

# New Hampshire Humanities

## Community Project Grant Writing Workshop

November 16, 2022



# Agnes Burt, PhD- Program Director

## Contact:

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# Outline

1. NHH Community Project Grants
2. Introduction to Community Project Grants
3. The Application Process
4. Application Evaluation
5. Applying for a Community Project Grant
  - a. Completing the Project Narrative
  - b. Completing the Budget Template

# **Community Project Grants: Mini and Major**

# CPG: Mini Grants

**Award amount:** up to \$2,000

**Funding For:** public humanities programs

## **Application Timeline:**

- Applications accepted on a rolling basis
- Draft are not required but you should contact NHH to discuss your project
- Submit your application ***at least*** six weeks before your program begins

## **Review Process**

- Reviewed by NHH Program Staff on the third Friday of each month
- Notification within 2-4 weeks, depending on date of submission

# CPG: Major Grants

**Award amount:** up to \$10,000

**Funding for:** public humanities programs

## Application Timeline:

- Applications accepted four times a year
- Applicant must submit a draft proposal
- Draft Proposal: email draft narrative and budget to Agnes Burt for review and comment

## Review Process

- Final proposal reviewed and approved by the NHH Program Committee
- Notification within a month



| 2022 Major Grant Deadlines |                       |
|----------------------------|-----------------------|
| Draft Due                  | Final Application Due |
| March 15                   | April 15              |
| June 15                    | July 15               |
| September 15               | October 15            |
| December 15                | January 15 (2023)     |

# For More Information

**NHH Website:** <https://www.nhhumanities.org/>

## Major Grants:

<https://www.nhhumanities.org/major-community-project-grants>

## Mini Grants:

<https://www.nhhumanities.org/mini-project-grants>

### Major Project Grants

New Hampshire Humanities awards Major Project Grants of up to \$10,000 to eligible organizations to support public humanities programs across the state. We welcome applications proposing creative and engaging public humanities programs that will advance NH's cultural networks and provide opportunities for NH residents of all ages to learn about the world in which they live.



#### Overview

**Award Amount:** up to \$10,000.

**Budget:** applicants must be able to fulfil a 1:1 cost-share. 10% of the applicant's match must be in the form of cash contributions from the applicant organization or other partners.

**Award Period:** all project expenses must occur within the grant period defined by the applicant in their project proposal. NHH cannot retroactively fund projects.

#### Eligible applicants:

- Private nonprofit organizations;
- institutions of higher education;
- state, local, and federally recognized Indian tribal governments;
- groups of persons that form an association to carry out a project.

Organizations based outside of NH are eligible to apply, but applicants will need to demonstrate how their project will engage NH residents to receive funding.

NHH cannot award grants to for-profit or foreign entities.



#### Deadlines

##### Winter

Grant Workshop: [3 pm, Nov. 16, 2022](#)  
Draft proposal and budget: [Dec. 15, 2022](#)  
Final Application: [Jan. 15, 2023](#)

##### Spring

Grant Workshop: [3 pm, Feb. 15, 2023](#)  
Draft proposal and budget: [March 15, 2023](#)  
Final Application: [April 15, 2023](#)

# NHH Review and Evaluation



# CPG Requirements and Evaluation

**Evaluation:** Project narrative and proposed budget

- CPG grants are funded by awards from the National Endowment for the Humanities and must comply with federal regulations.

## **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.***

# Criteria 1: A Humanities Foundation

## Definition of a “Humanities” Program:

- 1965 National Foundation on the Arts and Sciences Act: language, linguistics, literature, history, law or legal theory and history, philosophy, archeology, religious studies, ethics, art criticism or history, or other approaches that deploy a “humanistic” approach
- Program deploys an analytical or interpretive framework to explore a subject, question, or theme.
- \*NHH **cannot** fund art-based projects.

