

Mini Grant - Research Projects (Individuals and Organizations) (FY24 November)

Rhode Island Council for the Humanities

ELIGIBILITY CHECK 1

Eligibility Check 1*

Per the Grant Guidelines, grantees (project directors, authorized officials, and/or organizations) may only have one major or mini grant open with the Council at a time.

Do you and/or your organization currently have a major or mini grant open with the Council?

Choices

Yes
No
Not sure

"YES" OR "NOT SURE" TO ELIGIBILITY CHECK 1

If you responded Yes or Not Sure to Eligibility Check 1, you may not be eligible to apply for a mini grant at this time.

Please contact Council staff at grants@rihumanities.org as soon as possible to discuss your eligibility. 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.

ELIGIBILITY CHECK 2

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

"YES" RESPONSE TO ELIGIBILITY CHECK 2

Please continue to the rest of the application.

ELIGIBILITY CHECK 3

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

"YES" RESPONSE TO ELIGIBILITY CHECK 3

Please continue to the rest of the application.

"NO" RESPONSE TO ELIGIBILITY CHECK 3

If you responded No to Eligibility Checks 2 and 3, 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.

APPLICANT TYPE

Applicant Type*

Are you applying for this research grant as an individual or as an organization?

Choices

Individual

Organization

APPLICANT INFORMATION (Organization)

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

For reference only

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/Instructionson-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

Congressional Districts

Knowing what Congressional Districts you are located in is important. We notify legislators about funded projects in their districts so they understand how RI Humanities is distributing taxpayer money in their districts, and that public humanities work is important in their communities. We also encourage you to reach out to your legislators about your projects, successes, and accomplishments.

To answer the following questions, please visit the Rhode Island Secretary of State's website to Find

Your Elected Officials (<https://vote.sos.ri.gov/>). You will do so by entering your organization's mailing address or physical address. This will show you your organization's state representative district, state senate district, and Congressional district.

Address Used*

Which organizational address are you using to determine your State Representative, Senate, and Congressional Districts?

Choices

Mailing address listed above

Physical address listed above

STATE REP: Rhode Island House District of Applicant Organization*

Please enter the Rhode Island House of Representatives district in which the applicant organization's business address is located. This is a number from 1 through 75, and can be found by entering your organization's address information at <https://vote.sos.ri.gov/Home/PollingPlaces?ActiveFlag=3>

Character Limit: 2

STATE SENATE: Rhode Island Senate District of Applicant Organization*

Please enter the Rhode Island Senate district in which the applicant organization's business address is located. This is a number from 1 to 38, and can be found by entering your address information at: <https://vote.sos.ri.gov/Home/PollingPlaces?ActiveFlag=3>

Character Limit: 2

CONGRESSIONAL: Congressional District of Applicant*

Please enter the district (001 or 002) of the United States House of Representatives in which the applicant organization's business district is located. In Rhode Island, it is either District 001 or District 002. To find your Congressional district, please visit <https://vote.sos.ri.gov/Home/PollingPlaces?ActiveFlag=3>

Character Limit: 3

Project Director Name*

Character Limit: 250

Project Director Title*

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Project Director Phone Number*

Character Limit: 250

Authorized Official Name*

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

Character Limit: 250

Authorized Official Title*

Character Limit: 250

Authorized Official Email Address*

Character Limit: 250

Character Limit: 3000

Authorized Official Phone Number*

Character Limit: 250

PROJECT PLAN - Overview

Project Name*

Character Limit: 100

Project Synopsis*

Describe your research topic and your plan to publicly present your findings in two to three sentences. In other words, give us your (brief) elevator pitch!

An ideal response length is 2-3 sentences.

Character Limit: 3000

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.

We consider the "start" of a project to be the beginning of work on the project, including planning.

Character Limit: 10

Project End Date*

The end date of your project is up to you, and should be the date by which all activities for the project have concluded and all project funding has been spent.

Character Limit: 10

Project Goals*

Project goal(s) are broad statements that describe the desired change in the community resulting from your project. For example, for research on local musicians of color in

Woonsocket, the goal might be to inspire new creative practices and create a historical basis for contemporary musicians of color in Northern Rhode Island.

What are your research project's goal(s)? What community issue or opportunity is your project addressing?

An ideal response length is 1 paragraph.

