

# 2024 Incubation Grants Round 1

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*New Jersey Council for the Humanities*

## *Eligibility*

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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](mailto:grants@njhumanities.org).

## **Eligibility Requirements\***

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

- The applicant organization must be based in New Jersey.
- The applicant 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 planning and/or development of a public humanities project or programming.

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](https://sam.gov).

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## *Letter of Intent*

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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*

### **Amount Requested (Estimate)\***

Incubation Grant applicants can request between \$3,000 to \$15,000. Please give your best estimate now; 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*

# 2024 Incubation 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 3-4 sentence (or less) description of your project. You will have more space in the rest of the application to go into detail.

*Character Limit: 500*

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

Projects must begin between January 1 and March 30, 2024. 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*

### **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 how will they contribute to the humanities content of the project? What are their most relevant qualifications and/or experience? Because the type of project development and planning that is supported by Incubation Grants relies so much on the people doing the work, the project team is always carefully evaluated when

making decisions about grant awards.

*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.*

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### **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 does success look like to you? 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*

## Additional Thoughts

Is there anything that we did not ask that you wish we had asked? If so, please elaborate on that here, providing us with any additional information that you feel will strengthen your application.

*Character Limit: 5000*

## 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, if the file exceeds the size limit, 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, if the file exceeds the size limit, 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*

## *Project Budget*

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### Project Budget Overview

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](#).

### Project Expenses

Project expenses include direct project costs such as expenses for project personnel (paid staff, volunteers, consultants, and presenters), travel and lodging, materials and supplies, and services.

Project expenses can only be incurred within the project period. Expenses incurred prior to or after the project period may not be applied to this grant.

### Matching Funds Requirement

Matching funds are the portion of the project expenses not covered by the NJCH grant. The Council requires the applicant to provide a minimum 1:1 match for requested funds, just as NJCH is required to match the funds we receive from the National Endowment for the Humanities. Matching funds may come from any combination of cash (operating budget, other grants, monetary contributions) and in-kind contributions (volunteer time, donated goods and services) and may be applied to any project expense (NOT to Indirect Costs).

To calculate the value of volunteer time we recommend using the most recent Independent Sector valuation.

### Indirect Costs

Applicants can request a percentage of project expenses as indirect costs. Also known as “administrative costs” or “overhead,” indirect costs are incurred by your organization through the execution of day-to-day work but cannot be attached to a specific activity.

- Your organization can request up to 10 percent of the project expenses in your Grant Request as indirect costs.
- The calculation of indirect costs should **not** include funds in the Cash or In-kind Match.
- Indirect costs may **only** be included in the Grant Request and **cannot** be included in the Cash or In-kind Match.
- Indirect costs do **not** need to be itemized and should **not** include any direct project expenses.

If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government you may instead use the rate established by NICRA. Be sure to use the rate that is appropriate for the type of project work supported by the grant. Organizations using a negotiated indirect cost rate must provide a copy of their current NICRA form. Organizations that have a NICRA may include unrecovered indirect costs in their match.

### Project Budget\*

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

Fill out the project budget in the template. Please save your completed budget as an Excel file or PDF and upload the saved file below. Before uploading the file, please make sure the math is correct and that the completed budget is easily legible (not split in strange ways across multiple pages, for example).

*File Size Limit: 5 MB*

## Additional Budget Information

Please use this section if you would like to input additional information or context regarding your budget or upload a document that provides that detail (optional). Additional information does not need to be added for each line item but can be used in circumstances where you think the space provided in the budget above was not sufficient to fully explain a particular expense.

*Character Limit: 5000 | File Size Limit: 2 MB*

## NICRA Form

Organizations using a negotiated indirect cost rate must provide a copy of their current NICRA form to NJCH. Please note that having a NICRA form is **not** a requirement to apply and is something that will typically only apply to organizations that regularly apply for federal grants, such as colleges and universities.

*File Size Limit: 2 MB*

## Grant Request\*

Incubation Grant applicants can request between \$3,000-\$15,000. This amount should match the grant request total in the project budget.

*Character Limit: 20*

## Total Matching Funds\*

NJCH requires the applicant to provide a minimum 100% match to the funds requested from NJCH. This amount should equal the total of the Cash and In-kind Match totals in the project budget.

*Character Limit: 20*

## Organization Information

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### 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](https://sam.gov).

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

### **Number of Full Time Equivalent Employees\***

The calculation of full time equivalent (FTE) is an employee's scheduled hours divided by your hours for a full-time workweek. When an employer has a standard 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs and employees scheduled to work 20 hours per week are 0.5 FTEs. We have included a link to a free online FTE calculator below to assist you in making the calculation.

Please note that only paid employees (either hourly or salaried) should be included in FTE calculations; volunteers, contractors, and unpaid interns should not be included.

Free Online FTE Calculator

*Character Limit: 20*

### **Average Organization Budget over 3 Years\***

To determine this amount, add together your organization's operating budget over the last three years (including this year) and divide by 3.

*Character Limit: 20*

### **COVID-19 Impact\***

Is your organization still being impacted (either budgetarily or with respect to staffing) by COVID? *We are asking this question trying to get a feel for how the sector is recovering. This response will not be shared with evaluators or factor into the assessment of your proposal.*

#### **Choices**

Yes

No

### **COVID-19 Impact Additional Information**

If you would like to provide additional information about the pandemic's continued impact on your organization, please include it below. *This response will not be shared with evaluators or factor into the assessment of your proposal.*

*Character Limit: 5000*

### **Single Audit Requirement\***

Organizations that expend more than \$750,000 in Federal funds from all sources during their fiscal year are subject to the Single Audit (formerly known as the A-133 Audit). Applicants that meet this condition are required to confirm if they had an audit performed that meets the



requirements of the Single Audit Act Amendments of 1996 (31 USC 7501-7507) as implemented by 2 CFR 200, Subpart F - Audit Requirements.

If your organization was required to perform a Single Audit, please select "Yes". If these requirements do **not** apply to your organization please select "No". Most organizations that apply for NJCH grants are NOT subject to the Single Audit requirement.

#### Choices

Yes

No

## 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 statements are not available, please submit just the 990.

If your organization does not have a detailed financial statement like a full 990 or an audit (for example, if you are only required to submit a 990-N), please submit an alternate financial document that describes your organization's financial state and systems, such as a treasurer's report, budget, or year-end financial statement. Be sure to black out any account numbers. Please contact us [grants@njhumanities.org](mailto:grants@njhumanities.org) if you would like to discuss the best type of document to attach.

### Most Recent Audited Financial Statements or Alternate Financial Documents\*

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

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### 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*

## Certification

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### Email List Opt-in\*

Would you like to be added to the NJCH e-mail list?

#### Choices

Yes

No

I am already on the list

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.

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## *Assessment and Due Diligence (Internal)*

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### **Staff Notes (internal)**

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