

# 2024 Humanities Lab

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*New Jersey Council for the Humanities*

## *Narrative*

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### **Project Name\***

The name of the project is used throughout the administration of the request. You can simply use the name of your organization as the project name. It will only be used internally to identify your application.

*Character Limit: 100*

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

What is your organization's mission and/or vision? Briefly describe your program areas or services offered and any geographic areas or particular communities served.

*Character Limit: 1500*

### **Organizational Structure\***

How many people are employed by or involved in your organization? What is the staff or volunteer set-up? To put this question another way, who does the work that your organization does?

*Character Limit: 1000*

### **Budget\***

What is your organization's operating budget?

*Character Limit: 50*

### **Public Engagement\***

What does your organization's engagement with the public look like currently, including through programs or other forms of public outreach? Consider any of the following questions that might apply: Who normally attends your events or interacts with your organization? How about in the virtual space (website, social media, digital programs)? Is there a particular public or audience with whom you would like to engage more closely through this program? Are there changes your organization would like to make to the way you engage with the public? If you have numbers that help tell this story, please include them.

*Character Limit: 2500*

### **Program Interest\***

Humanities Lab was designed to allow organizations to experiment with new program ideas, learn about new program models, and push their own practices in exciting directions. Why are you interested in participating in Humanities Lab? How do you imagine participation in this program will benefit your organization's work? What do you hope to accomplish?

While you may have ideas for a project to pursue as part of this program, we ask you to hold those ideas lightly and allow the program to take you through a process of ideation and experimentation before settling on a final project plan. If you do not wish to participate fully in this process, you should consider applying for an NJCH grant instead.

*Character Limit: 5000*

### **Project Team\***

Organizations accepted into the Humanities Lab program may name up to 3 representatives to participate in program activities (only 1 participant is required). Who will participate from your organization? What are their roles and responsibilities within your organization?

*Character Limit: 1500*

### **Time Commitment\***

Humanities Lab participants are required to attend cohort and individual meetings and to complete assignments between sessions. It is a significant investment of time that includes individual and full cohort meetings, regular assignments, and submission of a final project plan and budget. Participating organizations may also pilot their new project in the year following the program with additional funding provided by NJCH. Program dates and details at <https://njhumanities.org/programs/humanities-lab/>.

Dates and times for program activities will be finalized once the cohort is selected. We will do our best to accommodate everyone's needs, but scheduling for a large group of people will require flexibility from everyone involved. Organizations that do not wish to participate in these learning experiences and meetings should not apply for this program; they are required for all participants.

If you require any special accommodation to participate in this program, please contact Gigi Naglak, NJCH's Director of Programs, at [gnaglak@njhumanities.org](mailto:gnaglak@njhumanities.org) to discuss.

### **Choices**

We have reviewed and agree to the program dates and requirements.

We cannot accommodate this timeline or process right now.

### **Funding Agreement\***

Humanities Lab is NOT a grant program. The emphasis of this program is on skill-building, project development, and cohort support. All organizations participating in the program receive a participation award of \$500 after attending the first learning session. All organizations who complete the program, including attending all sessions and all required assignments, are eligible to receive additional funding up to \$5000 to pilot the project created during the program, pending approval of the project plan and budget by the cohort and NJCH staff.

Please check the box to confirm your agreement to each statement.

### **Choices**

We understand that this is not a grant program.

We are committed to participating in all program activities.

We will not begin project implementation until project plans and budgets have been approved.

### **Application Interview (required)\***

We require all Humanities Lab applicants to attend a 30-minute interview by May 8, 2024, as part of the application process. The interview is intended to introduce applicants to program staff, answer questions, and ensure that each applicant organization understands the expectations of the program. We recommend scheduling the interview ASAP as slots will fill up. You may schedule the interview before you submit your application.

Please use this Calendly link to schedule a time slot for your interview. If no one from your team is able to attend an interview during one of the available time slots, please reach out to Allie Marchesani, Program Coordinator, at [amarchesani@njhumanities.org](mailto:amarchesani@njhumanities.org) to discuss.

Please confirm that you understand the interview requirement by checking the box below.

#### **Choices**

I have already scheduled my interview.

I will schedule my interview ahead of the deadline.

## *Certification*

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### **Applicant Signature\***

By signing and submitting this project proposal, the applicant is acknowledging compliance with the New Jersey Council for the Humanities' Humanities Lab program guidelines. The applicant certifies 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.

Participation in Humanities Lab requires a significant investment of time on the part of the individual(s) selected to represent their organization. The applicant acknowledges that these individuals have permission to participate fully in this program if selected, including during regular work hours. Distribution of funding is contingent upon organizational commitment to the program and active participation in all program activities.

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

*Character Limit: 50*