



New Hampshire Humanities Council

MINI GRANT APPLICATION

For Non-Profits, Civic and Community Organizations, and Ad-Hoc Groups
(Non-profit applicants do not require 501-C-3 status to be eligible for funding.)

Mini-Grants offer up to \$1,500 to support local community programs such as a lecture series, a facilitated discussion, workshops for teachers, a book or film discussion series, a seminar or conference, moderated panel discussions, Young Chautauqua summer camp, and other innovative programs. **Please call the Grants Officer to discuss your ideas before submitting a proposal!**

All public programs funded by the NHHC are generally **free of charge and open to the public**; however, modest fees may be charged for meals and registrations at conference-type events. The NHHC funds programs that target special audiences – such as incarcerated men and women, adult new readers, healthcare providers. In these and other cases, it may not be appropriate to open programs to the public.

Application Deadlines

Application Deadlines

MINI-GRANT applications are due on the first of each month (except July). We will consider applications submitted well in advance of your program start date, but applications **must be received AT LEAST 10 WEEKS** prior to your first scheduled event.

To discuss a proposed program, please contact NHHC Community Grants Officer:

Rick Agran,
New Hampshire Humanities Council
19 Pillsbury Street, Concord, NH 03301
Phone: (603) 224-4071, ext. 14 • Fax: (603) 224-4072
RAgran@nhhc.org • www.nhhc.org



NEW HAMPSHIRE HUMANITIES COUNCIL *Connecting people with ideas*

What the NHHC Funds

- Public programs in the humanities that serve the people of the state
- Programs that include but are not limited to the following fields of study:
languages, both modern and classical archaeology , geography, *geology
comparative religion & religious studies cultural anthropology
literature ethics and philosophy
history *history, criticism and theory of the arts
jurisprudence ethnography
*history, ethics, philosophy of sciences and social sciences

*Programs that interpret the arts and sciences through the humanities are eligible for grant consideration. For example, our mission would not support funding the performance of a Shakespeare play. But we would consider funding a panel discussion of the historical or literary elements in Shakespeare's plays, which might accompany or complement a performance. A living history presentation or a poetry reading must have an interpretive component with a clear humanities perspective as well as a strong audience interactive component to be eligible for funding. Similarly, we will not fund science-related activities, but we would consider, for example, a panel discussion on the ethical implications of genetic research.

What the NHHC Does Not Fund

- Speakers or programs with partisan/advocacy objectives
- Projects focused on the performance of the arts; science; or social science
- Individual research
- Basic operating costs and staff salaries
- Meals and rooms
- Paid advertising

- Incomplete proposals or proposals received after the deadlines will not be considered

A Completed Application Requires:

1. The completed 2-page **Cover Sheet** (see page 5-6).
2. **Project Director Narrative:** no more than 3 pages to include the following:
 - (a) **project description:** Outline your purpose and goals. Provide a clear, detailed description of what will happen, when it will happen, and who will be involved. Include dates, times, and an explanation of all personnel roles. Please provide a schedule that includes titles and annotations of topics you plan to explore.
 - (b) **audience:** Describe your intended audience. Estimate the numbers you expect to attend or to benefit from this project.
 - (c) **publicity plan:** Prepare a detailed promotional plan designed to publicize the event(s). Include any other organizations that will help you promote the project.
 - (d) **evaluation:** Describe your expected outcomes. Provide an evaluation plan. You must include a list of criteria that will be used to measure outcomes, and a clear description of evaluation tools or mechanisms. (Attach any evaluation form you will use.)
 - (e) **sustainability:** Describe any post-project follow-up activities planned, if appropriate.
 - (f) **partners & other funders:** A list of collaborating organizations and any resources they will provide.
3. **Project Humanist Statement:** The project humanist helps shape the intellectual content of the humanities project. In this short, interpretive essay, the humanist explores the project's relevant themes and topics, and provides specific examples of scholarship that offer insight into the larger questions of meaning that this project plans to engage. Explain why the project is valuable and important to a public audience. (One page maximum.)
4. **Budget form:** Complete the Budget page. Please list your sources of cash and in-kind match. See Budget Instructions below.
5. **Resumes:** You must attach resumes for anyone receiving funds from the NH Humanities Council: Maximum of two pages per person.

* Supplementary materials such as letters of support and samples of past work may be submitted with the proposal, but they are not required.

Please single-space, in 12-point font, and use single-sided pages. *Do not staple or bind the pages. Do not handwrite the application.* A computer-generated version of our form is acceptable. Forms may be downloaded at: www.nhhc.org.

Please submit the original plus six copies.

Outstanding Projects will:

- Show strong evidence of collaboration among organizations
- Demonstrate strong organizational oversight of project (**The Project Director** is primarily responsible for project oversight, from compiling the grant application to organizing the event to filing the necessary reports with the NHHC.)
- Recruit well-seasoned, appropriate scholars and other experts in the field (**humanists** have expertise in a humanities field, usually someone with a Ph.D. in a humanities discipline, or with a Master's degree and a current college teaching appointment.)
- Provide a clear and useful evaluation model that measures specific outcomes
- Offer detailed budget rationale
- Make a clear case for audience need

Budget Instructions

On the Budget Page, please provide detailed explanations of each line item, e.g.: three scholars @ \$175 per lecture = \$525; or 200 flyers @ .20 per flyer = \$40.

1. **Personnel:** The Council's standard fees for regional humanities scholars preparing new programs are as follows: \$175 per lecture/presentation; \$225 for half-day session; \$350 for full-day session.

