

Please read this Humanities To Go (HTG) host checklist in its entirety **BEFORE** you consider applying for an HTG program.

Eligibility & Awards

Eligible Applicants: New Hampshire libraries; nonprofit organizations; institutions of higher education; state, local, and federally recognized Indian tribal governments; institutions of the federal government; groups of persons that form an association to carry out a project; and schools (public or private non-profit) **are welcome to apply to host a Humanities to Go (HTG) program**. Organizations or groups that apply to the councils for funding must be constituted for nonprofit purposes. It is not necessary that such organizations or groups be incorporated or have tax exempt status. **This program must serve residents of New Hampshire. The event must be free and open to the public.**

Stipend Awards: Humanities to Go (HTG) is now implementing a "Pay What You Can" funding scale for organizations seeking a program.

- HTG program fees **are \$300 plus mileage costs, to be paid directly to the presenter/facilitator.**
- Your organization *may* be eligible to receive a stipend (paid from NHH directly to your organization) to cover some programming costs based on certain criteria (see chart below).
 - \$300 and \$150 stipends are available.
 - If your organization does not qualify for these stipends, you are still encouraged to register your program with us, and NHH will promote the event and lock in the lower-than-market rate presenter/facilitator fee.
- Host organizations are still responsible for paying presenters/facilitators a \$300 honorarium plus mileage costs (\$.70/mile), regardless of the amount of stipend awarded.

View the application criteria and related stipend scale below.

APPLICATION CRITERIA

CHECK ALL THAT APPLY FOR YOUR ORGANIZATION	CRITERIA
☐	Operating budget less than \$250,000
☐	Located in a zip code that has a poverty rate that is at or above the state average (7.2%).
☐	Located in Coos, Sullivan, or Cheshire Counties
☐	Would be unable to schedule any public programming without <i>Humanities to Go</i> or <i>Perspectives</i>
☐	Plan to partner with another community organization to promote, plan, or implement this program

STIPEND SCALE

IF YOU CHECKED THIS MANY BOXES ABOVE:	YOU ARE ELIGIBLE FOR THIS STIPEND FROM NHH:	YOUR ORGANIZATION WILL CONTRIBUTE THIS AMOUNT TO THE SPEAKER/FACILITATOR:	TOTAL PROGRAM FEE, PAID DIRECTLY TO SPEAKER/FACILITATOR
3-5	\$300	Mileage costs	\$300 plus mileage costs
1-2	\$150	\$150 plus mileage costs	
0	\$0, NHH promotes event and locks in lower than market rate cost for speaker fee	\$300 plus mileage costs	

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Application Process

Applications will be accepted on a quarterly basis. The application window will be 2 weeks long. See the chart below for dates. Apply only during these dates.

Application and Programming Windows

For a program occurring during these time frames:

For a program occurring during these time frames:

October 1 – October 15



November 1 – January 31

January 1 - January 15



February 1 – April 30

April 1 – April 15



May 1 – July 31

July 1 – July 15



August 1 – October 31

- ☐ **Choose a program:** Use our [online catalog](#) to select a program and find the presenter/facilitator's contact information.
- ☐ **Contact the presenter/facilitator:** When you contact the presenter/facilitator, we recommend discussing the following details: date, time, the program you want the presenter/facilitator to lead (if they have multiple), program format (in-person, online, hybrid), technology or presentation needs/ the venue's capacity to accommodate those needs, travel costs, additional fees if booking a "Living History" presentation, and whether the presenter/facilitator agrees to record the program or allows photos. Only Living History presenters can negotiate an additional fee of up to \$125.
- ☐ **For book discussion programs ONLY, make sure to reserve your books-** Hosts are responsible for book pick up, book distribution, and book returns. There are a number of ways a host can get books. If you are a library partner, you can request copies of the books via [interlibrary loan](#), explore the [Book Bag program](#) with the Center for the Book at the NH State Library, or explore the [Reads-to-Go](#) program from the NH Library Association. If you are an organization outside of the library network, you can receive books by partnering with a local library for your book discussion to access the resources above or you may purchase the books for your discussion.
- ☐ **Fill out an application for your program.** The form must be submitted **during the two-week application window** and within the **specified time frame. (Outlined in chart above)**
 - **A reminder that the application is a binding contract and you agree to comply with all HTG policies.** HTG programs must serve NH residents. This program must be free and open to the public; NHHs' support must be formally acknowledged on ALL printed or online materials and at the program. Program hosts agree to pay the speaker/facilitator \$300 plus total mileage, with a check from their organization, at the in-person program. The \$300 check from your organization should be mailed to the presenter/facilitator if a virtual program.
- ☐ **NHH will email you to confirm your HTG application was approved,** typically on the 21st of the month after the application window has closed. Your program is **not** confirmed **UNTIL** you receive confirmation from NHH.
- ☐ **Reconfirm with the presenter/facilitator:** When you receive NHH's confirmation email, [contact your presenter/facilitator to reconfirm](#) the program, date, time, format, directions, parking, technology needs, and book availability (if applicable).

- ❑ **Check your program listing on the online calendar on our website:** www.nhhumanities.org
- ❑ **Contact NHH immediately if there is ANY change in your program.** Call us at 603-224-4071 and email HTG@nhhumanities.org. We will post cancellation and rescheduling information on our website and social media, as applicable. Alert your presenter/facilitator, community, and media in advance with changes. Post a notice of any change at the venue.

