

SHINE General Operating Support Grants

Maryland Humanities

Organization Request

Grant Number

Name of Project

Character Limit: 200

Application Verification

Financial Verification

Before you begin verifying the grant application, download the following documents to the applicant's files.

- **Grant Application**
 - o 0000_Organization Name_Application
- **Budget Form**
 - o 0000_Organization Name_Budget Form

Eligibility*

Check each box confirming the statement is true for the applicant:

Choices

- Organization is physically located in Maryland
- Organization has Maryland residents as its primary constituents
- Organization is not federally or state-funded
- Organization is not an academic institution
- Organization is not a public library
- Organization's mission statement does not exclusively discuss arts programming

Charity Check*

1. Download Charity Check to the applicant's file at tab above.
 1. Name the file using this format: 0000_Organization Name_Charity Check
2. Verify that the organization is in good standing by reviewing the charity check.

Choices

- Charity check demonstrates the organization is in good standing.
- Charity check demonstrates the organization is not in good standing.

Organization's Tax Status and 990Form*

1. Visit this link and enter the organization's tax id number.
2. Download 990 or 990EZ form to Applicant's file.
 1. Name the file using this format: 0000_Organization Name_990Form
3. Verify that 990 Form or 990EZ form matches operating budget provided.
4. Verify that the organization's non-profit status is in good standing.

Choices

Organization's tax status is in good standing.

Organization's operating budget form matches, or close to matches, the most recent 990 Form.

Expenses listed on organization's operating budget and 990 form do not exceed \$500,000

Comments Regarding Eligibility

Character Limit: 1000

Scoring

Per Capita Funding Allocation*

Points are awarded based on the county's total population in relation to Maryland's total population, and the county's funding received from Maryland Humanities in relation to Maryland Humanities' total funding distributed in Maryland.

2 Points- Considerably Underserved

Carroll, Anne Arundel, Howard

1 Point- Underserved

Montgomery, Baltimore, Queen Anne's, Cecil, Prince George's

0 Points- Served

Calvert, Frederick, Talbot, Allegany, Wicomico, Caroline, Garrett, Dorchester, Washington, Baltimore City*, Worcester, St. Mary's, Charles, Harford, Kent, Somerset

Scoring Options: 0 - 2

Socioeconomic Prioritization*

Points are awarded based on the county's median household income in relation to the Maryland median household income.

3 Points- Tier 1

Somerset

2 Points- Tier 2

Allegany, Caroline, Charles, Dorchester, Garrett, Harford, Kent, St. Mary's, Washington, Wicomico, Worcester, Baltimore City, Cecil, Prince George's

1 Point- Tier 3

Calvert, Frederick, Talbot, Baltimore, Queen Anne's, Anne Arundel, Carroll, Howard

0 Points- Tier 4

Montgomery

Scoring Options: 0 - 3