## The Subject Matter Expert and Program Quality:

- 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 strong proposal will demonstrate how the program is grounded in at least one humanities field or otherwise deploys a humanist approach while drawing on current scholarship.***

# Criteria 2: Budget requirements

## Federal Match Requirement:

- 1:1 Match: For every dollar NHH awards, the applicant must contribute an equal value of goods or services to the project, either as cash or in-kind contributions.
  - **Cash:** from donations, organization funds, other grants, etc
  - **In-Kind contributions:** the value of a service, good, or labor contributed to the project. Ex: a donated room rental, volunteer time, the discount on a speaker fee....

## NHH Budget Policies:

- Cash contribution that equals at least 10% of the grant requested from NHH
- The program should be free and open to the public (some exceptions allowed with NHH permission)

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

# Criteria 3: Applicant Preparedness

**NHH Responsibility:** to ensure that federal money is spent responsibly and will support high-quality programs that positively impact local communities.

To fulfill our obligation, we evaluate the applicant's ability to execute the proposed program by considering:

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

***Providing a concrete proposal, detailed 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.***

# General Writing Tips

- ❑ Define all important terms; don't assume the reader's prior knowledge
- ❑ Avoid jargon or trendy buzzwords
- ❑ Be specific and include concrete details
- ❑ Make a positive case for the project's significance
- ❑ Avoid conditional language ("depending on funding"; "we hope to")
- ❑ Make sure the project scope and scale can be achieved in the proposed time frame
- ❑ Demonstrate how you plan to achieve your project aims

# Questions?

# **The Community Project Grant Application**

# The Application Process

- 1) Contact Program Director Agnes Burt to discuss your idea.
- 2) Download a blank Project Narrative and Budget Template from the NHH website

**\*\*Major Grants:** email a draft narrative and budget to Agnes Burt

- 3) Complete the Narrative and proposed Budget
- 4) Submit your final application via the online application form

Programs Grants News About

## ▼ Apply for a Major Grant

### Required Materials

- A complete project narrative and budget
- An identified Subject Matter Expert
- A Subject Matter Expert letter of support
- Evidence of an organization's status as an eligible organization
- Federal EIN
- Organization's Unique Entity Identifier (SAM)
- Resumes or CVs for the Subject Matter Expert, Project Director, and any individual paid with NHH grant funds

### How to Apply

1. Review the Major Project Grant Guidelines and list of required materials.
2. Contact NHH to discuss your idea.
3. Download a copy of the project narrative and budget forms.
4. Submit a draft narrative and budget to NHH.
5. NHH staff will review the draft and provide feedback on your proposal.
6. Incorporate NHH's feedback.
7. Submit your final application online.
8. NHH staff will confirm receipt upon submission.
9. Proposals will be reviewed by the NHH Program Committee; applicants will be notified of the Committee's decision within 6-8 weeks of the application deadline.

**Application Materials**  
[Project Narrative](#)  
[Budget Template](#)  
[Submit your application](#)

**Guidelines and Additional Resources**  
[Major Grant Guidelines](#)  
[Sample Budget](#)  
[Sample Project Narrative](#)

[Click here to submit your application](#)



# Application Components

## Online Application form

<https://www.nhhumanities.org/grant-application>

**Online Form:** Enter the requested information.

## *Upload:*

- ☐ Evidence of your organization's tax-exempt status
- ☐ A Final Project Narrative\*
- ☐ A Final Proposed Budget\*
- ☐ A Subject Matter Expert Letter of Support
- ☐ Resumes/CVs for: The Project Director, Subject Matter Expert, individuals paid with NHH Grant Funds
- ☐ Any supplementary documents (optional)

### Grant Application

COMMUNITY PROJECT GRANT

Project Title \*

Grant Type \* select one

Grant Round Deadline \*

Grant Amount Requested from NHH \*

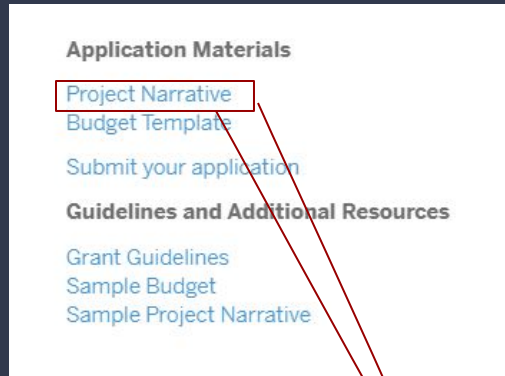
Anticipated Total Project Cost \*

**Period of Performance.** All program expenses or activities must take place within the defined grant period. NHH cannot retroactively fund projects.

