

# 2020-2021 Action Grants Round 1

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## *New Jersey Council for the Humanities*

### *Project Narrative*

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#### **Project Name\***

The name of the project is attached to each and every form within your request. This is the "identifier" for the request.

*Character Limit: 100*

#### **Short Project Description\***

Please provide a brief description your project (2-3 sentences).

*Character Limit: 1000*

#### **Project Start Date\***

Projects must begin within 3 months of award (no later than March 30, 2021). Expenses incurred prior to the start date may not be applied to this grant.

*Character Limit: 10*

#### **Project End Date\***

Expenses incurred after the project end date may not be applied to this grant. Action Grant projects may last up to eighteen months.

*Character Limit: 10*

#### **Mission and Audience\***

What is your organization's mission and/or vision? Briefly describe your primary program areas or services offered and the audience(s) who participate, including geographic areas served.

*Character Limit: 1500*

#### **Project Plan and Goals\***

Describe your project, articulating the goals of the project. What is the timeline for implementation? What public events, materials, or programs will be included in or created by your project? Please note, if your project contains practices that may be impacted by ongoing coronavirus restrictions (e.g., in-person programs) address how the project may be adjusted to accommodate those restrictions.

*Character Limit: 5000*

#### **Humanities Content\***

What are the questions and ideas that you are looking to explore? How will the approaches and methods of the humanities be used to understand the central question(s) or topic(s) of your project? The most competitive proposals contextualize the project within a broad humanities

perspective, ensuring complex ideas are not oversimplified and seeking out and amplifying multiple perspectives to create rich and nuanced work.

*Character Limit: 3500*

### **Audience\***

Who is the target audience for this project? How will this audience or their representatives be involved in the project? Why is this audience important or significant to your organization's work? Do you have an existing relationship with this target audience?

*Character Limit: 3500*

### **Marketing and Outreach\***

What outreach and publicity strategies will you employ to connect with your audience? How do you plan to reach out to your target audience and beyond to share this project and encourage participation?

*Character Limit: 3500*

### **Significance and Capacity\***

Why is this project important to your organization? How does it advance your mission and goals? Why is your organization particularly well suited or well equipped to do this work?

*Character Limit: 3500*

### **Evaluation\***

Revisit your goals from the Project Description. What is your plan for evaluating how well your project realizes these goals and what impact this project has on your audience and/or your organization? What indicators would identify success based on your goals?

*Character Limit: 3500*

## *Humanities Scholar*

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All projects are required to have a humanities scholar as part of the project team. This person can serve in multiple capacities, including as an advisor, researcher, writer, presenter, etc. They may train team members or participants on humanities work. The scholar is particularly responsible for contextualizing the work of the project within a broad humanities perspective, ensuring complex ideas are not oversimplified, seeking out and amplifying multiple perspectives, and pushing the project team to create rich and nuanced work. More information about humanities scholars is available in the Grants FAQ.

### **Humanities Scholar Full Name\***

*Character Limit: 100*

### **Humanities Scholar Title and Affiliation\***

*Character Limit: 100*

## Humanities Scholar Email\*

*Character Limit: 254*

## Humanities Scholar CV, Bio, or Resume\*

*File Size Limit: 2 MB*

## Humanities Scholar Commitment Letter\*

The commitment letter should be written by the humanities scholar and confirm their participation in the project.

*File Size Limit: 2 MB*

## Humanities Scholar Role\*

How will the humanities scholar contribute to the project? What are their most relevant qualifications and/or experience?

*Character Limit: 3000*

## Additional Team Members

Please name and describe the involvement of anyone else who will be making a significant contribution to the conception, planning, and/or execution of the project. Those who will participate in the project intermittently or for a short duration do not need to be included (such as event speakers).

*Character Limit: 3000*

## *Project Budget*

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All project costs must be reasonable, necessary to accomplish project objectives, and incurred during the grant period. The budget submitted must include all project costs, not only those charged to NJCH grant funds, but also those that will be supported by the applicant organization or by other funding sources (matching funds). Values assigned should be reasonable in relation to rates paid for similar work, current market prices, or fair rental charges.

Funding requested from NJCH must be matched at least 1:1 by the applicant organization. Match information is available here under Budget & Fiscal Requirements.

### INELIGIBLE COSTS:

- Capital purchases or acquisitions of major equipment over \$5,000 in value.
- Alcohol.
- Entertainment costs.
- Costs incurred prior to or after the grant period.

Use the "budget description" sections to add context about your budget. Please remember that budget descriptions detailing how funding will be used are particularly helpful to reviewers in assessing applications.

### **Grant Request\***

Action Grant applicants can request between \$2,000-\$20,000. This should match the grant request in the attached project budget (see below).

*Character Limit: 20*

### **Project Budget\***

Project Budget Template ([click here](#))

Fill out the project budget in the template. Please save your completed budget and upload the saved file below. A sample budget is included in the template for your information.