Character Limit: 3000

Project Outcomes*

Character Limit: 3000 **ate, measurable, and attainable changes in behavior, status, attitude, skill, knowledge, or circumstance in communities.** For example, for the Woonsocket musician research project, outcomes might be: historical narratives of Woonsocket are expanded and diversified; public knowledge of local music and its varied historical traditions is increased; and new audiences are engaged with local Woonsocket history.

What are your project's intended outcomes? What specific changes do you hope to achieve with this project?

An ideal response length is 1 paragraph.

Character Limit: 3000

Research's Public Outputs*

Outputs are tangible activities of your project that advance your goals and intended outcomes. The Council requires that every research project engage the public during the project timeline with findings uncovered as part of the grant's work. Past public outputs have included a research blog, in-person and virtual presentations and panel discussions, a published essay, radio/television broadcast, podcast, etc.

How will the public engage with your research? Please describe your research's public outputs.

This response may be anywhere from 1 to 3 paragraphs--whatever amount of space needed to fully describe your outputs.

Character Limit: 3000

Project Timeline*

What is the timeline for the different phases of your project? Feel free to answer this in bullet-point format.

An ideal response length is one paragraph or a series of bullet points.

Character Limit: 3000

Relevant Skills / Background*

Please tell us about any relevant personal and/or professional skills, background, credentials, experiences, and/or relationships that you / your team bring to this project. If you would like, in addition to the response you provide, you may upload CV(s) or resume(s) in the "Additional Documents" section.

An ideal response length is 1-2 paragraphs.

Character Limit: 3000

CONNECTIONS TO THE HUMANITIES

Humanities Content and Methods.*

How is your research project connected to the humanities? Please respond by identifying 1) the humanities content in your research topic and 2) the humanities methods you will use to conduct your research.

You can find a definition of "humanities content" and "humanities methods" on p. 12 of the Grant Guidelines. Some examples of humanities content include the history of fishing in Point Judith and the cultural heritage of French Canadian communities in Woonsocket. Some humanities methods include research on humanities content, close reading, documentation, investigation, interpretation, critical analysis, storytelling, contextualization, dialogue, discussion, and debate.

An ideal response length is 1-2 paragraphs.

Character Limit: 3000

Research Sources*

Research sources may come in many formats, including print media, audio, and video/film. They may include materials housed in academic or public collections (university archives, public libraries, etc.) and materials from personal or private collections (family scrapbooks, shared cultural objects, etc.). Individuals can also be key sources regarding their lived experience and cultural knowledge.

Which sources will you use and explore in performing your research? Please include here any primary and/or secondary sources you will consult.

You may respond either in narrative or bullet point format. An ideal length is 2 paragraphs, or however much space you need to list your sources.

Character Limit: 3000

Research Bibliography (Optional)

If you would like, you may upload here a bibliography for your research project.

File Size Limit: 2 MB

Humanities Scholars

We consider the project director to be the primary humanities scholar on a research project. As such, additional humanities scholars are not required for a research project, but are welcome.

As stated on p. 9 of the Grants Guidelines, humanities scholars may be academic humanists (university faculty, researchers, and graduate students with advanced degrees in one or more of the humanities disciplines); or public humanists (without formal institutional affiliation or training, but actively engaged in humanities study with a public record of scholarship, e.g., culture bearers – tribal or neighborhood elders, storytellers, or practitioners of traditional cultural forms).

Please provide the requested information below for any humanities scholars involved with your project beyond the project director.

OPTIONAL - If you have additional information related to the scholars (resumes, biographies) or letters of support from them, you may upload them in the "Additional Documents" section at the end of the application.

Name of Scholar	Institutional Affiliation (if any)	What is this scholar's area of knowledge in the humanities?	How will this scholar contribute to the project?	How would you describe this scholar's current commitment to the project?

Humanities Scholars (continued)

If you need more space to list the humanities scholars involved in your project, please do so below, including the information in all the fields above.

Character Limit: 3000

COMMUNITY ENGAGEMENT

Partners

A project partner is any individual or organization other than the grantee that is contributing time and/or resources towards the project's realizing in collaboration with the grantee. Working with partners is not required, but can strengthen a project and increase its reach and impact.

Please provide the requested information below for any partners involved with your project.

Character Limit: 3000 Give additional information related to the partners (resumes, biographies), or letters of support from them, you may upload them in the "Additional Documents" section at the end of the application.

Name of Partner (Individual or Organization)	Why is this partner involved in the project?	What will this partner contribute to the project?	How would you describe this partner's current commitment to the project?

