NEW HAMPSHIRE
humanities

Community Project Grants
Application Guidelines

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Thank you for your interest in a New Hampshire Humanities Community Project Grant! Community Project Grants provide grant funds to NH non-profit organizations to support humanities-based programs, events, and series that are free and open to the public. Please review the information in this guide to learn about the application process and what to include in your proposal.

The Application Process

New Hampshire Humanities offers two types of Community Project Grants: Mini and Major. You can submit your proposal for either a mini or major grant via our online application.

Mini Grants:

Mini grants offer awards up to $2,000.

Application Timeline: Mini grant proposals are accepted on a rolling basis. We recommend that submit your application at least six weeks before your program begins. NHH does not require you to submit a draft of your mini grant application, but we do *highly encourage* you to contact CPG Program Manager Agnes Burt (Aburt@nhhumanities.org) for feedback before submitting your proposal.

Review Process: Upon submission, each proposal will be reviewed by NHH staff who will evaluate the application and decide whether to approve and fund the proposal.

Award Notification: within two weeks from the application submission.

Major Grants:

Major grants provide awards up to $10,000.

Application Timeline: Major grant applications are accepted four times a year. All applicants applying for a major grant must submit a draft application one month before the application deadline. NHH staff will review your draft and provide you with our feedback within two weeks.

- ❖ **Draft Deadlines**: December 15, March 15, June 15, and September 15.
- ❖ **Final Application** Deadline: January 15, April 15, July 15, and October 15.

Application Review: Upon submission, the CPG Program Manager will review your materials, follow up on any outstanding questions, and forward your proposal to the NHH Program Committee. The Program Committee is comprised of members of the NHH Board of Directors; members will meet, evaluate the application, and vote on whether NHH should fund the proposal.

Award Notification: no later than a month after the final application due date.

Application Review and Evaluation

Community Project Grants are funded through federal awards from the National Endowment for the Humanities (NEH). New Hampshire Humanities is responsible for ensuring that grants funded with federal dollars comply with NEH regulations. When NHH staff or Program Committee members review an application, first and foremost, they evaluate the degree to which the application fulfills the requirements established by the NEH and NHH.

In doing so, they consider three fundamental criteria:

- ❖ *Whether the proposed project has a clear foundation in at least one humanities discipline and will result in a high-quality public humanities program.*
- ❖ *Whether the proposed budget appears reasonable, and the applicant organization will meet its matching funds requirement.*
- ❖ *Whether the applicant is prepared to successfully execute the proposed project.*

A proposal that does not meet these basic criteria will not receive funding.

Criterion 1: A High-Quality Public Humanities Program.

➢ ***Definition of "the Humanities"***

The NEH applies the definition of "the humanities" articulated in the 1965 National Foundation on the Arts and the Humanities Act when funding public humanities programs. Under this definition,

> "the 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.".[1]

A successful proposal will clearly demonstrate how the project will engage or builds upon at least one humanities discipline or otherwise fulfills the definition articulated above. NHH regards a high-quality program as one that will draw on current scholarship and position its subject within an analytical framework that explores a particular question, topic, or theme.

The NEH prohibits the use of its grant funds to support arts-based programs or artistic performances. We encourage you to contact the [NH Arts Council](#) for information on grants to support such programs.

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[1] "About the National Endowment for the Humanities," The National Endowment for the Humanities. https://www.neh.gov/about#:~:text=The%20National%20Endowment%20for%20the%20Humanities%20(NEH)%20 is%20an%20independent,federal%20agency%20created%20in%201965.&text=Because%20democracy%20demand s%20wisdom%2C%20NEH,of%20history%20to%20all%20Americans.

➢ *The Subject Matter Expert and Program Quality*

To help ensure a high-quality public humanities program, NHH requires that each applicant identify a Subject Matter Expert (SME) who will apply their expertise in support of the program.

Qualifications (the individual must meet at least one):

❖ An individual who holds an advanced degree (MA, ABD, or PHD) in a humanities field or other applicable field (museum, archival or library studies) that is relevant to the proposed project.
❖ An individual who serves as a keeper of community traditions and knowledge (example: a tribal elder).