Grant Period Begins \* The first day of the month in which activities or expenses will occur.

Grant Period Ends \* The last day of the month in which activities or expenses will occur.

# Drafting the Project Narrative



A screenshot of the 'Project Narrative' form. The form has a header with the text 'NEW HUMANITIES COMMUNITY Project Grants' and a logo. Below the header, there are several fields with labels and instructions: 'Project Title: Click or tap here to enter text.', 'Applicant Organization: Click or tap here to enter text.', 'Project Director: Click or tap here to enter text.', 'Subject Matter Expert: Click or tap here to enter text.', and 'Amount Requested from NHH: Click or tap here to enter text.'. Below these fields, there is a section titled 'OVERVIEW' with a sub-section 'Project Description' and the instruction 'Briefly summarize your proposed project.' and a link 'Click or tap here to enter text.'

## Section 1: Project Overview

1. Project Description
2. Humanities Content
3. Project Format
4. Project Significance
5. Audience Engagement
6. Evaluation

## Section 2: Planning and Timeline

7. Role of the Subject Matter Expert
8. Planning and Timeline
9. Budget Narrative

# Project Description: Briefly summarize your project

- 1 paragraph
- A clear and concise summary of your project:
  - Its focus or topic
  - Important details regarding the project components or organization
  - Broader significance or contribution

# Humanities Foundation: a) Indicate which humanities field(s) your project engages. b) Explain how your project will draw on these field

- A) Check all applicable fields.
- B) Explanation:
- a) State the main theme or interpretive question(s) your program asks.
  - b) Identify the scholarly work, time period, books, etc that you will use to explore your theme. Be concrete.

| Humanities Foundation  |   |  |
|--|---|--|
| <i>Indicate which humanities field(s) your project engages (check all that apply).</i> |   |  |
| <input type="checkbox"/> History   | <input type="checkbox"/> Literature             | <input type="checkbox"/> Philosophy                |
| <input type="checkbox"/> Ethics  | <input type="checkbox"/> Archeology             | <input type="checkbox"/> Anthropology              |
| <input type="checkbox"/> Geography   | <input type="checkbox"/> Language & Linguistics | <input type="checkbox"/> Law, Legal History/Theory |
| <input type="checkbox"/> Religious Studies   | <input type="checkbox"/> Art Criticism          | <input type="checkbox"/> Other                     |
| <i>Explain how your project will draw on these field(s) *(max 500 words)</i>           |   |  |
| <div></div>  |   |  |

**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/organized?

### **Explain your project's structure or organization**

Questions to consider:

- 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 and 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?

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

- ❖ Identify the issue, topic or subject.
- ❖ Explain how the format or focus of your project will contribute to this topic or area of debate
- ❖ Consider what makes your project unique. For example, whether it:
  - Brings attention an important but little-discussed issue?
  - Offers insights on a topic of current debate?
  - Provides NH residents with the opportunity to learn about an issue from a new perspective?
  - Will 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. Explain why your project will interest them and how they will participate in the program.

- Your target audience should align with your project aims.
- Who do you want to engage: a particular age group, demographic, profession?
- Explain why you think they would be interested. I.e, demonstrate that *there is existing demand or interest* in such a program.

# Evaluation: How will you assess the impact of your program?

Define your project goals and how you will evaluate whether you meet these aims.

For instance:

- What impact do you want your program to have on its participants: do you aim to change someone's knowledge, belief, opinion, or behavior?
- How will you assess whether you've done this?



Role of the Subject Matter Expert: describe your Subject Matter Expert's expertise or knowledge of a particular field and explain their role in the project's development.

Subject Matter Expert (SME):

- Should hold an advanced degree in a field or discipline relevant to the project's subject or discipline
  - Does not always have to be an outside scholar; they can be from the applicant organization if they possess the relevant expertise.
- Role: quality control

Applicant Organization: define the SME's role; ask them to provide a letter of support that testifies to the project's quality and demonstrates that they understand their role in the project.

