

FY20 Major Grant - Spring 2020

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 Telephone Number*

Character Limit: 250

Sponsoring Organization Website

Character Limit: 100

Organization Mission*

Briefly describe your organization's mission.

Character Limit: 1000

Organization History*

Describe the history of your organization

Character Limit: 4000

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 applicant is a government entity, enter the name of the government entity.

Character Limit: 250

Federal Employer Identification Number*

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

Character Limit: 100

DUNS Number*

The DUNS (Data Universal Numbering System) number is required of all organizations applying for grants supported by National Endowment for the Humanities (NEH) funds. Please follow the instructions on acquiring a DUNS number via telephone or acquire a DUNS number online. Once you have obtained your DUNS Number, please enter the information below.

Note: Your application will be automatically declined if you do not provide a DUNS Number. Contact Maryland Humanities staff with questions.

Character Limit: 200

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

County*

County where Sponsoring Organization is located.

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

Authorizing Official Salutation*

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.

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

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 Project Director.**

Grant Administrator Salutation***Choices**

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

Grant Administrator Name*

Character Limit: 100

Grant Administrator Mailing Address**Character Limit: 1000***Grant Administrator Telephone Number****Character Limit: 100***Grant Administrator E-mail Address****Character Limit: 100*

Project Information

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*

Please enter the project title.

Character Limit: 100

Amount Requested*

Amount Requested not to exceed \$10,000

Character Limit: 20

Grant Number [Staff Use Only]

(Maryland Humanities' staff will add the Grant Number after your application has been submitted.)

Character Limit: 4

Project Overview*

Please include the following information in your grant project narrative:

- Project description including the intended or target audience, impact of the project 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 portion will fit into the larger project.

Character Limit: 3000

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 Grant Administrator.**

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*

Please include street address, city, state, and zip code.

Character Limit: 250

Project Director Telephone Number*

Character Limit: 100

Project Director Alternate Telephone Number

Character Limit: 100

Project Director E-mail Address*

Character Limit: 100

Project Narrative

Timeline

What are the project start and end dates?

Character Limit: 1000

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

Project Format*

Please describe the project format: public conference, symposium, interpretive exhibit, lecture, reading or film discussion, media project, teacher institute, living history, distance learning or any other format that directly engages residents of Maryland in the humanities. If the proposed project is part of a larger, overall project, please describe how the portion funded by Maryland Humanities will fit within the larger project.

Character Limit: 4000

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

Program Goals*

Describe up to five Program Goals and how the project will impact Marylanders. Please number each goal.

Character Limit: 4000

Program Partners

Please list any key partners or contributors to the project.

Character Limit: 1000

Program Event Log*

Download the Program Event Log, complete the form, save it, and then attach the completed form here.

In the Program Event Log, complete the sponsoring organization name, and then list each planned public program event or product deliverable, and, for each, indicate the date, primary and secondary areas of the humanities and formats used, the event location, the estimated number of participants, the fees, if any, and a brief description of the event. If you do not have this information available yet, indicate as "N/A". Please note that this Event Log information will be required during the project to update the Event Calendar that lists all grant supported programming housed on Maryland Humanities website and at the end of the project to provide a final report on program results.

File Size Limit: 2 MB

Scholars, Practitioners, and Content experts*

List your humanities scholars/content experts in the field who are involved and their roles in the project. Please upload their biographies and/or resumes (up to five pages) in the "Appendix" section of this application.

Character Limit: 1500

Project Team*

Please provide a list of project personnel, including staff, planners, and others who are involved in the project. Explain the role of each project team member — leaders, planners, consultants, lecturers, panelists, commentators, moderators, discussion leaders, evaluators, etc. This list should also include humanities scholars or content experts whose academic training, background, or experience will shape the project. Humanities scholars may be teachers, researchers, writers, editors, librarians, archivists, curators, independent consultants, or persons otherwise professionally engaged in the humanities. A bio or resume for each of the humanities scholars/content experts along with a letter (or dated copy of an email) indicating their commitment to participate should be included in the “Appendix” section of this application.

Character Limit: 4000

Work Plan*

Please provide a list of key tasks to be performed in executing the project and a timeline for them. This list should consist of:

- Activity-----Start Date-----End Date-----Team Member Responsible

Character Limit: 2000

Publicity Plan*

Please describe the publicity plan for the project including at least three different ways in which you will publicize the program(s). For publicity tips and ideas and a sample press release, visit our **Press Kit**<http://www.mdhumanities.org/news-resources/press-kit/> page on our website.

Character Limit: 4000

Evaluation*

Please describe how you will evaluate the project based on its stated goals. Your plan should describe the data to be collected and the collection process. The evaluation should identify at least two types of program results: (1) outputs - the number of participants, number of humanities scholars, content experts or community scholars/leaders, audience demographic data (gender, age, race, ethnicity, etc.) and similar participation- type data; and (2) Outcomes for program participants (satisfaction with the event and changes in attitude, knowledge, skills or behavior as a result of participation).

Character Limit: 4000

Budget

Budget Form*

The Budget Form must be filled out and submitted as part of the application. You must use this **Budget Form**.

Please review the **Budget Instructions** for expenses we do and do not support. Fill in your

detailed budget information, save it, and then use the [Upload a file] button below. 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 other 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.

Notes or supporting information about the budget may be added in the next section “Budget Narrative.”

File Size Limit: 2 MB

Total Project Budget

What is the total project budget?

Character Limit: 25

Projected Matching (Cash and In-Kind support)

Character Limit: 20

Budget Narrative (optional)

You may use this space to explain budget items in greater detail, share the status and anticipated decision dates for other funding related to this project, or to share other helpful information.

Character Limit: 4000

Appendix

Appendix

Please include supporting documents such as project team CVs and letters of commitment, brochures, photos, and other pertinent information. You may key this information in, cut and paste it from another document or upload a document file into the space below using your browser.

Please limit CVs to 5 pages each of the most recent and relevant work. Other Supporting Documents should be limited to 10 pages in total.

Character Limit: 4000 | File Size Limit: 2 MB

Appendix 2

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

File Size Limit: 2 MB

Appendix 3*File Size Limit: 2 MB***Appendix 4***File Size Limit: 2 MB***Appendix 5***File Size Limit: 2 MB*

Certification / Electronic Signature

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