A successful proposal will clearly summarize the SME's qualifications and define the SME's role in the project. The SME will also provide a letter of support in which they explain their role in the project and speak to the program's intellectual quality and significance. The applicant will upload this letter when submitting their application.

Criterion 2: The Proposal Complies with Federal Match Requirements

Community Project Grant recipients must meet a 1:1 match requirement to comply with NEH regulations. For every dollar NHH awards, the applicant must contribute an equal value of goods or services to the project, either as cash and/or in-kind contributions.

A successful application will demonstrate that it is prepared to meet the NEH matching criteria and responsibly use awarded grant funds.

For more information about meeting your match contribution and completing the budget template, refer to the Budget Instructions section (p. 12) and the instructions on Tab 1 of the Budget Template.

Criterion 3: Applicant Preparedness

New Hampshire Humanities is obligated to ensure that federal taxpayer-supported awards are spent responsibly and will support high-quality programs that positively impact local communities. When we evaluate your application, we pay close attention to whether you have demonstrated your ability to execute the proposed program. We consider, for instance:

❖ The program's structure.
❖ The target audience and your plans for publicizing the program.
❖ Your proposed timeline.
❖ The proposed budget.

To demonstrate your preparedness, provide concrete information and specific details in your proposal.

❖ Explain what aspects of your program are confirmed – dates, times, locations, speakers, etc. – and what remains to be confirmed.

- ❖ Explain what logistical details still need to be confirmed and your timeline for resolving these questions in the weeks or months ahead.
- ❖ Include a detailed breakdown of costs in the budget notes.

Providing a detailed proposal, budget, and clear project plan is the best way to demonstrate to your reviewers that your proposed project will result in a high-quality humanities program and that you are fully capable of implementing your vision.

Community Project Grant Application

The Community Project Grant Application Packet is available for download on the "Apply for a Grant" page on the NHH website. The Packet contains the following files:

- ✓ 01_Application Instructions
- ✓ 02_Application Guidelines
- ✓ 03_Project Narrative
- ✓ 04_Budget Template

To submit your application for either a Mini or Major Grant, 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:
  - o The Project Director
  - o Subject Matter Expert
  - o 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)

Completing the Online Application Form:

The Online Form asks you to provide basic information about the grant you are applying for. This section explains what information you will need to provide to submit your application.

➢ *Section 1: Community Project Grant*

Be prepared to provide information for the following fields:

- ✓ **Project Title**: We will use this title on all NHH materials when we promote your program. Think of your title as your first marketing piece; try to identify an engaging title that will catch potential participants' interest.
- ✓ **Grant Type**: Select "Mini" if requesting under $2,000. Select "Major" if requesting between $2,001 - $10,000.

✓ **Grant Round Deadline**: Select from dropdown.

✓ **Amount Requested**: The amount of grant funds being requested. This should be the same as the amount requested in the budget template.

✓ **Anticipated Total Project Cost**: The sum of the grant request plus all matching contributions. Your match contribution must be greater than or equal to the amount requested from NHH.

➢ *Section 2: Applicant Information*

Be prepared to provide information for the following fields:

✓ **Organization Name and Contact Information**: The primary applicant must be a non-profit or tax-exempt organization. If the proposed project involves multiple organizations, one organization should apply as the applicant organization.

✓ **Organization Federal DUNS**: The Federal Government requires all organizations that receive federal money obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. You may obtain your DUNS number at https://fedgov.dnb.com/webform/. There is no cost to register.

✓ **Organization SAM Registration Expiration Date**: Organizations must register with the System for Award Management (SAM) and maintain an active SAM registration for the duration of time in which you have an active award. Register at https://www.sam.gov/SAM/. ***NOTE***: SAM registration can take a long time to process. We advise you to begin your registration as early as possible. There is no cost to register.

✓ **Prior NHH Grants Received**: Select Yes/No   **If Yes, Please List**: Include the grant, year and amount received, if known.

✓ **Applicant Organization Authorizing Official**: Enter contact information as indicated.

✓ **Project Director:** Enter contact information as indicated and upload resume or CV.

✓ **Fiscal Agent**: If applicable, enter contact information as indicated and upload Fiscal Sponsorship Agreement.

✓ **Subject Matter Expert**: Enter contact information as indicated and upload resume or CV.

