2023 Incubation Grants Round 1

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

Unique Entity Identifier (UEI)

Eligible organizations will need to have a verifiable UEI from the System for Award Management (SAM.gov) by the application deadline. While organizations are required to have a UEI, completing the full SAM.gov registration process is not a requirement. To learn more please visit SAM.gov.

Character Limit: 30

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

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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 between January 1 and March 31, 2023. Expenses incurred prior to the start date may not be applied to this grant.

Character Limit: 10

Project End Date*

Incubation Grant projects may last up to 12 months. Expenses incurred after the project end date may not be applied to this grant.

Character Limit: 10

Unique Entity Identifier (UEI)*

Eligible organizations will need to have a verifiable UEI from the System for Award Management (SAM.gov) by the application deadline. While organizations are required to have a UEI, completing the full SAM.gov registration process is not a requirement. To learn more please visit SAM.gov.

Note: If you encounter any delays in receiving the UEI by the application deadline please contact us at grants@njhumanities.org.

Character Limit: 30

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.
Character Limit: 5000

Humanities Content and Expertise*

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? Who are the project team members and now will they contribute to the humanities content of the project? What are their most relevant qualifications and/or experience?

Note: Part of the Incubation Grant process can be identifying and assembling the humanities experts needed for your project team. Incubation Grant applicants who are still developing their project team should articulate what types of skills or expertise they are still looking for at the point of application and any progress they have made in securing the needed individual(s).
Character Limit: 5000

Project Team CVs, Bios, or Resumes

If you wish to submit a CV, resume, or bio for members of your project team, please input the information below, upload a file, or include a link to the support materials (e.g., Google Drive, DropBox, Box.com, etc.) if the file size exceed 2 MB. Please note that you may combine multiple documents into one file before uploading.
Character Limit: 10000 | File Size Limit: 3 MB

Audience*

Who is the target audience(s) for this project? Why is this audience(s) important or significant to your organization's work? How has this audience(s) or their representatives been involved in the development of this project to date or how will they be moving forward? Please be as specific as possible in your response.

Note: The most competitive proposals will expand audiences for humanities programming,

remove barriers to access, and elevate underrepresented voices. Examples of priority audiences include BIPOC, people with disabilities, LGBTQ+ people, immigrants, underserved geographic areas, and non-native English speakers. To learn more about NJCH's audience priorities for grant funding, please visit: https://njhumanities.org/grants/action-grants/, with particular attention to the Audience section under the Eligible Projects tab.

Character Limit: 5000

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: 5000

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: 5000

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 amount 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 amount 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

Assessment and Due Diligence (Internal)

New Applicant (Admin)*

Select "no" if the organization has applied for NJCH grant funding in the past 10 years.

Choices

Yes

No

Staff Notes (Admin)

Character Limit: 10000

Due Diligence Checklist (Admin)*

Have you done the following?

- Confirmed they are eligible to receive grants based on their tax status
- Confirmed they have submitted all outstanding final reports
- Verified math in project budget
- Checked all file uploads

Choices

Yes

No

Previous Grants (Past 3 years)

Character Limit: 1000

Staff Comments for Evaluators*
Character Limit: 3500