



New Hampshire Humanities Community Project Grants: Application Instructions

- 1) Contact Community Project Grant Program Manager, Agnes Burt (aburt@nhhumanities.org) to discuss your program idea.
- 2) Download the Community Project Grant Application Packet from the "[Apply for a Grant](#)" page.
- 3) Unzip the packet folder to access the following files:
 - ✓ 01_Application Instructions
 - ✓ 02_Application Guidelines
 - ✓ 03_Project Narrative
 - ✓ 04_Budget Template
- 4) Review the information in the Application Guidelines.
- 5) If applying for a Major Grant, send a draft Project Narrative and Budget to Agnes Burt. You can expect to receive feedback on your draft within two weeks of submission. ***If you are applying for a Mini Grant, Step 5 is optional.***

Submit a draft before:

March 15
June 15
September 15
December 15

If you plan to submit a Major Grant proposal on:

April 15
July 15
October 15
January 15 (2022)

- 6) Incorporate NHH feedback and finalize your project plan, narrative, and budget as appropriate.
- 7) Go to the Community Project Grant [Online Application](#). *Be prepared to provide the following:*
 - ✓ Evidence of your organization's tax-exempt status
 - ✓ Federal DUNS (Data Universal Numbering System)
 - ✓ Evidence of SAM Registration
 - ✓ Resumes or CVs for:
 - The Project Director
 - Subject Matter Expert
 - Any individual to be paid with NHH Grant Funds
 - ✓ A Final Project Narrative
 - ✓ A Final Proposed Budget
 - ✓ A Subject Matter Expert Letter of Support
 - ✓ Any supplementary documents (optional)
- 8) Review and sign the Application.
- 9) Submit your Application.