Upload Documents

Be prepared to upload your project narrative, proposed budget, letters of recommendation, and any other relevant materials.

Required:

✓ The Project Narrative
✓ The Proposed Budget
✓ Subject Matter Expert Letter of Support.

Optional:

✓ Additional Letters of Support you would like to share in support of your application.
✓ Additional materials (sample publicity, prior work, etc.) you would like to share in support of your application.

Completing the Project Narrative:

A blank Project Narrative document is included in the Community Project Grant Application Packet. This section provides an overview of the narrative questions and what information you should look to include.

Part 1. Project Overview

> *Project Description*

Briefly summarize your proposed project (max 300 words)

Provide a clear and concise summary of your project. If your proposal is accepted, NHH will use this summary as the basis of our publicity language.

> *Indicate which humanities field(s) your project engages.*

The fields listed include:

- *History*
- *Literature*
- *Philosophy*
- *Ethics*
- *Archeology*
- *Anthropology*
- *Geography*
- *Language & Linguistics*
- *Law, Legal History or Theory*
- *Religious Studies*
- *Art Criticism*
- *Other*

Check all that apply. You will explain how your program draws on these disciplines in the next field.

➤ *Explain how your project will draw on these field(s) **

> Demonstrate how your project is "based in the humanities" by explaining how your proposed program will draw on the discipline(s) you checked.
>
> As you are drafting your answer, identify the main theme or interpretive question(s) your program asks. Then think about how the selected humanities fields help you explore potential answers to this question. For instance, what writers, books, art, or period will you focus on? In your answer, include these details to show how your program will draw on the insights or approaches of a particular discipline to explore the question you've posed.
>
> **Two examples***:*
>
> *Scenario 1: Your project engages one field.*
>
> You are planning a walking tour of your town and checked "History." Explain that your proposed program will involve a walking tour of your town that will highlight locations of particular significance to nineteenth-century reformers who lived in the area. Identify the reformers and the causes you intend to feature. Explain how, through your program's attention to these individuals, you will explore how individuals become inspired to advocate for reform and the tactics they have used to advance their cause.
>
> *Scenario 2: Your project engages multiple fields.*
>
> You are running a three-month series oriented around the theme of economic inequality and checked "history," "literature," "art criticism." Explain that Part 1 of your series involves a weekly lecture series where historians will deliver presentations on specific subjects or time periods related to this theme –for example: the industrial revolution in nineteenth-century Britain, redlining in Jim Crow America, the history of the "motherhood penalty," or the emergence of welfare policies. In Part 2, your organization will host a book discussion in which participants will read a work of literature—identify them—in which poverty or inequality plays a central role. Finally, in Part 3 you plan to organize an art exhibit accompanied by a keynote lecture that explores how artists have represented poverty in their work. Taken together, these events will explore how people have tried or failed to mitigate the problem of poverty in their societies.

➤ *Project Format*

In as much detail as possible, explain your project, program, or series. What are its main events/components and how will these be structured and organized? Please indicate whether any dates, speakers, or locations are anticipated or confirmed.

> Providing concrete details about your proposed program is one of the best ways you can convey to the grant reviewers that you are fully prepared and able to successfully execute your program.
>
> You do not need to have every detail confirmed before you submit your proposal, but you should acknowledge what has been confirmed and what remains outstanding. For example, if you have a verbal agreement from a speaker but do not have a set date, explain that the speaker has agreed to give a presentation in X month, but you are still working to confirm the final date.

As you draft your answer, consider whether your proposal answers these basic questions:

- ❖ Is the project's basic format – a lecture, a panel discussion, a conference, an exhibition, a digital or media project – clear?
- ❖ Do you explain how this format best allows participants to analytically engage with the program's topic or theme?
- ❖ Do you explain whether this be a virtual, in-person, or hybrid event?
- ❖ When and where do you anticipate holding your program?
- ❖ How many events do you plan to host; how long will each last?
- ❖ If this is a multi-event program, what is the focus of each event?
- ❖ Do you have any confirmed or anticipated speakers?

