2025 Incubation Grants Round 2

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 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 July 1 and September 30, 2025. 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, action or strategic 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 exceeds 2 MB. Please note that you may combine multiple documents into one file before uploading.

Character Limit: 10000 | File Size Limit: 3 MB

Audience*

Knowing who a project is for – the target audience – is central to the success of a public humanities program. 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 and how will they be involved in its implementation? Please be as specific as possible in your response.

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 does success look like to you? What methods will you 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). If you are using an online file storage service such as Google Drive or Box, please update the privacy settings on your files so that they are accessible to anyone who has the link. 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). If you are using an online file storage service such as Google Drive or Box, please update the privacy settings on your files so that they are accessible to anyone who has the link. Please include a brief description of the support material.

Character Limit: 500 | File Size Limit: 2 MB

Project Budget

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 15 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

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. The UEI is distinct from the DUNS number format, and is a 12-digit combination of both letters and numbers, e.g. ABC1D2EFGHI3. 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

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 to gauge 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 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).
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

Certification

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.

Character Limit: 100