

SHINE General Operating Support Grants

Maryland Humanities

Organization Information

Grant Number*

Internal Use Only

Character Limit: 200

About the Applying Organization

Organization Name*

Character Limit: 250

Telephone Number*

Character Limit: 250

Street Address*

Character Limit: 30

City*

Character Limit: 30

State*

Character Limit: 30

Zip Code*

Character Limit: 9

County*

Choices

Out of State

Allegany

Anne Arundel

Baltimore

Baltimore City

Calvert

Caroline

Carroll

Cecil

Charles

Dorchester

Frederick

Garrett

Harford
Howard
Kent
Montgomery
Prince George's
Queen Anne's
Saint Mary's
Somerset
Talbot
Washington
Wicomico
Worcester

Organization Website

If you would like to link to a webpage, please provide the URL below.

Character Limit: 2000

State Senate and Delegate Districts*

Please indicate the sponsoring organization's State Senate and Delegate districts.

To locate this information, visit the [Maryland State Archives site](#) or by entering your address on this [interactive State Legislative District map](#). Note: If you are located outside of Maryland, please enter your state name here.

Character Limit: 50

Congressional District*

Please indicate the organization's Congressional district. To locate this information, visit the Maryland State Archives site.

Character Limit: 20

Contact Information

Authorizing Official

The Authorizing Official is the person who submits the grant application on behalf of the nonprofit organization. For most organizations, the authorizing official is either the chair of the board of directors, the executive director, or the president.

Authorizing Official Salutation*

Choices

Dr.
Ind.
Mr.
Mrs.
Ms.

Mx.

Authorizing Official First Name*

Character Limit: 250

Authorizing Official Last Name*

Character Limit: 200

Authorizing Official Title/Position*

Character Limit: 100

Authorizing Official Telephone Number*

Character Limit: 100

Authorizing Official E-mail Address*

Character Limit: 100

Grant Administrator

The Grant Administrator is responsible for requesting, receiving, and disbursing grant funds; keeping auditable accounting records; and preparing the final financial report. The Grant Administrator should be an accountant, a college or university business officer, the treasurer of the sponsoring organization or a similarly qualified person. **The Grant Administrator cannot also serve as the Authorizing Official.**

Grant Administrator Salutation***Choices**

Dr.
Ind.
Mr.
Mrs.
Ms.
Mx.

Grant Administrator First Name*

Character Limit: 100

Grant Administrator Last Name*

Character Limit: 200

Grant Administrator Telephone Number*

Character Limit: 100

Grant Administrator E-mail Address*

Character Limit: 100

Financial Information

Tax Exempt Status*

Enter the section of the Internal Revenue Code under which the sponsoring organization is tax-exempt, if applicable (Section 501(c)(3) for example).

Character Limit: 250

Annual Operating Budget Form*

Please complete Maryland Humanities template for your organization's annual operating budget and upload a copy. A copy of this template can be found at this link.

File Size Limit: 2 MB

Federal Employer Identification Number*

The Federal Employer Identification Number (EIN) is required solely for tracking purposes.

Character Limit: 100

Introduction to Your Organization

Mission And Centrality of the Humanities

Organization Mission Statement*

Please provide your organization's mission statement.

Character Limit: 2000

Humanities Disciplines*

Please mark all of the humanities disciplines that your organization regularly engages with through it's programming.

Choices

Anthropology
Archaeology
Architecture
Art History or Criticism
Classics
Ethics
Government
History
Language
Law
Literature
Philosophy
Poetry
Religion
Other

If you chose other to the question above, please describe in the space below.

Character Limit: 50

Primary Institution Type*

Please choose the option that best describes your organization.

Choices

Archive
 Arts-related Organization (including art museums)
 Community Organization or Center
 Cultural Heritage Organization
 Festival
 Foundation
 Historical Site/House
 Historical Society
 Independent Research Library or Center
 Indigenous Tribal Organization or Community
 Media Organization
 Membership Organization or Association
 Museum – History
 Museum - Other
 Nature Center/Botanical Garden/Arboretum
 Social Services or Health Organizations
 Other

If you chose other in the question above, feel free to specify below.

Character Limit: 50

Centrality of the Humanities to your Organization*

Please describe how the humanities is central to your organization's mission and programming.