TIP: Avoid conditional language: "we hope;" "depending on funding;" "possibly." Such phrases make your plan appear tentative, undermining your claim that you are fully prepared to execute your program. The reviewers who read your application generally assume the proposed plans are conditional upon grant funds. They want to know that you have a plan outlined if they give you the money. Use the budget narrative section to explain how a grant is critical to help you execute the program you outline in this section.

➢ *Project Significance*

How will your project contribute to NH residents' understanding or knowledge of a particular issue, topic of debate, or subject?

Explain how you envision your project contributing to NH residents' understanding or knowledge of a particular issue, topic of debate, or subject.

As you draft your answer, think about how your project will make a unique or important contribution to these conversations. For example, does your project:

- ❖ Bring attention an important but little-discussed issue?
- ❖ Offer insights on a topic of current debate?
- ❖ Provide NH residents with the opportunity to learn about an issue from a new perspective?
- ❖ Reach audiences who do not normally have access to public humanities programs?

➢ *Audience Engagement*

Identify your target audience and indicate how many people you expect to attend. Then explain why your project will interest them and how they will participate in the program or event (a group discussion, a Zoom chat, a walking tour, etc.).

Indicate who you view as your target audience and how many people you expect to attend or participate in your program. Explain why you think your proposed program will interest your audience. If the program will encourage audience participation – for instance, it will have a group discussion or allow for a Zoom chat – include that information.

> ➤ *Evaluation*

How will you assess the impact of your program? Identify one method you will use and briefly explain what information you hope to gain through this method.

> If awarded a Community Project Grant, you will be required to submit a final report that evaluates the program and its impact on the participants. In this section, identify your goals for the program – what impact do you want it to have –and how you anticipate assessing whether you have met these goals.

Part 2. Project Plan and Timeline

> ➤ *Role of the Subject Matter Expert*

Briefly describe your Subject Matter Expert's expertise – their knowledge of a particular humanities field – and explain their role in the project's development.

> The SME should hold an advanced degree in a humanities discipline and be able to evaluate the project content for general quality. The SME's role may vary in accordance with each project. (Note: if you have applied for a CPG grant before, the Subject Matter Expert replaces the "Project Humanist.")
>
> In this section, summarize the SME's expertise and define their role in the project. For instance, will the individual play a consultative role – reviewing an exhibit for historical accuracy – or lead a program – offering a keynote lecture?

> ➤ *Planning and Timeline*

Explain your plan and timeline for successfully executing your program.

> An honest and realistic timeline reinforces to your reviewers that you have a clear-eyed plan to execute your program.
>
> Consider:
> - ❖ What tasks have you completed and what parts of the program need to be confirmed?
> - ❖ What is your deadline for confirming these details?
> - ❖ When will you start publicizing your events?

> ➤ *Budget Narrative*

Explain how a New Hampshire Humanities Community Project Grant will help you realize your project.

> This is your opportunity to convey how the requested grant funds are critical to your ability to execute the proposed program. Use this section to contextualize the proposed budget you

provide with the application. For example, if you intend to pay stipends to certain individuals using NHH grant funds, explain what role these individuals will play in the project and how their labor is critical to the proposed program. Such information helps your reviewers understand how the line items listed in the budget work together to support the program you've proposed.

Upload your proposed budget as indicated.

> ➤ *Publicity*

Explain your marketing and communication plans to publicize your program and reach your target audience.

Explain how you will publicize and communicate information about your program to reach your target audience. Again, be specific. For instance, instead of saying you will market the program on your organization's social media account, name the platforms you intend to use and indicate the number of individuals (followers) you expect to reach through these channels.

Connect these plans to your timeline: When will you begin marketing your program?

Budget Instructions

You must submit a budget proposal detailing how you will apply your grant money and meet your match obligations. Submitting a detailed and accurate budget proposal as part of your application is important for two reasons:

- ❖ NHH staff and the Program Committee review the budget to ensure you comply with NEH regulations and to evaluate your preparedness to execute the program.

- ❖ If your proposal is approved, any subsequent changes to the approved budget will require written approval from NHH.

A **Budget Template** is available for download on the "Apply for a Grant" page.

- ❖ Use the Notes fields (columns L and M) to explain the basis for calculating each item in the budget.
- ❖ Add or delete rows as needed.