Promoting & Preparing For Your Program

- ❑ **As soon as NHH confirms your program, start promoting your event!** Send press releases and calendar announcements to local media, invite high school teachers and their students, contact other local organizations - get the word out! Include a copy of the [NHH logo, downloaded from our website](#) in your press releases. A sample press release and other publicity tips can be found in our [Publicity Tip Sheet](#).
- ❑ **For book discussion programs ONLY, distribute the books to program participants.** All participants should receive a copy of the book to read in preparation for the discussion.
- ❑ **Look for a check from NHH** made out to your organization to arrive two weeks before the program. **Deposit that check.**
 - **Then cut a check from your organization made payable to the presenter/facilitator for their honorarium and round-trip mileage, if an in-person program.** Your check to the presenter should include the total amount for the presentation (\$300), any additional fee negotiated by a Living History presenter if applicable, plus full roundtrip mileage at \$0.70/mile for in-person programs. Only Living History presenters can negotiate an additional fee of up to \$125. If your event is in-person, bring the check from your organization to the event to give to the presenter/facilitator. If your event is virtual, mail the check to the presenter/facilitator after the successful completion of the program.
- ❑ **Prepare the digital audience evaluation for your program.** Download the [audience evaluation QR code](#). **NHH is only accepting digital evaluations from participants (No Paper!)** If an online program, have this link ready to share with participants: <https://app.surveymethods.com/EndUser.aspx?91B5D9C696D3C4C092>
- ❑ **Prepare a short introduction of the presenter/facilitator** using the bio from the [HTG Catalog](#) on our website.
- ❑ **Arrange the proper technology for your program.**
 - If your program is in-person, we recommend the use of a microphone. Confer with your presenter/facilitator to confirm any other technology required by the presenter/facilitator, such as a projector.
 - If your program is virtual or hybrid, be sure to create a virtual meeting in advance of the event and supply instructions on how to join with your audience. **We suggest meeting with the presenter/facilitator via the online platform in advance of the program to test the technology, practice screen sharing, and negotiate host privileges if this function will be used during the program.**
- ❑ **Acknowledgement of support:** In exchange for our sponsorship and promotional assistance, we expect you to credit NHH in promotional materials, display our logo and tell your audience NHH sponsored the program. For example, at the start of the program please say “**This program is made possible by New Hampshire Humanities. Learn more at www.nhhumanities.org.**” Please spell out “**New Hampshire Humanities**” in all written announcements and say the full name when announced verbally. This statement of support should be included in your introductory remarks.
- ❑ **Contact NHH immediately if there is ANY change in your program.** If you must change the place, date, or time, call us at

At Your Program

- ☐ **Greet your presenter/facilitator.** Make sure that the space and technology are set up as discussed. The presenter/facilitator should bring a banner with the NHH logo. This should be prominently displayed during the program.
- ☐ **Welcome the audience, introduce the presenter/facilitator, and explain the importance of completing the evaluation at the end of the program.**

***SAMPLE-** "Hello! Welcome to _____ (event), sponsored/hosted by New Hampshire Humanities. It is my pleasure to introduce _____ (presenter/facilitator and name of program). At the end of (today/tonight)'s program we ask that you take a few moments to complete a digital survey. There will be time at the end of the program to (distribute QR code or virtual survey link) to complete at the end of the program. These evaluations help to ensure New Hampshire Humanities has as much feedback as possible to continue to provide and support programming like this, and more. Thank you so much for joining us tonight, and please enjoy the program!"*

- ☐ **During the program, count the attendees** to include in your host evaluation.
- ☐ **After the program, distribute the QR code or link to the online audience evaluation.** NHH will only accept online evaluations from participants (NO PAPER!) **Audience evaluations are not mandatory but are encouraged.**
 - Link to evaluation: <https://app.surveymethods.com/EndUser.aspx?91B5D9C696D3C4C092>
 - Or, print/virtually display this QR code that links to the audience evaluation: [QR Code for HTG Audience Eval](#)
- ☐ **Thank and pay the presenter/facilitator.**

Last Steps

- ☐ **Complete and return your MANDATORY Online Host Evaluation to NHH within two weeks.** Comments welcome! All evaluations should be submitted online via this link:
<https://app.surveymethods.com/EndUser.aspx?E9CDA1BEEEABBCB8EE>
NO paper evaluations will be accepted by NHH.
- ☐ **Please remember to add the Program # to Program Host Evaluation Form.** The Program # can be found in your confirmation email.
- ☐ **Please "Like" the NHH Facebook page.** Go to www.facebook.com/newhampshirehumanities and tell others about your Humanities to Go (HTG) experience.

Photography & Recordings

- ☐ No photography or video or audiotaping of programs is allowed without permission of presenter/facilitator, which must be obtained in advance. The host is responsible for ensuring that audience members do not take photos or record without permission and do not distract or interrupt the presenter/facilitator or audience.
- ☐ If the presenter/facilitator does allow recording, credit must be given to NHH. Include in the recording the NHH logo from our website and/or the words “This program is made possible by a grant from New Hampshire Humanities. Learn more at www.nhhumanities.org.” **Please spell out “New Hampshire Humanities” in all written and verbal announcements.**

Email digital photos and/or recordings to our Communications Director at rkinhan@nhhumanities.org



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Need help?

Contact: Sue Butman at 603-224 4071, ext. 118

Fax: 603-224-4072

Email: HTG@nhhumanities.org

OR

sbutman@nhhumanities.org