



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.

Keep a copy of each completed form for your records.

There is NO longer an application fee; host pays all mileage!

Please Print Legibly

Host organization: _____ Phone: _____

Program organizer: _____ Phone: _____

Program organizer e-mail: _____

Alternate contact: _____ Phone: _____

Alternate contact: email: _____

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

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** 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 and telephone number 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, list the event, date, place, and times of both the related event and the *Humanities to Go* program here:

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. It is also up to you to notify your speaker if there is a change to your event.

HTG award: Two weeks before the program the program host will receive a check from New Hampshire Humanities to cover the presenter's stipend. The program organizer must issue its own check to pay the presenter(s) directly at the completion of the program. The host organization's check should include the amount of the NHH-funded stipend, total mileage at \$0.50/mile, and, if applicable, any additional fee (up to \$125) that has been negotiated by a living history presenter.

Limit two (2) programs per Host Organization in one fiscal year (7/1 - 6/30).

Check one: First program in a fiscal year Second program in a fiscal year

Mileage: Host Organization is responsible for ALL mileage.

Determine the mileage after consulting with your presenter. Record miles X rate: _____ miles round-trip X .50 per mile = \$ _____

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 email the completed and signed application to:

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

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