

Application Questions

v2 Monthly Mini Grant to Non Profits - Sept 2008

Q1: Project Title - Please enter a title for your project.

Q2: Total Organization Operational Budget - Select the range that best matches your organization's annual operating budget.

Q3: Project Format - If your project encompasses several formats, please choose your primary format from the following list.

Q4: Other -

Q5: Project Phase - For which phase of your project are you seeking funding?

Q6: Project Start Date - Must be at least two months after application submission.

Q7: Project End Date - Enter the date you intend to complete your project. This date determines the close of your grant period.

Q8: Request to RICH -

Q9: Total Cost Share - Enter the total estimated cost share (cash and inkind contributions) for your project. Please note: the total cost sharing must at least equal the total funds requested from RICH.

Q10: Your Total Project Budget - Enter the estimated total budget to complete your project, including your ask to RICH plus your total cost share.

Q11: Budget Narrative & Budget Attachment - Use this space to explain your budget, focusing specifically on any unusual or non-traditional items. Attach your budget in the file upload field. The RICH project budget template can be obtained on the RICH website, or by contacting grants staff.

Q12: Project Description - Thoroughly describe your humanities project. What kind of public project/event(s) are you planning? (Examples include but are not limited to public exhibits and lectures, documentary films, research projects and new scholarship, digitizing and archiving, oral histories, Teachers Institutes and/or development of educational materials, museum interpretations, etc.) What specific humanities subject(s) or question(s) will your program(s) explore?

Q13: Project Goals - What are the goals of your project?

Q14: Humanities Scholarship - It is a RICH requirement that each project work with at least one humanities scholar. Please list the humanities scholar(s) working on your project and indicate what their role will be in the project. How will they help in project planning and/or implementation to increase public understanding of the humanities? [Tip: Consult each scholar.] In addition, please provide a brief bio for each scholar including title and institutional affiliation OR you may upload a CV/resume with the application.

Q15: Publicity and Outreach - Describe who your project will serve in Rhode Island in terms of size, age, geographic location, and any other characteristics you think are important. List all methods you plan to use to build an audience for your public event(s) with a corresponding timeline. If collaborating with other organizations, please also indicate how each will contribute to project publicity.

Q16: Evaluation Note - For public events, RICH provides an audience survey template to grantees to help project directors evaluate their projects' public impact. Questions may be added to this template. Please indicate your willingness to distribute, collect, and summarize findings for an audience survey. If you are unable to conduct an audience survey, please explain and describe your alternate evaluation plans for your project.

Q17: Alternate Evaluation Plans - Describe how your project will be evaluated.

Q18: Letter of Determination - Please upload a copy of your current not-for-profit designation letter (for all non-profit applicants).

Q19: Non-Profit Official's Commitment Letter - Please upload the Non-Profit Official's Commitment Letter (if the project director is not an employee).

Q20: Project Director Credentials - Please attach a resume or short CV for the project director.

Q21: Scholar Credentials - Please attach a resume or short CV for a scholar involved with the project. (Tip: Search online)

Q22: Scholar Credentials - If applicable, please attach a resume or short CV for additional scholar involved with the project. (Tip: Search online)

Q23: Supplementary Materials: Special Requirements for Media Projects - A work sample as well as a commitment to present in Rhode Island or produce companion humanities essays is required of all

media production projects ONLY. In addition, project directors may wish to secure statements of commitment or interest from Rhode Island media outlets.

Q24: Authorization from Non-Profit Sponsor - The AUTHORIZED OFFICIAL of the sponsoring organization may be the Executive Director, Chairman of the Board, or President. In academic institutions, this person is often the director of the grants or business office. The Project Director cannot also serve as the Authorized Official. The Non-Profit Sponsoring Organization is responsible for the project and budget described in the grant application in the event of an award. By applying, the sponsor agrees to the RICH Grant Guidelines. It is the sponsor's responsibility to appropriately supervise the Project Director and ensure the project takes place as described, to use RICH funds only as allowed, to acknowledge RICH funding in conjunction with the project, and to submit project reports as required. Acceptance of an award also requires the sponsor's agreement to additional award terms and conditions.

Q25: Authorized Official Signature -

Q26: Project Director Signature -

Q27: Date of Submission - Enter date of application submission.