Completing the Budget Proposal:

This section provides information about our funding policies and offers guidelines for completing the Budget Template.

Terms and Policies

➢ *Grant Period*

All program expenses and activities must take place during the grant period that you define in your proposal. Grant periods begin on the first day of the month that expenses and activities take place and end on the last day of the month during which expenses and activities cease.

➢ *"Match" or "Cost Share" Requirement*

Funds requested from New Hampshire Humanities must be matched or exceeded by contributions from the applicant organization and its other sources. Applicants can meet this cost sharing requirement by applying CASH and an estimated value of IN-KIND (non-cash) contributions to the project.

- ❖ At least 10% of the applicant's cost-share must be cash.
- ❖ **Match-Cash** may come from the applicant's operating budget or from project-specific sponsorships, donations, grants, registration fees, etc., from third parties.
- ❖ **Match-In-Kind Services/Materials**: An in-kind match refers to a good or service contributed by your organization, outside organizations, or individuals in support of the project.

- ▪ ***These can include but are not limited to*** labor, materials, goods, and services such as salaried staff time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated (e.g., for publicity, promotion or evaluation); public program supplies, including refreshments; and travel, lodging, and meals for project staff or participants.

- ▪ ***The value of the in-kind donation*** is calculated using the fair market monetary value of the good or service.

- ❖ Matching contributions may be used for any aspect of your project and for specific items that we do not fund, such as audience refreshments and paid advertising.

- ❖ The total match contribution must be greater than or equal to the amount requested from New Hampshire Humanities.

- ❖ Indicate the source of cash and in-kind contributions in the notes field. If approved, keep track of contributions from third parties. A grant project's final report must include signed Project Donation Records.

➢ ***Direct Expenses***

Direct expenses are those costs directly attributed to the specific project. Community Project Grants may be used to pay for direct expenses only.

➢ ***Salaries and Stipends***

Grant funds may be requested to cover stipends for humanities experts involved in the project as well as for stipends or salaries of people administering it, such as the project director. Explain the basis for the calculation in the budget notes (e.g., Project Director: 25% of salary = $12,500; Assistant: 20 hours @ $20/hr. = $400).

Applicants may also count the value of a paid employee or volunteer's time towards its match contributions.

- ❖ Paid employees' time should be recorded as a **CASH** contribution. Explain the basis for the calculation in the budget notes.
- ❖ Volunteer time or services should be recorded as an **IN-KIND** contribution. Estimate and record the value of the labor based on what the individual would be paid for rendering that type of service. Be sure to have volunteers fill out a Program Donation Record.

➢ ***Indirect Expenses (Overhead):***

These are costs that are shared across the organization. They may be necessary to support a project yet are not specific to it. New Hampshire Humanities does not fund indirect expenses.

➢ **_Travel and Meals:_**

A request for necessary travel expenses for key personnel may include reasonable travel, lodging, and per-diem expenses. Mileage should be calculated using the IRS rate.

New Hampshire Humanities grant funds cannot be used to provide alcohol, refreshments or food to the audience or participants.

➢ **_Technology/Software/Media:_**

These are items that may need to be rented or purchased for the project, such as a recording device for an oral history project; a projector or DVD player for a film discussion; CDs, DVDs, tapes, films, or software. We can fund up to a maximum of $250 for technology, software, or media. In the budget notes, list items, the cost per item, and how the items will be used when the project is over.

➢ **_Materials/Supplies:_**

Materials and supplies are things that will be used by or given to participants during the project. This may include books and other printed handouts. In the budget notes, list items and cost per item.

➢ **_Printing/Photocopying_**

This includes the duplication of reading materials and promotional materials.

➢ **_Promotion/Publicity_**

The design and production of flyers, posters, brochures, and other materials related to publicity may be included here. New Hampshire Humanities does not fund paid advertisements.

➢ **_Venue Program Space_**

The rental cost of space used to present public program(s) as part of a project may be included as a direct expense in the request. If there is no charge for use of the space, include an estimated value as an in-kind contribution. *****NOTE**: the value of office and meeting space for planning a grant project is considered part of an organization's indirect expenses.

Further Questions? Contact Agnes Burt, Program Manager – Community Project Grants
CPG@nhhumanities.org or 603-224-4071.