



FY25 Mini Grant Application Review Guide Public Projects

Thank you for serving as an FY25 mini grant application reviewer! This review guide is meant to serve as a springboard for your own thoughts about and assessments of our **public projects mini grant application** (there is a separate guide for research mini grant applications). We suggest you use it in the following way:

- Download the Staff Notes document from the Shared Documents section of the [grants portal](#).
- Through the homepage of the [grants portal](#), open the application.
- Go through the application question by question, using the questions in the guide as prompts, and the Staff Notes document for information about eligibility and technical notes.
- Once you are ready to share your feedback and rankings for the application, complete and submit the feedback and rankings form for the application, also available through the grants portal.
- Repeat these steps for each application assigned to you for review.

Please contact grants@rihumanities.org with any questions, and thank you again!

Eligibility Check

Please refer to the Staff Notes document for staff assessment of the eligibility considerations of the project. Potential eligibility considerations may arise throughout the application.

Project Plan (Overview)

Project Description (The “What”)

- Is the scope of the project clear? In other words, is it clear what will happen as part of the grant-funded project, and what will mark the end of the grant-funded project?
- Does the applicant have a clear and specific vision of the project’s format, topic(s), and intended audiences?

Project Significance (The “Why”)

- Has the applicant clearly identified the importance of the project? Is that importance compelling?
- Is it clear what changes the applicant hopes to make through the project in their intended audiences, local communities, and/or Rhode Island?

Project Timeline

- Does this timeline seem reasonable / feasible given the scope of the project?



Relevant Skills / Background

- Given the nature of the project, does it seem that the project team has the necessary skills / background to feasibly and appropriately realize the project?

Connection to the Humanities

Humanities Content (definition on p. 12 of Grants Guidelines)

- Is the project meaningfully engaging with humanities content?

Humanities Methods (definition on p. 12 of Grants Guidelines)

- Is the project meaningfully using humanities methods?

Humanities Scholars (definition on p. 9 of Grants Guidelines)

- Given the nature of the project, are there any critical areas of humanities scholarship that are lacking?
- Given the current levels of commitment from listed humanities scholars, do you have confidence that humanities scholar involvement will be sufficient to realize the project?
- Given the nature of the project, has the applicant engaged with culturally appropriate humanities scholars?

Community Engagement

Partners (Optional)

- If applicable, given the nature of the project, are there any critical areas of partnership needed that are lacking?
- If applicable, given the current levels of commitment from listed partners, do you have confidence that partner involvement will be sufficient to realize the project?
- If applicable, given the nature of the project, has the applicant engaged with culturally appropriate partners?
- If the applicant is working with K-12 students, have they established any necessary partnerships with schools/districts/teachers/after-school programs, etc.?

Target Audience(s)

- Has the applicant identified specific target audiences for the project?
- Has the applicant clearly articulated how their project design reflects the needs and interests of their target audiences, as they understand them?



Audience Outreach Plans

- Are the audience outreach plans specific, robust, culturally appropriate, and feasible?
- If the applicant has past experience with their target audiences, how is that experience informing their outreach plan? If they do not, do they have specific, robust, culturally appropriate, and feasible plans to reach these new audiences?

Working with K-12 Students (optional)

- If the applicant is working with K-12 students, have they articulated their pedagogical approach?
- If the applicant is working with K-12 students, have they articulated how the project fits into established curricula?

Contributions to Civic Health

- Has the applicant indicated via the checkboxes how the project will contribute to Rhode Island's civic health, and do these answers seem reasonable given the nature of the project?
- If the applicant has provided their own explanation of how the project will contribute to the civic health of Rhode Island, is that explanation clear and reasonable?

Project Plan (Evaluation)

Evaluation Plan

- Is it clear which part of the project the applicant seeks to evaluate?
- Given this, does their evaluation plan seem appropriate, feasible, and sufficient?

Project Plan (Budget)

Please note that RI Humanities staff have noted any technical issues with the budget in the Staff Notes. Staff and reviewers should solely review line items to evaluate their eligibility and connection to the grant-funded project.

Budget

- Do the budget line items support the proposed project?
- Do the budget line items correlate with the stated project scope and timeline?

Additional Documents (optional)

- Do any additional documents provided strengthen the application? Introduce new concerns?