

FY19 Mini Grant Application - November 1, 2018

Maryland Humanities

Organization Information

Organization Name and Address*

Please enter the name and address of the organization sponsoring the project.

Character Limit: 250

Sponsoring Organization Mission and Brief History*

Character Limit: 1000

Sponsoring Organization Telephone Number*

Character Limit: 250

Sponsoring Organization Website

Character Limit: 100

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). If the organization is a government entity, enter the name of the government entity.

Character Limit: 200

Federal Employer Identification Number*

The Federal Employer Identification Number is required for tracking purposes.

Character Limit: 100

DUNS Number*

A unique DUNS (Data Universal Numbering System) number is required of all organizations applying for grants supported by National Endowment for the Humanities (NEH) funds. For more information, [read instructions about the DUNS number here](#) or [visit this website to apply for your DUNS number](#). Once you have obtained your DUNS number, please enter the information below.

Character Limit: 200

Authorizing Official: The Authorizing Official is the person who submits the grant application on behalf of the nonprofit organization. For most nonprofits, the authorizing official is either the chair of the board of directors, the executive director or the president. **The Authorizing Official cannot also serve as the Project Director.**

Authorizing Official Salutation*

Choices

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

Authorizing Official Name*

Character Limit: 250

Authorizing Official Title/Position

Character Limit: 100

Authorizing Official Mailing Address*

Character Limit: 1000

Authorizing Official Telephone Number*

Character Limit: 100

Authorizing Official E-mail Address*

Character Limit: 100

Project Director Information

Project Director: The Project Director administers the entire project and is responsible for informing Maryland Humanities of program dates and times; preparing written requests for programming changes; planning for audience evaluation of the program, and preparing the final narrative report at the end of the grant period. **The Project Director cannot also serve as the Authorizing Official.**

Project Director Salutation*

Choices

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

Project Director Name**Character Limit: 100***Project Director Title/Position****Character Limit: 250***Project Director Mailing Address****Character Limit: 250***Project Director Telephone Number****Character Limit: 100***Project Director E-mail Address****Character Limit: 100*

Project Details

The humanities include the study and interpretation of history, literature (including novels, poetry, drama, and other forms of written expression, both modern and classical), philosophy, ethics, jurisprudence, comparative religion, archaeology, cultural anthropology, and the interpretation (not the creation) of the arts.

Your application will be evaluated based on the following criteria:

Humanities Content

The project is designed to use the humanities to engage participants (presenters and audience) in educational programming that uses humanities themes in exploring the human experience.

- The humanities content is clearly identified.
- The project uses humanities scholars/practitioners or community experts/leaders to shape the project.

Project Goals and Impact

- The goals of the project are clearly identified and explained.
- It is clear whom the project will impact.
- It is clear what the impact will be on participants.

Project Management and Administration

The applicant clearly identifies and details plans for the project:

- Implementation
- Evaluation

- Publicity
- Final reporting

How strong and viable are the plans in each of these areas?

Project Budget

- The budget is in line with Maryland Humanities requirements.
- The matching funds are at least equal to the grant request.
- The budget adds up.

Target Audiences

Maryland Humanities seeks to reach these target audiences: educationally underserved adults and students, families with young children [age 8 and under], prison populations, and/or veterans. We especially encourage applicants with projects that will increase or enhance access to these audiences.

- The project engages one or more of Maryland Humanities' target audiences.
- The project would help Maryland Humanities reach geographic diversity.

Project Title*

Name of Project

Character Limit: 100

Grant Amount Requested*

(Not to exceed \$1,200.00)

Character Limit: 10

Project Narrative*

Please include the following information in your grant project narrative:

- Project description including the intended audience and any admission fees.
- Program format (lecture, conference, interpretive exhibit, living history, discussion, etc.).
- List your project team and their titles and roles for the program.

Additional information that you deem necessary for the understanding of your project may be included as well. If the proposed project is part of a larger, overall project, please describe how the Maryland Humanities funded segment will fit into the larger project.

Character Limit: 3000

Timeline*

What are the project start and end dates?

