



## New Hampshire Humanities Focus Grant, Spring 2022: A More Perfect Union

### To submit your application

- 1) Discuss your program idea with a member of NHH's program staff.
- 2) Begin the registration process to obtain a Unique Entity ID (UEID) through SAM.gov. NHH will announce a grant award before a SAM account is finalized, but it cannot issue any funds until the UEID is issued. For more information on the SAM registration process, visit: <https://sam.gov/content/home>.
- 3) Download the Application Materials from the Focus Grant [webpage](#).
  - ✓ 01\_NHH Focus Grant Guidelines
  - ✓ 02\_Application Instructions
  - ✓ 03\_Focus Grant Project Narrative
  - ✓ 04\_Focus Grant Proposed Budget
- 4) Complete the project narrative and budget forms.
- 5) Access the Online Application portal via the Focus Grant webpage or by clicking [here](#). **Submit your application before 11:00 pm on March 31, 2022.**

Be prepared to provide the following information or documentation:

- ✓ Evidence of your organization's tax-exempt status
  - ✓ Organization's federal SAM UEID
  - ✓ Employer Identification Number
  - ✓ A Project Proposal
  - ✓ A Proposed Budget
  - ✓ A brief biography of the subject matter expert that affirms their scholarly expertise.
  - ✓ Resumes or CVs for:
    - The Project Director
    - The Subject Matter Expert (if different than the Project Director)
    - Any individual who will be paid with NHH grant funds.
- 6) Review and sign the Application.
  - 7) Click Submit.