

# Mini Grant to Individual Researcher (FY22 August)

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*Rhode Island Humanities Council*

## RESEARCHER INFORMATION

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### Researcher Name\*

*Character Limit: 250*

### Researcher Title\*

Your Professional Title and/or Affiliation

*Character Limit: 250*

### Researcher Mailing Address\*

Your **Full Mailing Address** (Street / City / State / Zip).

*Character Limit: 250*

### Researcher Email\*

*Character Limit: 250*

### Researcher Phone Number\*

*Character Limit: 25*

### Copyright Information Acknowledgement\*

Production of original material in connection with this grant project should be copyrighted by the applicant. The National Endowment for the Humanities (NEH) will have non-exclusive license to use and reproduce for government or educational purposes, without payment, any such copyrighted materials.

#### Choices

Yes, I have read and agree to above copyright statement.

No, I do not agree to the terms of the above copyright statement.

### Eligibility Check 1\*

Per the Grant Guidelines, applicants may only have **one** major or mini grant open with the Council at a time.

Do you currently have a major or mini grant open with the Council, either as an individual researcher or the project director of an organizational grant?

#### Choices

Yes

No

Not sure

If you responded **Yes** or **Not Sure** to this question, please contact Council staff at [grants@rihumanities.org](mailto:grants@rihumanities.org) as soon as possible to discuss the eligibility of your project. We will do our best to connect with you, but may not be able to respond to questions submitted within 2 business days of the deadline. If we are unable to connect with you prior to the deadline, we will contact you upon review of this application to discuss eligibility.

If you responded **No** to this question, please proceed with the application.

### Eligibility Check 2\*

Per the Grant Guidelines, grant-funded projects should connect the public with the humanities, at no cost, and be accessible. The one common exception to this policy is projects for specific K-12 audiences (for example, all 5th grade students in Providence), which do not need to be open to the public.

Consider the public outputs of the research (events, activities, products, etc.) that the Council's funding would support. Are they free, open, and accessible to the public?

#### Choices

- Yes
- No

If you answered **"Yes,"** please skip the next question and proceed with the rest of the application.

If you answered **"No,"** please continue to the next question.

### Eligibility Check 3

Are the public outputs of your research for a specific K-12 audience, and therefore not open to the public?

#### Choices

- Yes
- No

If you answered **"Yes,"** please proceed with the rest of the application.

If you answered **"No,"** your project may not be eligible for Council funding. Please contact Council staff at [grants@rihumanities.org](mailto:grants@rihumanities.org) as soon as possible to discuss the eligibility of your project. We will do our best to connect with you, but may not be able to respond to questions submitted within 2 business days of the deadline. If we are unable to connect with you prior to the deadline, we will contact you upon review of this application to discuss eligibility.

## RESEARCH PROJECT INFORMATION

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### Project Name\*

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### Project Start Date\*

When do you plan to start your project? To be eligible, projects must start after award notifications. Notification of mini grant funding is generally 4-6 weeks after the deadline.

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### Project End Date\*

*Character Limit: 10*

### What is Your Research Topic?\*

Please describe your humanities research topic. What is the subject of your research and public program? What humanities question(s) do you hope to explore?

*Character Limit: 1500*

### Research Project Goal(s) and Outcomes\*

Humanities Council grants bring together people, organizations, and ideas. Our supported projects stimulate new research in the humanities, spark thoughtful community exchange, and engage new audiences with humanities learning. To that end, what are your research project's goal(s)? **Project goal(s) are broad statements that describe the desired change in the community resulting from your project.** Goal(s) establish the overall direction for your project and define the scope of what you hope to achieve.

Also, what are your project's intended outcomes? **Outcomes are concrete, measurable, and attainable changes in behavior, status, attitude, skill, knowledge, or circumstance in the community.** What changes do you hope to achieve with this project? Use action verbs that describe your process: increase x, decrease y, strengthen, reduce, etc.

For additional information and helpful advice, please review our Evaluation Toolkit.

*Character Limit: 1500*

### Research Plan\*

What is your research plan? Describe how and where you plan to conduct your research. Please include the corresponding timeline for your research plan.

*Character Limit: 1500*

### Research Qualifications\*

Why and how are you qualified to undertake this research and share what you find with the public? If necessary, you may upload a copy of your CV or resume below. We prefer your CV or resume to be a Microsoft Word document or PDF.

*Character Limit: 1500 | File Size Limit: 2 MB*

## Research Partners\*

Who else is participating in your research project, and in what capacity? Please consider and list the organizations and individuals who will support your research process. Please don't forget to detail their specific role, and qualifications, to support the project.

*Character Limit: 1500*

## Research Bibliography

What academic materials are you utilizing as the foundation of your research plan? Below, please attach the preliminary bibliography that is informing your research. We prefer your bibliography to be a Microsoft Word document or PDF.