Character Limit: 70

Humanities Focus*

Identify which area(s) of the humanities are most prevalent in this project (e.g. literature, languages, linguistics, folklore, history, criticism and theory of the arts, history, cultural anthropology, archaeology, philosophy, ethics, comparative religion, and the philosophy of the law.)

Character Limit: 100

Humanities Content*

Describe the topic or issues being addressed and their importance to Maryland. Identify what type of humanities content (e.g., books, poems, literature, film, an exhibition, etc.) are central to the project and describe how this content will be used to explore the proposed topic.

Character Limit: 4000

Humanities Scholars/Content Experts*

List your humanities scholars/experts and their roles for the program. Please upload their biographies and/or resumes (up to five pages) in the "Appendix" section of this application.

Character Limit: 1500

Program Goals and Evaluation*

Describe up to five Program Goals and how the project will impact Marylanders. Describe how you will evaluate the extent to which the project achieves your stated goals.

Character Limit: 1500

Events Log

Describe each planned event proposed as part of your project (optional). Use one box per event. Include:

- Proposed event title
- Brief description
- Date/s
- Format (i.e. lecture, discussion, workshop, etc.)
- Expected attendance
- Target audience
- Fees, if any.

Event 1

Character Limit: 1000

Event 2

Character Limit: 1000

Event 3

Character Limit: 1000

Should you receive funding for your project, a completed Event Log (Excel spreadsheet) will be **required** as part of your Final Report. You may preview the information required by downloading our current **Event Log and Instructions**.

Application Attachments

Budget Form*

The Budget Form must be filled out and submitted as part of the application. Please download the **Budget Form and Instructions**.

Please be sure to review the Budget Instructions for expenses we do and do not support. Fill in your detailed budget information, save it, and then attach the completed form here using the browser function. We require that you include brief descriptions for each line item.

PLEASE REMEMBER THAT YOU MUST HAVE MATCHING FUNDS AT LEAST EQUAL TO THE AMOUNT THAT YOU REQUEST. Matching funds can be made up of cash and in-kind contributions from the sponsoring organization, cash from third parties or in-kind contributions from third parties. In-kind contributions may include goods like computers and equipment, services like meeting space and administrative support or expertise like marketing and planning..

File Size Limit: 2 MB

Appendix 1

Please provide supporting documents such as program organizer, scholar CVs, letters of commitment from participants, and other pertinent information. You may type this information into the text box, cut and paste from another document, or upload combined, multi-page documents using your browser.

Limit all CVs to five pages. Limit all other supporting materials to ten pages.

Please note you are limited to two attachments only. If necessary, please combine all CVs into one, multi-page document and all other supporting materials into one, multi-page document.

Character Limit: 4000 | File Size Limit: 4 MB

Appendix 2

File Size Limit: 4 MB

Certification & Electronic Signature

Enter the name of the person (such as the president, executive director, or other) who is authorized to submit an application for funding on the organization's behalf and who will agree to comply with the certifications set forth below.

I certify that all information provided is correct to the best of my knowledge and understand that falsified details can be the cause for lack of grant consideration, repayment of awarded grants, and further escalated actions. *

Choices

Agree

I certify that our organization will comply with all non-discrimination statutes and their implementing regulations. *

Choices

Agree

I agree to acknowledge support from Maryland Humanities in all publicity and media materials used to promote our project/program. *

Choices

Agree

I agree to submit Final Reports, due in 60 days following the end of the grant period. *

Choices

Agree

I agree that if, for any reason, the event is canceled, I will contact Maryland Humanities and reimburse the grant funds. *

Choices

Agree

The submission of this application by the Authorizing Official indicates that the Applicant Organization agrees to the commitments made as part of the project proposal and the named personnel will perform the duties outlined in the proposal. *

Choices

Agree

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

Survey

How did you hear about Maryland Humanities' Grants Program?*

Please check all that apply.

Choices

Attended a grants workshop

Maryland Humanities' eNewsletter

Maryland Humanities' website

Print media

Radio

Referred by a board member, partner, or other grant recipient

Social media (Facebook, Twitter)

Through another granting organization

Through another Maryland Humanities program (i.e., MD History Day, One Maryland One Book, etc.)