership (PIHP) Grant** per calendar year.

**Event date:** Applicants should submit proposals at least 2 months in advance of the program start date, i.e. for programs starting during the month of November, applicants should submit a proposal by September 1; for programs starting during the month of December 1, applicants should submit a proposal by October 1, etc.

Amount: \$500.00 to \$1,500.00

Match: Required

Decisions: Applications are accepted on a rolling basis. At the beginning of every month, HNY reviews requests submitted during the previous month. Grantees are notified at the end of the month of HNY's decisions.

Questions? Email us at [grants@humanitiesny.org](mailto:grants@humanitiesny.org) and/or [register for a grants information webinar](#).

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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](mailto:grants@humanitiesny.org).**

Organization

Test Organization

Organization Mission Statement

Is your organization's operating budget less than \$250k?

**Grant Roles:** Please denote who in your organization will be acting as the following four required roles by entering in this person's contact information—their first and last name, title, organization, email address, and phone number – in the corresponding fields marked below.

The roles do not have to be different individuals. If applicable, all roles could be filled by the same person.

**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 ∨ +1	* PC Email
* AO First Name	* AO Last Name	* AO Title	* AO Organization	* AO Phone ∨ +1	* AO Email
PD First Name	PD Last Name	PD Title	PD Organization	PD Phone ∨ +1	PD Email
FO First Name	FO Last Name	FO Title	FO Organization	FO Phone ∨ +1	FO Email

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**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.

500 character limit

You inserted 0 characters

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.

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.

How many of the partners have humanities expertise?

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

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Number of Activities and/or Events: Enter the number of activities and/or events that will result from this grant.

Activities and/or Events Type: Explain whether the activities are in-person, virtual, or hybrid.

Event Dates: Provide the event dates below. Please be as specific as possible.

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? etc. HNY prioritizes programming that is free or low-cost to the public.

Attendees: Provide the total **estimated** number of active participants for all live 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.

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**Use the [HNY budget template](#) for your project budget;** upload an excel sheet—not a pdf—in the Initial Project 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 \$500 and \$1,500 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, **Quick 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.

Attach Initial 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

\$ \_\_\_\_\_

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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

Previously Uploaded Files

File Title

File Description

Created Date

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Certification

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 Authorizing Official (identified in previous Organization Information section) constitutes a digital signature. The signatory must be an officer of the Applying Organization who is authorized to submit this application for funding and who agrees to the certification above.

\* Do you Authorize this Request?

\* Authorizing Official Full Name

\* Certification Date

\* Authorizing Official Title

Submit Request

Download PDF of Application