Mini Grant to Nonprofit (FY23 Nov)

Rhode Island Humanities Council

ELIGIBILITY CHECK

Eligibility Check 1*

Per the Grant Guidelines, organizations may only have **one** major or mini grant open with the Council at a time. To clarify, open RI CHARG grants **do not** affect organizational eligibility for major and mini grants.

Does your organization currently have a major or mini grant open with the Council?

Choices
Yes
No
Not sure

If you responded Yes or Not Sure, your project may not be eligible for Council funding. Please contact Council Grants staff at grants@rihumanities.org as soon as possible to discuss your organization's situation. 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, 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-facing elements of the project (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.

Application   Rhode Island Humanities Council

Eligibility Check 3

Is your project 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 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.

ORGANIZATION INFORMATION

Organization Name*
Full Name of Your Organization

Character Limit: 250

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

Character Limit: 250

Organization Physical Address
If your organization's physical address is different than your organization's mailing address, please include **your full physical address** here (Street / City / State / Zip).

Character Limit: 250

Organization Phone Number*
Character Limit: 25

Total Organization Operational Budget*
Select the range that best matches your organization's annual budget

Choices
$0 - $50,000
$50,000 - $150,000
$150,000 - $300,000
$300,000 - $500,000
$500,000 - $750,000
$750,000 - $ 1 Million

$1 Million - $ 2.5 Million
$2.5 Million and Above

Organizational Unique Entity Identifier (UEI)*

For compliance purposes, the federal government requires all organizational recipients of federal funding to have a Unique Entity Identifier (UEI). The federal government previously used DUNS numbers for this purpose. As the Council disburses federal funds, all organizational Council grantees must obtain a UEI, a free and easy process. Your organization must obtain a UEI before the Council can disburse any awarded funds.

If your organization has a UEI, please enter it here. If you do not have a UEI, please follow these instructions to obtain one: https://rihumanities.org/wp-content/uploads/2022/04/Instructions-on-Obtaining-a-UEI.pdf

Please submit your organization's request for a UEI while completing this application, as this process may take up to 4 weeks or more. If your organization is not able to obtain a UEI before submitting the application, you may enter "0" in this field. Please do not enter your DUNS number in this field.

Character Limit: 250

Organizational Nonprofit Letter of Determination*

Please upload a copy of the sponsoring organization's current *federal* nonprofit designation letter.

File Size Limit: 2 MB

PROJECT DIRECTOR AND AUTHORIZED OFFICIAL INFORMATION

Project Director Name & Title*

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Project Director Phone Number*

Character Limit: 250

Authorized Official Name & Title*

The Authorized Official **cannot** be the same person as the Project Director. See our Grant Guidelines for additional information.

Character Limit: 250

Authorized Official Email Address*

Character Limit: 250

Authorized Official Phone Number*
Character Limit: 250

PROJECT INFORMATION

Project Name*
Character Limit: 100

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.
Character Limit: 10

Project End Date*
Character Limit: 10

Project Phase*
For which phase of your project are you seeking funding?

Choices
Research, Planning, or Development
Production or Implementation

Project Synopsis*
Briefly describe your project in two to three sentences.
Character Limit: 500

Project Goal(s)*
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 project's goal(s)? What issue or opportunity is your project addressing? **Remember 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.

Think big and let your goal(s) be ambitious! For additional information and helpful advice, please review our Evaluation Toolkit.
Character Limit: 1500

Project Outcomes*
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 and how it brings people and organizations together across cultures?

Use action verbs that describe your process: increase x, decrease y, strengthen, reduce, etc. Outcomes are what you'll measure with your evaluation plan. For additional information and helpful advice, please review our Evaluation Toolkit.

Character Limit: 1500

Project Outputs/Activities*

Outputs are tangible activities of your project that advance your goals and intended outcomes. Activities should build on experience that you already have and also advance new directions to bring people, organizations, and ideas together. What are your project's outputs? Detail them here. Use clear language and include logistical specifics!

Examples of outputs/programs: festival, exhibit, performance, publication, archive, research, oral history, lecture, etc. For additional information and helpful advice, please review our Evaluation Toolkit.

Character Limit: 3000

Humanities Scholarship*

What humanists (experts, scholars, researchers) will you be working with to ensure adequate representation of knowledge from one or more humanities disciplines? How will they help in project planning and/or implementation to increase public understanding of the humanities? Please detail all scholars committed to your project. Include their title/affiliation, content expertise, and *specific role* in your project.

If need be, you can coalesce all scholars' bios into one supplementary document uploaded at the end of the application.