- Ex: Delivering the keynote lecture, cultivating an exhibit, facilitating a panel discussion, organizing a series?

# Planning and Timeline: Explain your plan and timeline for successfully executing your program.

Explain where you are in your plans, what remains to be completed; and when you intend to complete these tasks.

- Make sure your timeline is achievable relative to the project's scope
- Demonstrate your preparedness by including realistic plans

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

Explain how the requested grants funds are critical to your ability to execute your project

Contextualize your proposed budget. Don't reiterate the costs you entered in the budget; instead explain how the people involved in the project will support the program to show how the budget line items work together to support the program you've proposed.

# Questions?

# Completing the Budget Template

# Basic Guidelines

**Grant Period:** All program expenses and activities must take place during the grant period that you define in your proposal.

**Matching 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.

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

# Completing the Budget Template

| Please refer to the Budget Instructions on first tab. Each budget line item must be explained in column K and M.<br>Please complete ONLY the yellow highlighted fields as needed. |   |            |               |                       | This page must accompany the budget.  |            |               |                     |  |
|---|---|------------|---------------|-----------------------|---|------------|---------------|---------------------|--|
| Applicant Organization Name: _____  |   |            |               |                       | 0   |            |               |                     |  |
| Project Title: _____  |   |            |               |                       | 0   |            |               |                     |  |
| Project Budget  | Proposed Budget<br><small>Enter anticipated total revenue (grant funds and matching contributions) and expenses</small> |            |               | Proposed Budget Total | Final Budget<br><small>Enter actual total revenue (grant funds and matching contributions) and expenses</small> |            |               | Report Actual Total | Budget Notes<br><br>Explain your calculations. |
|   | NHH Grant Request   | Cash Match | In-kind Match |                       | NHH Grant Awarded   | Cash Match | In-kind Match |                     |  |
| Revenue   |   |            |               |                       |   |            |               |                     | REVENUE  |
| NHH Grant Amount  |   |            |               | -                     |   |            |               | -                   | NHH Grant Amount                               |
| Applicant Organization  |   |            |               | -                     |   |            |               | -                   | Applicant Organization                         |
| Individuals   |   |            |               | -                     |   |            |               | -                   | Individuals                                    |
| Corporations  |   |            |               | -                     |   |            |               | -                   | Corporations                                   |
| Foundations   |   |            |               | -                     |   |            |               | -                   | Foundations                                    |
| Ticket or Registration fees   |   |            |               | -                     |   |            |               | -                   | Ticket or Registration fees                    |
| Other (please specify)  |   |            |               | -                     |   |            |               | -                   | Other (please specify)                         |
|   |   |            |               | -                     |   |            |               | -                   |  |
| Total Revenue   | -   | -          | -             | -                     | -   | -          | -             | -                   |  |
| NHH Formulas - do not delete ----->   |   | 0DIV0!     | 0DIV0!        | 0DIV0!                |   | 0DIV0!     | 0DIV0!        | 0DIV0!              |  |
| Direct Expenses   |   |            |               |                       |   |            |               |                     |  |
| PROJECT PERSONNEL COSTS   |   |            |               |                       |   |            |               |                     | PROJECT PERSONNEL COSTS                        |
| Salaries:   |   |            |               |                       |   |            |               |                     | Salaries:                                      |
| #1 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #1 (Enter Full Name)                           |
| #2 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #2 (Enter Full Name)                           |
| #3 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #3 (Enter Full Name)                           |
| Stipends or Honoraria:  |   |            |               |                       |   |            |               |                     | Stipends or Honoraria:                         |
| #1 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #1 (Enter Full Name)                           |
| #2 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #2 (Enter Full Name)                           |
| #3 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #3 (Enter Full Name)                           |
| #4 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #4 (Enter Full Name)                           |
| #5 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #5 (Enter Full Name)                           |
| #6 (Enter Full Name)  |   |            |               | -                     |   |            |               | -                   | #6 (Enter Full Name)                           |
| PROGRAM COSTS   |   |            |               |                       |   |            |               |                     | PROGRAM COSTS                                  |
| Travel & Meals  |   |            |               | -                     |   |            |               | -                   | Travel & Meals                                 |
| Audience Refreshments   | Not allowed   |            |               | -                     | Not allowed   |            |               | -                   | Audience Refreshments                          |
| Equipment/Tech/Media Use  |   |            |               | -                     |   |            |               | -                   | Equipment/Tech/Media Use                       |
| Supplies/Materials  |   |            |               | -                     |   |            |               | -                   | Supplies/Materials                             |
| Publicity/Promotion   |   |            |               | -                     |   |            |               | -                   | Publicity/Promotion                            |
| Venue Rental  |   |            |               | -                     |   |            |               | -                   | Venue Rental                                   |
| Evaluation activities   |   |            |               | -                     |   |            |               | -                   | Evaluation activities                          |
| Other (please specify)  |   |            |               | -                     |   |            |               | -                   | Other (please specify)                         |
|   |   |            |               | -                     |   |            |               | -                   | 0  |
| ADMINISTRATIVE  |   |            |               | -                     |   |            |               | -                   | Administrative Costs                           |
|   |   |            |               | -                     |   |            |               | -                   | 0  |

