2020-2021 Incubation Grants Round 1

New Jersey Council for the Humanities

Project Narrative

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. Incubation Grant projects may last up to one year.

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 the project plan. What inspired the development of this project and what are your goals for it? What materials or plans will result from this project (e.g., reports, timelines, sample materials)? Remember that Incubation Grants support planning and development of projects, whether new or old. (Detailed information about Incubation Grants can be found here.) Please note, if your project contains practices that may be impacted by ongoing coronavirus restrictions (e.g., in-person meetings or 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

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 list of goals for this project from the Project Plan and Goals question. How will you know if you have succeeded? What do you hope to learn from the project? What vision do you have for how this project may continue beyond this Incubation Grant, understanding of course that you will learn much in this process that may require you to adjust your expectations?

Character Limit: 3500

Humanities Scholar

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*

If you intend to use the Incubation Grant to identify and engage a humanities scholar, please list the name as "n/a," "in process," or similar.

Character Limit: 100

Humanities Scholar Title and Affiliation
Character Limit: 100

Humanities Scholar Email
Character Limit: 254

Humanities Scholar CV, Bio, or Resume
If you wish to submit a CV, resume, or bio for your scholar, upload here.
File Size Limit: 2 MB

Humanities Scholar Commitment Letter
If you wish to submit a letter of support or commitment from your scholar, upload here. 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?

If you do not yet have a specific person identified at this time, please describe the qualities you are looking for in the scholar and/or avenues you are currently exploring or plan to explore in order to identify an appropriate person. It is critical for reviewers to know as much as possible about what you are looking for in a humanities scholar if you have not yet identified one, so please list essential expertise or skills that you hope your humanities scholar will provide and any avenues you plan to explore to identify an appropriate person.
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
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*
Incubation Grant applicants can request between $2,000-$15,000. This should match the grant request in the project budget 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 can not 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.

Character Limit: 1000

Supplemental Materials

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).

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)

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 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

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