



# Humanities to Go Application

Complete applications must be received 10 WEEKS before your program date.

To print additional forms, please visit our website at [www.nhhumanities.org](http://www.nhhumanities.org).

Keep a copy of each completed form for your records.

**PLEASE PRINT LEGIBLY**

Program host (organization): \_\_\_\_\_ Phone: \_\_\_\_\_

Program organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

Program organizer e-mail: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**All communications and checks from the New Hampshire Humanities will be mailed to the following address:**

Street or PO Box: \_\_\_\_\_ City: \_\_\_\_\_ State: NH Zip: \_\_\_\_\_

Congressional District (check one):  District 1  District 2

Region of NH (check one):

Great North Woods  White Mountains  Lakes Region  Dartmouth/Lake Sunapee  Monadnock  Merrimack Valley  Seacoast

Program Co-host (optional): \_\_\_\_\_ Contact person: \_\_\_\_\_

Please contact your presenter and confirm date and time before submitting your application. **Report ANY event information changes immediately to Sue Butman at (603) 224-4071 ext. 118 or [sbutman@nhhumanities.org](mailto:sbutman@nhhumanities.org)** to ensure that your event is listed correctly in our print and online calendars.

New Hampshire Humanities Presenter Name: \_\_\_\_\_

Title of program: \_\_\_\_\_

Program date: \_\_\_\_\_ Day of the week: \_\_\_\_\_ Time: \_\_\_\_\_

Program location: (Building name, street address, city and zip code REQUIRED) \_\_\_\_\_

Name & telephone # for public to call for more information: \_\_\_\_\_

This program will be held in conjunction with another event such as a potluck or festival.  Yes  No

If yes, describe event on back of this application form. Be sure to give date, place and times of both the related event and the *Humanities to Go* program. **Reminder: All Humanities to Go programs must be free and open to the public.**

**Confirmation e-mail:** The program organizer will be sent an email notifying you that your organization has been awarded a *Humanities to Go* grant. It is up to you to notify your presenter and confirm any space or technology details.

**HTG award:** Two weeks before the program the program host will receive a check from New Hampshire Humanities to cover the presenter's honorarium and up to \$50 in mileage. The program organizer pays the presenter(s) directly at the completion of the program: an honorarium, total mileage, and any additional fee (up to \$125) negotiated by a living history presenter.

**Application fee:** \$50.00 per program; **limit 2 programs per program host organization in one fiscal year.** Please make check payable to New Hampshire Humanities and include it with your application.

**Check one:**  First program in a fiscal year  Second program in a fiscal year (NHH fiscal year is July 1-June 30)

**Mileage:** Determine the mileage after consulting with your presenter. *Do not leave this blank.*

Record miles X rate: ( \_\_\_\_\_ miles round-trip) X (.50 per mile) = \$ \_\_\_\_\_

**New Hampshire Humanities pays up to \$50 for mileage. Program host is responsible for mileage over \$50.**

**Assurance:** I certify that the organization(s) and individual(s) named in this application have agreed to participate in the proposed program on the terms specified. I understand and accept the condition that this program must be free and open to the public, that New Hampshire Humanities support must be formally acknowledged on ALL printed materials and at the program, and that no audio or video recording is allowed without the presenter's prior permission.

Program organizer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail the completed and signed application with your check for the application fee to:

**New Hampshire Humanities, 117 Pleasant Street, Concord, NH 03301**

Questions: Contact Office Manager Sue Butman at [sbutman@nhhumanities.org](mailto:sbutman@nhhumanities.org) or (603) 224-4071, ext. 118.