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## ENGAGING THE PUBLIC

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The Council requires that every research project engage the public (during the project timeline) with findings/ideas uncovered as part of the grant's work. This requirement allows for the public to benefit from engagement with your research findings, even if a final publication, documentary, etc., isn't in the immediate future. Please respond to the questions below.

## Research's Public Outputs\*

How will the public engage with your research? Briefly describe your research's public outputs (programs/product), including logistics. **Outputs are tangible activities of your project that advance your goals and intended outcomes.** You might want to consider partnerships with various Rhode Island institutions/individuals that can help support your public outputs. Don't forget to detail the publicity and outreach strategies you'll use to reach audiences!

Past public outputs (programs/products) have included: a research blog, library presentations, published essay, radio/television broadcast, podcast, etc.

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## Research's Civic Relevancy\*

How is your research project enhancing the civic life of Rhode Island? Is your project sharing diverse perspectives in order to build understanding and empathy? Are you connecting individuals to institutions that support community engagement? How is humanities learning in your project providing attendees with the tools (historic context, diverse perspectives/experiences, etc.) they need to be active and engaged citizens of Rhode Island? Think creatively!

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## ***EVALUATION PLAN***

***Reviewing our Evaluation Toolkit can help you successfully develop an evaluation plan, even for a research project. Both the short version (for those experienced in evaluation) and the long version (with extra resources and tools) can be found on our website.***

### **Evaluation - Evaluation Goal and Evaluation Questions\***

An evaluation plan is the concrete process you will undertake to understand the impact of your project. Since you've already detailed your project goals, outcomes, and outputs, you need to:

#### 1) Set an Evaluation Goal:

- An evaluation goal is a focus area for your evaluation plan based on project goals, outcomes, and outputs. An evaluation goal is an overarching question/statement you'd like to answer or solve through undertaking an evaluation plan. E.g. "I want to understand if and how this project attracted different audiences, so I can improve my outreach methods."

#### 2) State Five Evaluation Questions:

- Evaluation questions are guiding questions that determine (with your evaluation goal) the strategic direction of your evaluation plan. Make sure these questions are answerable. E.g. "What were the demographics of our audience at each program? What aspects of our program seemed to engage audiences the most? What aspects of my research seemed most relevant to my partners' humanities work?"

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### **Evaluation (Cntd.) - Evaluation Indicators and Evaluation Methods\***

#### 1) Set Three to Five Indicators:

- Indicators show how you know if your project and its activities achieved or did not achieve your goals and intended outcomes. Set three to five relevant indicators for your evaluation plan that are based on new or extant benchmarks. E.g. "Over 75 people attended the exhibit. Ticket sales increased by 25 percent. One half of the respondents to a survey about the activity made a connection to a different culture."

#### 2) Choose your Evaluation Methods:

- There are many ways to collect data for a project and understand if you're making progress on your outcomes, via your indicators. Evaluation methods include: surveys, public observation, focus groups, interviews, etc. Detail how you will collect information via relevant evaluation methods. How will your evaluation methods help you to understand if and how you achieved your project's goals and intended outcomes?

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## BUDGET

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### Total Request to the Council\*

Mini grants requests are capped at \$2,000.

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### Total Cost-Share\*

Although the cost-share requirement for individual researcher grants is waived, it is in your interest to demonstrate that there is additional support for this project, via cash or in-kind donations. Please enter the total estimated cost-share for your project. You can calculate this amount by adding together the cash and in-kind donations detailed in your budget.

*Character Limit: 20*

### Budget\*

Mini grant requests are capped at a \$2,000 and can support a percentage of administrative costs and staffing, costs for events, supplies, honoraria and stipends, marketing and promotion, travel, etc.

**Please upload a project budget in the Council's required budget template below.** The Council's template can be found [here](#).

**Core Restrictions to Consider:** Indirect expenses (copying, bookkeeping, rent, electricity, etc.) can be no more than 15% of the total budget. Costs for staff can be no more than \$2,000 per position. (E.g. \$2,000 for Project Director Jane Doe.) Project outputs and activities must be free and open to the public.

Other budget requirements and restrictions are detailed in our Grant Guidelines.

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### Budget Detail

If you'd like to include additional information about your project budget, you can do so [here](#). Feel free to explain the role/importance of specific individuals or costly line items.

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## ADDITIONAL DOCUMENTS

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### Letter of Support

If you have letters of support from partnering organizations, artists, or scholars, feel free to upload them [here](#).

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## Letter of Support Field Two

See above

*File Size Limit: 2 MB*

## Supplementary Document

If there are additional supplementary documents that provide context for your project that you'd like to upload, you can do so here.

*File Size Limit: 2 MB*

## Supplementary Document Field Two

See above

*File Size Limit: 2 MB*

## *DATE AND TIME OF SUBMISSION*

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### Date of Application's Submission\*

*Character Limit: 100*

### Time of Application's Submission\*

*Character Limit: 100*

For reference only.