# Completing the Budget: Revenue

Please refer to the Budget Instructions on first tab. Each budget line item must be explained in column K and M.

Please complete **ONLY** the **yellow** highlighted fields as needed.

This page must accompany the budget

Applicant Organization Name: **New Hampshire Humanities**

New Hampshire Humanities

Project Title: **\*SAMPLE BUDGET for a Library Speaker Series\***

**\*SAMPLE BUDGET for a Library Speaker Series\***

## Project Budget

### Proposed Budget

Enter anticipated total revenue (grant funds and matching contributions) and expenses

|   | NHH<br>Grant<br>Request | Cash Match | In-kind<br>Match | Proposed<br>Budget<br>Total |
|---|-------------------------|------------|------------------|-----------------------------|
| Revenue                                 |                         |            |                  |                             |
| NHH Grant Amount                        | 3000                    |            |                  | 3,000                       |
| Applicant Organization                  |                         | 1700       |                  | 1,700                       |
| Individuals                             |                         | 200        | 400              | 600                         |
| Corporations                            |                         |            | 5440             | 5,440                       |
| Foundations                             |                         |            |                  | -                           |
| Ticket or Registration fees             |                         |            |                  | -                           |
| Other: Library staff time               |                         |            | 600              | 600                         |
|   |                         |            |                  | -                           |
|   |                         |            |                  | -                           |
| <b>Total Revenue</b>                    | 3,000                   | 1,900      | 6,440            | 11,340                      |
| <b>NHH Formulas - do not delete ---</b> |                         | <b>63%</b> | <b>215%</b>      | <b>278%</b>                 |

## Budget Notes

Explain your calculations.

### REVENUE

|                             |  |
|-----------------------------|--|
| NHH Grant Amount            |  |
| Applicant Organization      | 1125 in participation fees from 15 libraries, \$835 c/o funds from fundraisers   |
| Individuals                 | two nights lodging for author  |
|                             | In Kind: \$4,440 for one month of on-air publicity on local radio; 400 for historian Jane Doe to provide two programs; \$400 for two additional library programs, \$200 rental fee for auditorium. |
| Corporations                |  |
| Foundations                 |  |
| Ticket or Registration fees |  |
| Other: Library staff time   | In Kind total: \$300 for grant management/reporting and \$300 for graphic design/website/social media.   |