If the grant request exceeds these standards, please include a statement of explanation. The NHHC is not generally supportive of projects top-heavy in administrative costs. We do not fund staff salaries and benefits. Honoraria are provided for personnel whose work on this project is clearly demonstrated to be above and beyond normal administrative duties.

2. **Travel:** Our current rate for mileage reimbursement is \$0.40 per mile. The Council revisits mileage reimbursement rates on an annual basis, so the standard rate is subject to change. The Council also provides partial support for airfare costs.

3. **Materials/Supplies:** This may include books and other materials such as printed handouts. It may also include purchasing copies of CDs, and film or video rentals. We do not provide support for the rental of equipment.

4. **Printing/Photocopying:** This includes the duplication of materials listed above and promotional materials listed below.

5. **Promotion/Publicity:** The design and production of flyers, posters, brochures, and other materials related to publicity may be included here. Please indicate whether publicity will be produced in house or by contract; provide the name or company of any outsourced work.

6. **Other:** This can include items not typically funded by the NHHC, including meals and refreshments, accommodations, registration fees, research, planning, and equipment rental. It may also include

volunteer time, overhead and administrative costs, and other incidentals not covered by the categories listed above

Matching:

1. Matching contributions may come from the applicant group and sponsors, from gifts solicited from neighbors or local businesses, from corporate, charitable and other foundation sources, from local governments, etc. Such contributions indicate the belief of others in a project.
2. The total of cash requested from the NHHC must be matched (equaled or exceeded) by the total of in-kind plus cash contributions from others. It is not necessary that matching contributions exceed cash requested for any *individual* line-item, but the total match for the project must be at least 1:1. **Please be sure to indicate the source of your in-kind match.**
3. All projects must include a cash match. This cash match must represent at least 10% of the amount requested from the NHHC. The cash match is spent within the project on specific line items and documented to the NHHC through reporting. It should not be sent to the NHHC directly. **Please be sure to indicate the source(s) of the cash match.**
4. Matching funds may be used for any aspect of your project, and for items that the NHHC does not typically fund, such as rooms and meals, research, and paid advertising.

New Hampshire Humanities Council Grant
Application Cover Sheet

Office use: NHHC # _____

Date _____

Project Title:

Project Summary (Include date(s), time(s), and location(s) of public events):

Applicant Organization (name, address, phone, email):

Project Director (name, title, address, phone, email):

Fiscal Agent (name, address, phone, and email if different from applicant organization):

Project Humanist (name, title, address, phone, email, institutional affiliation, discipline):

Budget:

Request from NHHC: \$ _____

Total Match: a. Cash \$ _____ b. In-kind \$ _____

Project Total: \$ _____

List Other Humanists (include disciplines and affiliations):

List Collaborating Organizations (organizations lending logistical, promotional, financial or in-kind support):

I certify that the individuals and organizations named in this application have agreed to participate in the proposed project on the terms specified, and that I will take responsibility for the execution of this project in keeping with the plan outlined in this proposal and according to the principles described in the guidelines of the New Hampshire Humanities Council. In addition, by signing and submitting this application, the individual applicant or the authorizing official of the applicant institution is providing the applicable certifications regarding debarment and suspension and compliance with the non-discrimination statutes, as set forth in the guidelines of the New Hampshire Humanities Council.

Official of Applicant Organization: _____

Signature: _____ Date: _____

Project Director: _____

Signature: _____ Date: _____

Project Humanist: _____

Signature: _____ Date: _____

Other (Media Specialist, etc.): _____

Signature: _____ Date: _____

Please remember to send **the original six** copies to the Council. Please include resumes (no more than two pages per resume) of all participating humanists and professional consultants. PLEASE DO NOT STAPLE APPLICATION OR RESUMES. Thank you!



NEW HAMPSHIRE HUMANITIES COUNCIL *Connecting people with ideas*

VISION

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.

MISSION

The mission of the New Hampshire Humanities Council is to offer essential opportunities for discovery, self-reflection, and lifelong learning by fostering civil discourse and bringing ideas from the humanities to the people of New Hampshire. We connect people with ideas.

ACTIVITIES

The New Hampshire Humanities Council awards grants and develops and sponsors free public programs such as book discussions, workshops, seminars, and conferences led by scholars in literature, history, languages, ethics,

philosophy, comparative religion and culture, and the interpretation of the arts. The NHHC works in partnership with our state's schools and cultural institutions to improve the quality of life for New Hampshire citizens.

Assurances of Compliance with Nondiscrimination Statutes and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

1. Certification Regarding the 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. 200d 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) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 749), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
- (c) Title IX of the Education Amendments of 1972, as amended (42 U.S.C. 5101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal 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 project or activity shall not violate this statute.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions (45 CFR 1169)

- (a) The prospective lower tier participant 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 to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

3. ADA Facilitation Notice All organized meetings or programs the NHHC is involved with planning, presenting, or co-sponsoring should be in an accessible place; invitations, notices, and registration forms should have a facilitation notice. We are not responsible for others' ADA compliance if we are invited to a meeting that we did not plan or at which we did not present.

When physical access is not possible (for example, on a walking tour to part of a site) programmatic access must be provided -- the more creative and varied, the better. The tour could be videotaped, for example.

Language: for Single Events: Individuals who may need services, assistance, additional accommodations, or auxiliary communication aids should indicate their needs in the space provided below or contact (name of contact person at sponsoring organization, and telephone #).

For Notices About Multiple Events: Individuals who may need services, assistance, additional accommodations, or auxiliary communication aids should indicate their needs by contacting (name of contact person at agency, and telephone #) no later than three weeks in advance of the event.