Partners (continued)

If you need more space to list the partners involved in your project, please do so below, including the information in all the fields above.

Character Limit: 3000

Target Audience(s)*

Who are the target audience(s) for the public output portion of the project? Why have you chosen these target audiences for this project, and how does the design of the project reflect the needs and interests of these audiences, as you understand them? Please note any past experiences or existing relationships you have with your target audiences.

An ideal response length is 1-2 paragraphs.

Character Limit: 3000

Audience Outreach Plans*

How do you plan to connect your target audiences, described above, with the public outputs of your project? Please describe both your overall strategy for audience outreach and the specific methods you will use to reach out to these audiences (social media, postering, paid advertising, earned media, organizational networking, etc.).

An ideal response length is 1-2 paragraphs.

Character Limit: 3000

Contributions to Civic Health*

The National Conference on Citizenship describes civic health as "the way communities are organized to define and address public problems." In our 2022 report *Culture Is Key: Strengthening Rhode Island's Civic Health through Cultural Participation*, RI Humanities identified a number of outcomes of public humanities projects that strengthen civic health, listed below.

Please indicate which, if any, of the civic health-related outcomes that your project will have for its participants. If you do not think your project will have any of these outcomes, please check "Other." Please then describe how your project will contribute to the civic health of Rhode Island in the text box below the check boxes.

Please check all applicable boxes.

My project will have the following outcomes for its participants:

Choices

Bridging differences and facilitating social bonding
Cultivating a sense of belonging and agency in the public sphere
Facilitating community visioning and problem-solving
Facilitating informed and inclusive discourse
Hosting communal experiences
Illuminating diversity of community identity and experiences
Increasing knowledge and deepening understanding of contexts
Promoting multiple modes of knowledge and shared authority
Strengthening feeling of stewardship for one's local community
Supporting cultural resilience and continuity
Other

Contributions to Civic Health (continued)

Please use this space for further explanation if you:

- checked "Other";
- or would like to expand upon the connection of your project any of the civic health-related outcomes you checked above.

Character Limit: 3000

PROJECT PLAN - Evaluation

Project evaluation refers to the process of systematically assessing your project, or elements of your project, to learn more about its actual outcomes and impacts, and the success of your project as you have defined it. There are many different methods you can use in performing project evaluation, and many different elements of a project that you can evaluate.

You are welcome to use any resources, approaches, and methods that make sense for you in the evaluation of your project. One available resource is our own Evaluation Toolkit, which has both short and long versions.

Evaluation Plan*

How will you evaluate your project? In other words, what do you want to learn about your project, and why? To do so, which elements of your project will you assess or measure? How will you do so?

If you would like additional guidance on how to put together a project evaluation plan, you're welcome to refer to our Evaluation Toolkit, which has both short and long versions. However, you may use any evaluation approach that works for you and your project.

An ideal response length is 2-3 paragraphs.

Character Limit: 3000

PROJECT PLAN - Indirect Cost Rates (Organizations)

Federal Negotiated Indirect Cost Rate Agreement (NICRA)*

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

Choices

Yes

No

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.

Character Limit: 3000

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

PROJECT PLAN - Budget

Budget*

Mini grant requests are capped at \$2,000 and can support project staffing, costs for events (venue rental, etc.), 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.

Budget requirements and restrictions are detailed in our Grant Guidelines.

Organizational Applicants: Please note that the Council requires a one-to-one cost-share match for organizational applicants. Please consult p. 10 of the Grants Guidelines for more information.

File Size Limit: 2 MB

Budget Detail

If you'd like to include additional information about your project budget, you can do so here.

Character Limit: 3000

ATTESTATION AND SIGNATURE (Organization)

Copyright Information Acknowledgment*

Production of original material in connection with this grant project should be copyrighted by the applicant. The RI Council for the Humanities and 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 agree to the terms of the above statement.

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, including making our research findings public. 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, including making our research findings public. 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)

Humanities Scholar / Partner Information

You can upload additional information (resume, CV, biography, etc.) about your humanities scholars and/or partners here and below.

File Size Limit: 2 MB

Humanities Scholar / Partner Information Field Two

See above.

File Size Limit: 2 MB

Humanities Scholar / Partner Letter of Support

If you have letters of support from humanities scholars or partners, feel free to upload them here.

File Size Limit: 2 MB

Humanities Scholar / Partner 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