# Completing the Budget: Expenses

| Please refer to the Budget Instructions on first tab. Each budget line item must be explained in column K and M.<br>Please complete ONLY the yellow highlighted fields as needed. |                   |   |               |                       | This page must accompany the budget            |
|---|-------------------|---|---------------|-----------------------|--|
| Applicant Organization Name: New Hampshire Humanities   |                   |   |               |                       | New Hampshire Humanities                       |
| Project Title: *SAMPLE BUDGET for a Library Speaker Series*   |                   |   |               |                       | *SAMPLE BUDGET for a Library Speaker Series*   |
| Project Budget  |                   | Proposed Budget<br><small>Enter anticipated total revenue (grant funds and matching contributions) and expenses</small> |               |                       | Budget Notes<br><br>Explain your calculations. |
|   | NHH Grant Request | Cash Match  | In-kind Match | Proposed Budget Total |  |
| Total Revenue   | 3,000             | 1,900   | 6,440         | 11,340                |  |
| NHH Formulas - do not delete --->   |                   | 63%   | 215%          | 278%                  |  |
| Direct Expenses   |                   |   |               |                       |  |
| <b>PROJECT PERSONNEL COSTS</b>  |                   |   |               |                       | <b>EXPENSES</b>                                |
| <b>Salaries:</b>  |                   |   |               |                       | <b>PROJECT PERSONNEL COSTS</b>                 |
| Jane will attend all events and help answers questions/direct people to their seats. Her labor is estimated at \$20/hr X 10 hours   |                   |   |               |                       | <b>Salaries:</b>                               |
| #1 Jane Doe   |                   |   | 200           | 200                   | #1 Jane Doe                                    |
| Estimated 20 hours of labor @ \$50 an hour. Will organize speakers, publicity, and event coordination   |                   |   |               |                       | #2 Project Director                            |
| #2 Project Director   | 1000              |   |               | 1,000                 | #3 (Enter Full Name)                           |
| #3 (Enter Full Name)  |                   |   |               | -                     |  |
| <b>Stipends or Honoraria:</b>   |                   |   |               |                       | <b>Stipends or Honoraria:</b>                  |
| John Doe's usual speaker fee is \$1000. He is accepting a \$200 honorarium that will be paid with grant funds. The remainder is an \$800 in-kind donation.                        |                   |   |               |                       | #1 John Doe                                    |
| #1 John Doe   | 200               |   | 800           | 1,000                 | #2 Mary Smith (Panelist)                       |
| #2 Mary Smith (Panelist)  |                   |   |               | -                     | #3 James Smith (Panelist 2)                    |
| #3 James Smith (Panelist 2)   |                   |   |               | -                     | #4 (Enter Full Name)                           |
| #4 (Enter Full Name)  |                   |   |               | -                     | #5 (Enter Full Name)                           |
| #5 (Enter Full Name)  |                   |   |               | -                     | #6 (Enter Full Name)                           |
| #6 (Enter Full Name)  |                   |   |               | -                     |  |
| <b>PROGRAM COSTS</b>  |                   |   |               |                       | <b>PROGRAM COSTS</b>                           |
| Travel & Meals  |                   | 100   |               | 100                   | Travel & Meals                                 |
| Audience Refreshments   | Not allowed       |   |               | -                     | Audience Refreshments                          |
| Equipment/Tech/Media Use  |                   |   |               | -                     | Equipment/Tech/Media Use                       |
| Supplies/Materials  |                   |   |               | -                     | Supplies/Materials                             |
| Publicity/Promotion   |                   |   |               | -                     | Publicity/Promotion                            |
| Venue Rental  |                   |   | 500           | 500                   | Venue Rental                                   |
| Evaluation activities   |                   |   |               | -                     | Evaluation activities                          |
| Other (please specify)  |                   |   |               | -                     | Other (please specify)                         |
|   |                   |   |               | -                     | 0  |
|   |                   |   |               | -                     | 0  |

- List all anticipated expenses and show how you will allocate your grant funds; revenue and expenses should balance
- Expenses can be covered through a combination of grant and matching funds
- Calculate labor costs in the notes.
- Use the “fair market value” to calculate the value of an in-kind contribution

# Questions?

## Webpages

**Mini Grants:** <https://www.nhhumanities.org/new-grants/mini-project-grants/>

**Major Grants:** <https://www.nhhumanities.org/new-grants/major-community-project-grants/>

**FAQs:** <https://www.nhhumanities.org/faq-cpg>

**Additional Resources:** <https://www.nhhumanities.org/grants/additionalresources>