Character Limit: 1500

Civic Relevancy*

How is your 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!

Character Limit: 1500

Partners*

Collaboration with partners can be an impactful aspect to any public humanities project. Are you partnering with other organizations on the goals, outcomes, and outputs/activities detailed above? Have you considered a collaboration with a cross-sector organization e.g. one focused on health, environment, education, etc.?

State here the specific roles of partnering individuals and organizations. What do partners "bring to the table"? Detail how the proposed partnerships will improve your work.

Letters of commitment or interest from collaborating organizations and/or community members can speak volumes about the impact of your work in the community. Though not a requirement, the Council has provided space below to upload letters of support.

Character Limit: 1500

Publicity and Outreach Plans*

What are your plans for engaging the public with your project? Please detail your target audience(s), audience goals (numbers), and methods of publicity and outreach. You might like to consider new and "tried and true methods" of outreach. Be sure to emphasize any new audiences and the methods you're employing to reach them.

Character Limit: 1500

Working with K-12 Students*

Are you working consistently with students in your project? If the answer is yes, please detail the top-level curricular alignments of your work. The curriculum alignments you choose can be self-determined, but they should be relevant to the format/scope of your project and the type of humanities learning your students will experience.

Curricular materials for in-school, after-school, summer learning, etc. are relatively available online, for free, with a quick search. Consider asking your colleagues or partners at education organizations/institutions what might be a good fit. If you have additional questions, you can always ask staff for assistance.

Character Limit: 1500

PROJECT BUDGET

Total Request to the Council*

Mini grants requests are capped at $2,000.

Character Limit: 20

Total Cost-Share*

Enter the total estimated cost-share for your project. **Please note:** The total cost-share must at least equal the total funds requested from the Council. You can calculate this amount by adding together the cash and in-kind donations detailed in your budget.

Character Limit: 20

Federal Negotiated Indirect Cost Rate Agreement (NICRA)*

Does your organization have a current federal Negotiated Indirect Cost Rate Agreement (NICRA)?

Choices

Yes
No

NICRA Upload

If your organization **does** have a current federal Negotiated Indirect Cost Rate Agreement (NICRA), please upload a copy of the current NICRA below. You may use this indirect cost rate in your project budget either as part of the request to the Council or the cost-share.

File Size Limit: 2 MB

If your organization **does not** have a current federal Negotiated Indirect Cost Rate Agreement (NICRA), you can use in your project budget the *de minimus* indirect cost rate of 10% of the modified total direct cost (MTDC) of the request to the Council. You may include this line item either as part of the request to the Council or the cost-share.

For more information on this, please refer to the Grant Guidelines.

Budget*

Mini grant requests are capped at $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: 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.

File Size Limit: 2 MB

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.

Character Limit: 1000

PROJECT EVALUATION PLAN

Reviewing our Evaluation Toolkit can help you successfully develop an evaluation plan. 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 your organization 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? Did audiences learn something new about a different culture?"

Character Limit: 1500

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 your achieved your project's goals and intended outcomes?

Character Limit: 1500

ATTESTATIONS AND SIGNATURES

Project Director Attestation and Signature*

I, the Project Director, certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

I attest that I understand my responsibilities as Project Director in submitting this application. I also attest that I have permission from the applicant organization to submit this application.

By applying, I agree to the grant guidelines for this program. I also acknowledge that acceptance of an award also requires the agreement to additional award terms and conditions detailed in the grant agreement.

Project Director Signature (please type below):

Character Limit: 250

Authorized Official Attestation and Signature*

I, the Authorized Official, certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

I attest that I understand my responsibilities as Authorized Official, and those of my organization as applicant, in submitting this application.

I also confirm that the filing of this application has been authorized by the governing body of this organization, and that I am authorized to file this application on behalf of this organization.

By applying, I agree to the grant guidelines for this program. I also acknowledge that acceptance of an award also requires the agreement to additional award terms and conditions detailed in the grant agreement.

Authorized Official Signature (please type below):

Character Limit: 250

ADDITIONAL DOCUMENTS (OPTIONAL)

Project Director Credentials

You can attach a biography, resume, or CV for the project director that demonstrates their capacity to manage this project here.

File Size Limit: 2 MB

Humanities Scholar Credentials

You can upload the credentials (resume, CV, biography, etc.) of your humanities scholars here and below.

File Size Limit: 2 MB

Humanities Scholar Credentials Field Two

See above

File Size Limit: 2 MB

Letter of Support

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

File Size Limit: 2 MB

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