

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

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*Rhode Island Humanities*

## *ELIGIBILITY CHECK 1*

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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](mailto: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*

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**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 Grants staff at [grants@rihumanities.org](mailto: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*

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### **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.
- At the research mini grant level, documentary film and media grantees may also choose to conclude the grant with a report/presentation to Grants staff rather than a public-facing event/product.

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

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***"YES" RESPONSE TO ELIGIBILITY CHECK 2***

Please continue to the rest of the application.

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***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? Or, are you a documentary film and media applicant choosing to conclude the research phase of the grant with a report/presentation to Grants staff?

**Choices**

Yes

No

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***"YES" RESPONSE TO ELIGIBILITY CHECK 3***

Please continue to the rest of the application.

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***"NO" RESPONSE TO ELIGIBILITY CHECK 3***

**If you responded No to Eligibility Checks 2 and 3, your project may not be eligible for RI Humanities funding.**

Please contact Grants 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.

## *APPLICANT AND PROJECT TYPE*

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### **Applicant Type\***

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

#### **Choices**

Individual

**Organization**

### **Project Type\***

Is your research project part of a documentary film and media project?

#### **Choices**

Yes

**No**

For Reference Only

## APPLICANT INFORMATION (Organization)

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### 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 the 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/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 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 - The What and the Why*

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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](mailto:grants@rihumanities.org) with any questions, and thank you!

### **Project Name\***

*Character Limit: 100*

### **Research Topic Description (The "What")\***

Please give us a basic description of your research topic(s). Please include:

- What topic(s) do you plan to research over the course of the project?
- How do you intend to perform this research?
- What are the key questions that your research will seek to address?

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 1-2 paragraphs.*

*Character Limit: 3000*

### **Project Significance (The "Why")\***

Please share with us the significance of this research project to your intended audiences, local communities, and/or in 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 research will make for your intended audiences, local communities, and/or in Rhode Island?

*An ideal response length is 1-2 paragraphs.*

*Character Limit: 3000*

## ***PROJECT PLAN - Concluding Activity (Non-Doc. Film and Media)***

### **Public Activity Description\***

RI Humanities requires that every research project engage the public with the findings uncovered as part of the grant's work. Past public activities have included a research blog, in person and virtual presentations and panel discussions, a digitally published essay, exhibition,

podcast episode, etc.

Please give us a basic description of your public activity--in other words, introduce us to how you will engage the public with your research findings. Please identify in your response the events or activities you will conduct and/or the products you will create by the end of the project.

*An ideal response length is 1-2 paragraphs.*

*Character Limit: 3000*

For Reference Only



## *PROJECT PLAN - Logistics*

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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.

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 1-2 paragraphs.*

*Character Limit: 3000*

## *CONNECTIONS TO THE HUMANITIES*

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### **Humanities Content\***

Please identify here the humanities content that your research 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 research project will use. As explained on p. 12 of the Grants Guidelines, humanities methods include 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*

## 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 and historical 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 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 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 and Civic Health**

**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.

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*

**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 intended audiences. 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*

## COMMUNITY ENGAGEMENT - Audience (Non-Doc. Film and Media)

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### Target Audience(s)\*

Who are the target audience(s) for the public activity 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 activities 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*

## PROJECT PLAN - Evaluation

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**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 between the two.

*\*\*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 between the two.

*File Size Limit: 2 MB*

## PROJECT PLAN - Budget

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### Budget\*

Mini grant requests are capped at \$2,000 and can support research costs including researcher time, research materials, travel to research sites, etc., as well as public activity costs such as venue rental, a Zoom subscription, marketing and promotion, travel, etc.

**Please upload a project budget in RI Humanities's required budget template below.** The 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*

For Reference Only

## ATTESTATION AND SIGNATURE (Organization)

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### 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)*

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### **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*

For Reference Only