

# NH Humanities Council

## 2012 Community Project Grant Guidelines

### For Nonprofit, Civic and Community Organizations

Community Project Grants are the New Hampshire Humanities Council's most direct way of supporting your community's ideas and your organization's efforts to provide public humanities programming in New Hampshire. The Humanities Council awards Quick Grants of up to \$1,000 six times a year; Quarterly Grants of up to \$5,000 four times a year; and Major Grants of up to \$10,000 twice a year.

### What is the New Hampshire Humanities Council?

Established in 1974, the Humanities Council is an independent, nonprofit organization supported by private individuals, corporations, and foundations, and by the National Endowment for the Humanities. The New Hampshire Humanities Council nurtures the joy of learning and inspires community engagement by bringing life-enhancing ideas from the humanities to the people of New Hampshire.

### What are the Humanities?

The humanities are those fields of inquiry that explore the heart of the human experience. They look at what humans have created, debated, thought, done, and believed throughout recorded time. These fields include history, literature, and philosophy as well as archaeology, ethics, jurisprudence, comparative religion and culture, languages and linguistics, and the history and interpretation of the arts and sciences. Using humanities skills - such as reading, listening, critical thinking, analysis and discussion – helps people to be informed, engaged members of their communities.

### What Does the New Hampshire Humanities Council Fund?

Successful proposals share three active ingredients: public participation, humanities experts, and humanities content!

- **Public Participation:** NHHC funded projects must be designed for and open to a public audience in New Hampshire. Typically events are free, although modest fees may be charged or donations sought to cover certain direct expenses.

Target audiences vary – out-of-school adults, multi-generational gatherings, teachers, or people with limited access to the humanities such as working adults, prison inmates, or nursing home residents.

Formats also vary, and multiple formats may be combined in one proposal.

- facilitated book or film discussion series or festival
- community reads or conversations
- lectures or readings
- public conferences
- history, literature or philosophy workshops or camps
- exhibition-related planning, production & programming
- teacher professional development
- projects that link schools and their communities
- guided history walks and talks
- material culture demonstrations and talks

- oral history collection and presentations
  - traditional or social media projects – radio, film, video, web
  - your ideas for public programs!
- **Humanities Experts:** Whether involved as an invited speaker or as an integral member of a more extensive project’s planning team, humanities experts strengthen a project by providing broad perspectives as well as in-depth knowledge. Humanities experts have formal academic backgrounds such as a Master’s or PhD in a humanities discipline, or specialized knowledge developed through professional training, experience, or immersion in a particular cultural tradition. Graduate students in a relevant humanities discipline may also qualify. Identifying possible humanities experts is one way NHHC’s Grants Officer can assist early in the planning of a project.
- **Humanities Content:** Not answers but questions. Big questions of meaning, purpose and value. What does it mean to be human? What matters in life? What can we learn from our own past, and from other societies? Why do civilizations flourish and why do they decline? **Successful proposals identify questions of human meaning inherent in the subject matter of the project, and provide opportunities for people to learn and reflect about their world and themselves from the exploration of these questions.** Whatever the topic, the primary purpose of the program must be inquiry and not advocacy.

### **Who is Eligible for Funding?**

Funding is available to tax exempt New Hampshire organizations including community service groups, libraries, historical societies, museums, colleges, and schools. Organizations may only apply for one grant at a time. Grant recipients may not apply for an additional grant if any reports are overdue. Individuals are not eligible for Humanities Council grants.

### **What financial contribution does my organization have to make to the project?**

All Community Project Grants are 1:1 matching grants. This means that the amount requested of the Humanities Council must be no more than half of what goes into the project. Cash expenditures and in-kind contributions by the applicant organization or third parties must make up the other half or more. The cash portion of the applicant’s contribution must equal or exceed 10% of the grant request.

### **What We Do Not Fund**

- individual research or activities
- courses for credit or in-school programs
- scholarships, fellowships, or awards
- writing or publishing projects, unless integral to a public program
- event tickets or field trip costs (e.g., for a group to attend a program)
- visual arts or musical or theatrical performances or pre- or post-performance talks unless the performance is also free and open to the public
- scholarly research projects or conferences
- projects designed as fund-raising ventures
- liquor or entertainment for project personnel
- refreshments or snacks for audiences or participants
- capital projects (i.e. renovation, collection acquisition, or the purchase of buildings or land)

- employee benefits
- indirect expenses (organization overhead)
- activities that advocate for a particular political or social party, agenda or action.

For more information on specific grant types, budget instructions, and application requirements, view “Apply for an NHHC Grant” on [www.nhhc.org](http://www.nhhc.org). At this time, we are unable to provide fillable, online application forms but we do provide application form *templates* in Microsoft Word and Excel for you to save and use as your own documents. We ask that once your application documents are complete, you email us a complete copy as well as mailing the paper original.

## GRANT PROPOSAL ASSISTANCE

Not sure your idea is a humanities project? Never drafted a grant proposal before? Budget questions? We can help. Assistance might include:

- Helping conceptualize the overall project as a humanities project;
- Identifying humanities experts who can help plan and implement the project;
- Making connections to other individuals, groups and resources;
- Answering detailed questions about budget, procedures, etc;
- Reading and responding to a Letter of Interest about a Mini or Major grant proposal.

Call or email Grants Officer Susan Hatem at (603) 224-4071, x. 14 or [shatem@nhhc.org](mailto:shatem@nhhc.org).

Interested in hosting humanities programs in your community but don’t want to design your own? Check out *Humanities to Go*, our award-winning speakers bureau at <http://www.nhhc.org/humanities-to-go-intro.php>

## Additional Information

**OMB CIRCULARS:** A portion of grant funds awarded by NHHC may be federal in origin and therefore subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs, and audit requirements. Different circulars apply depending on the type of organization: public and private institutions of higher education; nonprofit organizations; and state, local and federally recognized Indian tribal governments. It is the applicant’s responsibility to become familiar with the applicable requirements, which may be found at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html).

**ADA ACCESS:** Helpful information on complying with the Americans with Disabilities Act may be found at [www.nea.gov/resources/Accessibility/index.html](http://www.nea.gov/resources/Accessibility/index.html).

## FEDERAL CERTIFICATIONS:

By signing and submitting a Community Project Grant application, the Executive Director or Board Chair of the applicant organization and the Project Director are providing the applicable federal certifications regarding compliance with nondiscrimination statutes, debarment, and suspension, as follows:

1. **Certification regarding debarment, suspension, ineligibility, and voluntary exclusion:**
  - (a) The prospective lower-tier participant (applicant) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared

ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower-tier participant is unable to certify the statements in the certification, such prospective participant shall attach an explanation to this proposal.

2. **Certification regarding nondiscrimination statutes:** The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:
  - (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
  - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;
  - (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the program or activity shall not violate this statute;
  - (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.

Questions? After reviewing the information at <http://www.nhhc.org/apply-for-a-grant.php>, call or email NHHC Grants Officer Susan Hatem at (603) 224-4071, x. 14 or [shatem@nhhc.org](mailto:shatem@nhhc.org).