

Mini Grant - Public Projects (Individuals and Organizations) (FY25 Nov.)

Rhode Island Humanities

ELIGIBILITY CHECK 1

Thank you for your interest in the RI Humanities mini grant program! Please note that the questions in this section **do not** address all eligibility considerations for our program.

To fully assess the eligibility of your application, please consult our Grant Guidelines. Please contact grants@rihumanities.org with any questions.

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 RI Humanities at a time.

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

Choices

Yes

No

Not sure

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

If you responded Yes or Not Sure to Eligibility Check 1, it is possible that you are **not eligible to apply for a mini grant at this time.**

Please contact Grants 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, projects of all formats funded by RI Humanities must produce events and/or products that are free, accessible, and open to the public. A 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 have events and/or products open to the public.

Consider the events/products of the project that RI Humanities' funding would support. Are they free, accessible, and open 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

Is your project 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, it is possible that your project is not eligible for funding through this program.

Please contact Grants 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.

APPLICANT TYPE

Please answer the question in this section before proceeding with the rest of the application.

Applicant Type*

Are you applying for this public project 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

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 RI Humanities disburses federal funds in our major and mini grant program, all organizational grantees must obtain a UEI, a free and easy process. Your organization must obtain a UEI before RI Humanities 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

Congressional Districts

Knowing what Congressional District your organization is in is important. We notify legislators what projects are receiving grants in their district so they understand how RI Humanities is distributing taxpayer money and that we are doing so in their districts. We also encourage you to reach out to your legislators and invite them to your organization's programs and let them know of your successes and accomplishments. For your legislators to do their work well, they need to hear from

you and understand how your work is important to your community.

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 noted above

Physical address noted 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 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 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 address 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 at Organization*

Character Limit: 250

Project Director Email Address (direct)*

Character Limit: 250

Project Director Phone Number (direct)*

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 at Organization*

Character Limit: 250

Authorized Official Email Address (direct)*

Character Limit: 250

Authorized Official Phone Number (direct)*

Character Limit: 250

PROJECT PLAN - Overview

Before beginning to answer any of the following questions, **please take a moment and read through the entire application carefully.** As you will hopefully see, we have designed this application to have a greater number of shorter questions, rather than a smaller number of longer questions. This is because each question asks about a particular part of your project.

As such, when you are responding to each question, we encourage you to read the question carefully and make sure you are answering what is being asked. Sticking to the ideal response length is recommended, as we think that you can fully answer each question within the recommended length. However, if you need more space than the recommended length, you're welcome to take it.

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

Project Name*

Character Limit: 100

Project Description (The "What")*

Please give us a basic description of your project--in other words, introduce us to what you want to do. Please include:

- What format will your project take (festival, exhibit, panel discussion, walking tour, podcast, website, etc.)?

- What topic(s) will your project engage with? What is it about (sharing a specific history, celebrating a particular cultural heritage, etc.)?
- By the end of the project, what events or activities will have happened and/or what products will have been created?
- If applicable, where and when will it be (physical space or virtual space, etc.)?
- Who is the project for (intended audience)?

Your response here should give us a basic understanding of what your project is. You will have an opportunity to address a number of these project aspects in greater depth later in the application.

An ideal response length is 2 to 3 paragraphs.

Character Limit: 3000

Project Significance (The "Why")*

Please share with us the significance of this project to your intended audiences, local communities, and/or Rhode Island. In other words, tell us the "why" behind your project. Please include:

- Why is this project important to do?
- What changes do you hope the project will make for your intended audiences, local communities, and/or Rhode Island?

An ideal response length is 1 to 2 paragraphs.

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 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 paragraph.

Character Limit: 3000

CONNECTIONS TO THE HUMANITIES

Humanities Content*

Please identify here the **humanities content** that your project will engage with.

You can find a definition of "humanities content" on p. 12 of the [Grant Guidelines](#). Some examples of humanities content include the history of fishing in Point Judith; the cultural heritage of French Canadian communities in Woonsocket; and how the legislative process works in Rhode Island.

An ideal response length is 1 paragraph.

Character Limit: 3000

Humanities Methods*

Please identify here the **humanities methods** that your project will use.

As explained on p. 12 of the [Grants Guidelines](#), 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 2-3 sentences. Your response can be very simple and straightforward--naming the methods you will use is sufficient.

Character Limit: 3000

Humanities Scholars

RI Humanities requires that at least one humanities scholar be involved in each project we fund.

As stated on p. 9 of the Grants Guidelines, humanities scholars contribute their expertise on humanities content and methods to projects, and we acknowledge that this expertise can be acquired in many different ways. Humanities scholars may have formal academic training, advanced degrees in the humanities, and/or an affiliation with an academic institution. They may also have developed their expertise through their lived experience and personal/community heritage, including tribal elders, culture bearers, public humanities practitioners, and/or community historians. Depending on their project’s humanities content and methods, applicants should ensure that they have engaged humanities scholars who are culturally appropriate for the project and have expertise in areas critical to the project.

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

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.

**If you are working with K-12 students in your project, please include here any formal or informal educational partners (schools, after-school programs, etc.) you have for the project.

OPTIONAL - If you have 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 this 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 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

Working with K-12 Students

Are you working with K-12 students in your project? If the answer is yes, please detail the pedagogical approach you are taking. Please also describe how your project will align with and/or supplement the curriculum that the students are learning.

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 in the text box below how your project will contribute to the civic health of Rhode Island.

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 15% of the modified total direct cost (MTDC) of the request to RI Humanities**. You may include this line item either as part of the request to RI Humanities or the cost-share, or split it between the two categories.

***Please note that the 15% indirect cost rate is an increase from the previous rate of 10%.*

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

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 RI Humanities or the cost-share, or split it between the two categories.

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 RI Humanities's required budget template below. The required template can be found [here](#).

Budget requirements and restrictions are detailed in our Grant Guidelines.

Organizational Applicants: Please note that RI Humanities 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

ATTESTATIONS AND SIGNATURES (Organization)

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)

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

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

For reference only