

2022 Incubation Grants

New Jersey Council for the Humanities

Eligibility

Before completing the LOI please read the Grant Guidelines. NJCH staff will review the LOI to determine if your proposed project meets the basic requirements for eligibility in the grant program. If your organization and project fit within the eligibility criteria, you will be invited to submit an application. Please note that an invitation to submit an application does not guarantee funding.

If you have any questions, please contact us at grants@njhumanities.org.

Eligibility Requirements*

View the detailed eligibility criteria [here](#).

- The organization applying for funding must be based in New Jersey.
- Your organization must be either a nonprofit organization in good standing with state and federal tax entities or a government entity, such as a state, county, or city department or agency.
- The project for which you are applying for funding must be targeted towards communities in New Jersey.
- Academic institutions or governmental agencies may apply for more than one grant if those grants come from different departments or units. Please include the department or unit when applying.
- The funding request must support the development of a public humanities project.

To the best of my knowledge, my organization is eligible to apply for an Incubation Grant from the New Jersey Council for the Humanities. NJCH may request additional information before we approve your LOI.

Choices

Yes

No

Letter of Intent

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

Amount Requested (Estimate)*

Incubation Grant applicants can request between \$2,000 to \$15,000. This amount can change by the time you submit your final application.

Character Limit: 20

Short Project Description*

Please provide a brief description of your project.

Character Limit: 1500

Mission and Audience*

What is your organization's mission, vision, and primary programmatic work? This is a place for you to tell us about your organization's purpose, the kinds of programs you run, and the people who benefit from your work. If your organization is led by and/or serves underrepresented groups, please provide further detail about how your work supports these communities. If you serve a particular geographic area, please tell us about that as well. It is helpful to provide numbers in addition to narrative information.

Character Limit: 2000

FAQ

The list below is not exhaustive, but addresses common technical questions people have when completing their LOI. For additional information, we recommend that you review the grant guidelines.

Can I save a draft of my LOI and come back to it?

Yes. You will be able to save a draft of your LOI and return as often as you wish prior to submitting. While the system will periodically save your work, we recommend that you use the save button at the bottom of the application as you progress and prior to exiting the form.

Please note that the autosave feature does not work with the Microsoft Edge browser.

Below the narrative questions in the LOI and application it says there are X out of Y characters remaining. Do I need to complete the question with all the available characters?

No. You **do not** need to use all the characters available to answer the narrative questions. The focus should be on clearly communicating your ideas rather than on filling the allotted space. The maximum character count provided is higher than applicant responses from previous rounds, so there should be more than enough space provided to effectively answer these questions.

How can other people on my team work on the LOI?

By default, the LOI will only be accessible to the primary applicant, even if other members of your team have an active account in our system. We recommend using the Collaborator feature if you need to give other project team members access, but please note that permission cannot be assigned to the full request but rather will need to be assigned per form. To learn more click [here](#).

How do I print or save a PDF copy of my LOI?

If you would like a PDF copy of your LOI to either print or save, click the LOI Packet button which is located above the questions on the right hand side. You will always have access to your LOI by logging back into the our grant management system, even after you submit it.

I completed all of the fields in the LOI. What should I do next?

When your LOI is complete click the Submit LOI button at the bottom of the form. Please do not forget this step! NJCH staff will not review your LOI, even if all the fields are completed, until it is submitted.

I submitted my LOI. When can I expect a response?

After you submit your LOI, we will notify you within 3 business days of our decision. If you do not receive a notification within that timeframe please contact us at grants@njhumanities.org.

Please note that our email notifications may end up in your junk or spam folder. We recommend that you mark administrator@grantinterface.com as safe in your email.

I have a technical issue or question. Who should I contact?

Please contact us at grants@njhumanities.org if you have any technical issues or questions.

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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 of your project.

This question is pre-populated with information submitted in your LOI. Please edit as appropriate.

Character Limit: 1500

Project Start Date*

Projects must begin within 3 months of award (no later than September 30, 2022). 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, vision, and primary programmatic work? This is a place for you to tell us about your organization's purpose, the kinds of programs you run, and the people who benefit from your work. If your organization is led by and/or serves underrepresented groups, please provide further detail about how your work supports these communities. If you serve a particular geographic area, please tell us about that as well. It is helpful to provide numbers in addition to narrative information.

This question is pre-populated with information submitted in your LOI. Please edit as appropriate.

Character Limit: 2000

Project Plan and Goals*

Describe the project plan. What inspired the development of this project and what are your goals for it? 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? What materials or plans will result from this project (e.g., reports, plans, sample materials, etc.)? When possible, include a timeline for significant project milestones.

Note: If your project contains practices that may be impacted by ongoing coronavirus restrictions (e.g., in-person meetings or programs), you should address how the project may be adjusted to accommodate those restrictions.

Character Limit: 4000

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: 4000

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?

Note: Projects must serve New Jersey audiences, but we understand that virtual and hybrid programming may attract out-of-state and international attendees. During the Incubation process it is very likely that you will have no or very little traditional public programming (e.g., lectures, exhibitions, discussion programs, etc.) and that interactions with your audience will largely be through focus groups, surveys, and other methods of stakeholder outreach.

Character Limit: 4000

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: 4000

Assessment*

NJCH does not require a formal evaluation plan; we are most interested in what you are assessing and how those factors connect to the goals and intentions you listed in the Project Plan and Goals question. What do you hope to learn from this process? What methods you will

use for assessment (surveys, focus groups, etc.)? How will you use that information to help you take the next steps in the project's development?

Character Limit: 4000

Humanities Scholar

All projects are required to have at least one humanities scholar as part of the project team, though part of the Incubation process can be identifying an appropriate scholar (or scholars) during the grant period. Humanities scholars come from a variety of backgrounds:

- Academic humanists who have an advanced degree in a humanities field and are employed by an institution of higher learning
- Public humanists who may have an advanced degree in a humanities field, but are not affiliated with a college or university and work as practitioners
- Humanities scholars from nontraditional backgrounds who are defined by their own communities as keepers of knowledge and cultural resources

Additional information about humanities scholars is available in the <https://njhumanities.org/grants/incubation-grants2/Incubation Grant Guidelines>.

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 should confirm their participation in the project and scope of their work.

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?

Note: If you do not yet have a specific person identified at this time, please describe the qualities you are looking for in the scholar, any essential expertise or skills you hope your scholar will provide, 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.

Character Limit: 4000

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: 4000

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.

For more information regarding the use of funds, ineligible costs, and match information please consult the [grant guidelines](#).

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

Total Matching Funds*

NJCH requires the applicant to provide a minimum 100% match for the funds requested from NJCH. This should match the total matching funds (cash and in-kind) 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.

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.

Note: if your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government, you may use the negotiated indirect cost rate established by NICRA or elect to charge the de minimis rate of 10 percent of modified total direct costs as allowed per the Uniform Guidance. Organizations using a negotiated indirect cost rate must provide a copy of their current NICRA form to NJCH.

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

Character Limit: 1000

NICRA Form

If applicable, please provide a copy of your organization's current NICRA form to NJCH.

File Size Limit: 2 MB

Supplemental Materials

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

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

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