The National Endowment for the Humanities' definition of the humanities *"includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."*

Character Limit: 5000

Organization Structure and Culture

How many full-time staff members does your organization employ?*

Character Limit: 3

How many part-time staff members does your organization employ?*

Character Limit: 3

How many unpaid staff members does your organization employ?*

Character Limit: 3

Diversity, Equity, Access, and Inclusion in Organizational Culture*

Please describe how your organization prioritizes Diversity, Equity, Access, and Inclusion (DEAI) principles within your organization's culture.

Definition of these Terms From The American Alliance of Museums

Diversity is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.

Equity is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specified goals.

Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.

Inclusion refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

Questions to Consider:

- Does your organization employ a diversity and equity lens in its hiring and recruitment processes?
- Does your organization invest in DEAI training and programming for its staff and board members?
- Does your organization provide adequate compensation for its staff and interns?

Character Limit: 5000

Programming

Quality and Impact of Programming

History of Organization's Programming*

Please describe up to five of your organization's most successful programs of the last few years. In addition, please describe the collaborative practices, like partnerships, involved in these programs.

Character Limit: 5000

Representation of Diverse Narratives in Programming*

Please describe how the narratives of BIPOC (Black, Indigenous, and People of Color), Disabled, and/or LGBTQ+ communities are represented within your organization's programming.

Character Limit: 5000

(Optional) Examples of Programming

In this space, you are welcome to provide **ONE** example of a project or program that your organization has completed within the last few years.

Feel free to upload a short recording of an event, or photographs of content from an exhibit. This is not required to complete your application.

If the file you are trying to upload exceeds the maximum file size, please reach out to Maya Moretta at mmoretta@mdhumanties.org.

File Size Limit: 6 MB

Audience and Impact

Organization's Audience*

Please describe your organization's typical audience over the last five years.

If applicable, please describe how you engage with communities traditionally underserved by the humanities which includes, but is not limited to:

- Veterans
- Rural Populations
- BIPOC (Black, Indigenous, and People of Color)
- Low-income Individuals
- Currently and Formerly Incarcerated Persons
- LGBTQ+ Individuals
- Currently and/or Formerly Unhoused People

- Disabled People

Character Limit: 5000

What was your estimated annual audience for your public humanities programming in 2020?

Please provide your best estimation for the size of the audience you served with in-person and virtual programming in 2020.

Character Limit: 30

What was your estimated annual audience for your public humanities programming in 2021?

Please provide your best estimation for the size of the audience you served with in-person and virtual programming in 2021.

Character Limit: 30

What is your estimated annual audience for your public humanities programming in 2022?

Please provide your best estimation for the size of the audience you will serve with in-person and virtual programming in 2022.

Character Limit: 30

Goals and Impact

Organizational Development

Organizational Goals*

Please describe your organization's long-term and short term goals, and how general operating support funding would help you accomplish these goals.

Character Limit: 5000

Intended Use of Funding*

Describe how your organization intends to use the funding that would be provided through this grant. Please elaborate on the impact this funding would have on your organization, and the communities you serve.

Please note: This is in no way binding. After the funds are distributed, your organization will have the flexibility to use the funds for any of the authorized general operating expenses.

Character Limit: 5000

Outreach Strategies*

Describe the strategies and approaches your organization is utilizing to expand your current audience. Please include the ways in which your organization engages with communities traditionally underserved by the humanities.

Communities traditionally underserved by the humanities include, but are not limited to:

- Veterans
- Rural Populations
- BIPOC (Black, Indigenous, and People of Color)
- Low-income Individuals
- Currently and Formerly Incarcerated Persons
- LGBTQ+ Individuals
- Currently and/or Formerly Unhoused People
- Disabled People

Character Limit: 5000

Certification / Electronic Signature

REQUIRED: DEAI Survey Within Application Confirmation Email*

After your application is submitted, your organization is required to submit the Maryland Humanities DEAI Survey.

This survey will not be used to score your organization's application. This data will be used for internal evaluation purposes only.

Within the survey, your organization will not be penalized for declining to answer any and/or all questions.

The link to this survey will be provided in the confirmation email you receive after your application is submitted.

I understand that my organization is required to submit Maryland Humanities DEAI Survey in order for my application to be considered complete.

Choices

Yes, I will complete the survey.

No, I will not complete the survey.

Authorizing Official Name, Title, Date*

Entering your information below indicates that the statements contained in this application are true and correct to the best of your knowledge and belief.

Your entered name also certifies that the Sponsoring Organization is in compliance with the provision on Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1973; Labor Standards under Sections 5(i) and 7(g) of the National Foundation of the Arts and Humanities Act of 1965; and the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI). The entered name also certifies the sponsoring organization is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension."

Character Limit: 200