*File Size Limit: 5 MB*

### **Project Personnel Budget Description\***

Explain how you arrived at the budget numbers or provide additional detail about expenses (grant and match) related to project personnel. If no expenses exist in this category in your budget, write "n/a" or similar.

*Character Limit: 1000*

### **Travel and Lodging Budget Description\***

Explain how you arrived at the budget numbers or provide additional detail about expenses (grant and match) related to travel and lodging. If no expenses exist in this category in your budget, write "n/a" or similar.

*Character Limit: 1000*

### **Supplies and Services Budget Description\***

Explain how you arrived at the budget numbers or provide additional detail about expenses (grant and match) related to supplies and services. If no expenses exist in this category in your budget, write "n/a" or similar.

*Character Limit: 1000*

### **Indirect Costs Budget Description\***

Also known as "administrative costs," "overhead," and "general operating costs," indirect costs are incurred by your organization through the execution of day-to-day work but cannot be attached to a specific activity. They are the costs of doing business: keeping the building open, the lights on, and the toilet paper stocked.

Helpful tip for calculation: how much of the total work of your organization does this project represent? Let's say this project is 10% of the total work. Determine what 10% of your indirect costs are in your total organizational budget. That will give you a good idea how much you can

charge to this budget category. Most organizations end up with 10%-20% of their total project budget charged to indirect costs.

Colleges and universities cannot include indirect costs in their request, but can include them in their matching funds.

If no expenses exist in this category in your budget, write "n/a" or similar.

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## *Supplemental Materials*

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### **PROOF OF ELIGIBILITY\***

Nonprofit organizations must submit their letter of determination of 501(c)(3) status from the IRS. Government entities must submit appropriate documentation from either a federal, state, county, or local authority. If you are applying with a fiscal sponsor, please submit that organization's proof of eligibility document.

*File Size Limit: 2 MB*

### **FINANCIAL STATEMENTS**

Please submit a complete copy of your most recent audited financial statement (including "Notes to Financial Statements") and your most recent 990. If audited financial statement is not available, please submit just the 990.

### **Most Recent Audited Financial Statements or 990\***

Upload your organization's most recently audited financial statements or 990. If the file exceeds the size limit please include a link to the materials (e.g., Google Drive, DropBox, Box.com).

*Character Limit: 250 | File Size Limit: 5 MB*

### **Most Recent 990**

Upload your organization's most recent 990. If the file exceeds the size limit please include a link to the materials (e.g., Google Drive, DropBox, Box.com, etc.).

*Character Limit: 250 | File Size Limit: 2 MB*

### **SUPPORT MATERIALS**

Application support materials are optional and should be directly connected to the proposed project. Examples of support materials include letters of commitment, evaluation reports, CVs, design materials, scopes of work, etc. NJCH staff can help you determine if any support materials would effectively support your application.

## Support Material 1

Upload a file or include a link to the support material (e.g., Google Drive, DropBox, Box.com, YouTube). Please include a brief description of the support material.

*Character Limit: 500 | File Size Limit: 2 MB*

## Support Material 2

Upload a file or include a link to the support material (e.g., Google Drive, DropBox, Box.com, YouTube). Please include a brief description of the support material.

*Character Limit: 500 | File Size Limit: 2 MB*

## *Fiscal Sponsor (if needed)*

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Organizations that are not 501(c)(3) nonprofits or government entities may apply with a fiscal sponsor who takes financial responsibility for the project. Fiscal sponsorship must be approved in advance of application by an NJCH program officer. If you have not done so already, please contact us at [grants@njhumanities.org](mailto:grants@njhumanities.org) to discuss this matter. **Most organizations applying for a grant will not need to fill out this section.** Please only fill out this section if you are applying with a fiscal sponsor.

### Fiscal Sponsor Organization Name

*Character Limit: 50*

### Fiscal Sponsor EIN

*Character Limit: 15*

### Fiscal Sponsor DUNS

*Character Limit: 15*

### Fiscal Sponsor Contact Full Name

*Character Limit: 50*

### Fiscal Sponsor Contact Email

*Character Limit: 254*

### Fiscal Sponsor Contact Phone

*Character Limit: 25*

### Fiscal Sponsor Certification

Please attach a copy of the written agreement for this fiscal sponsorship in the supplemental materials for this application.

### Choices

I confirm that I have made an agreement with this organization to serve as my fiscal sponsor.

## *Certification*

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By signing and submitting this grant proposal, the applicant is acknowledging compliance with the New Jersey Council for the Humanities' Grant Guidelines. The applicant certifies that the organization is established for nonprofit purposes and that the described project is and will be not-for-profit; no profit will be derived from the project, nor will any accrue to the applicant.

The applicant will receive a confirmation email from the New Jersey Council for the Humanities once the application is successfully submitted.

## **Applicant Signature\***

By typing my name I confirm that all information contained in this application is true to the best of my knowledge.

*Character Limit: 100*