



NEW HAMPSHIRE HUMANITIES COUNCIL

Connecting people with ideas

Humanities To Go Application

Complete applications must be received 10 WEEKS before your program date. Please copy this blank form to submit future applications. Keep a copy of each completed form for your records.

All communications and checks from the NH Humanities Council will be mailed to the address below.

Program Host (organization): \_\_\_\_\_ Phone: \_\_\_\_\_
Organization Leader: \_\_\_\_\_ Phone: \_\_\_\_\_
Program Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
Address: \_\_\_\_\_ City \_\_\_\_\_ State: NH Zip: \_\_\_\_\_

Congressional District (check one): [ ] District 1 [ ] District 2

Region of NH (check one): [ ] North Country [ ] Lakes Region [ ] Dartmouth/Lake Sunapee Region
[ ] Monadnock Region [ ] Merrimack Valley [ ] Seacoast

Program Partner (optional): \_\_\_\_\_ Contact Person: \_\_\_\_\_
Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please contact your scholar and arrange a date and time before submitting your application AND re-contact the scholar to confirm the event after your application is approved. Report ANY information changes immediately to Anne Coughlin at 224-4071 x16 to ensure that your event is listed correctly in our print and online calendars.

NHHC Scholar Name: \_\_\_\_\_
Title of Program: \_\_\_\_\_
Program date: \_\_\_\_\_ Day of the week: \_\_\_\_\_ Time: \_\_\_\_\_
Program location: (building name, street address, city and zip code) \_\_\_\_\_

Program Host & Partner Cost Share: Hosts are responsible for the cost share below. Please make checks payable to NHHC.

Check one: First program in a calendar year: \$35 Second program: \$50 Third program: \$75

Mileage: Determine the mileage after consulting with your scholar.
Record miles X rate: ( \_\_\_\_\_ miles roundtrip) X (.50 per mile) = \$ \_\_\_\_\_

Payment: Two weeks before the program the host organization will receive a check from NHHC to cover the speaker honorarium and up to \$50 in mileage. Hosts are responsible for any cost above \$50 for mileage. The program host pays the speaker(s) directly at the completion of the program: an honorarium, total mileage, and any applicable fee for a living history program.

Assurance: I certify that the organization(s) and individual(s) named in this application have agreed to participate in the proposed program on the terms specified. I understand and accept the condition that this program must be free and open to the public, and that NHHC support must be formally acknowledged on ALL printed materials and at the program.

Program organizer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

NH Humanities Council approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail the completed and signed application with your check for the appropriate cost share to:
New Hampshire Humanities Council, 19 Pillsbury St., Concord, NH 03301-3570
Questions: Contact Grants Officer Susan Hatem at shatem@nhhc.org or 224-4071 x14.