

FY19 Vision Grant Process

Delaware Humanities Forum

Cover Page

Project Title*

Character Limit: 100

Project Abstract*

Please provide a **brief abstract** of your proposed project. This is similar to the short description you might use for a press release. Include humanities content, activities and objectives.

- You will be able to provide a more detailed summary and additional information below
- This abstract should be **limited to 100 words or less**.

Character Limit: 10000

Project Date(s)*

Enter the beginning and end dates of your program.

- If you have specific project dates, please list them.

Character Limit: 100

Amount Requested*

Please enter the dollar amount that you are requesting from Delaware Humanities.

Character Limit: 20

Cash Cost Share*

Please enter the anticipated cash cost share for the project.

- **Total cash contributions must be equal to or greater than the amount requested from Delaware Humanities.**
- Monetary gifts and/or grants from other organizations count as part of the cash cost share.

Character Limit: 20

Estimated In-Kind Contributions*

Please enter the total estimated in-kind contribution for the project. In-Kind contributions are estimated values of contributed time, services, facilities or supplies.

Character Limit: 20

County*

Please select the county or counties where the project will take place.

Choices

Kent
New Castle
Sussex

General Information

Project Director*

Please provide the name of the person assigned as the project director for this project.

- The project director is the main contact person for the grant, so they should be someone working directly on the project.
- This person does not have to be the head of the organization.
- The project director and the financial director may not be the same person.

Character Limit: 100

Project Director's Email*

Please provide the email address for the project director.

Character Limit: 254

Project Director's Address*

Please provide the complete mailing address for the project director, including street address, city, state and zip code.

- If this is a university mailing address, please provide the building name and/or any additional details that will ensure receipt of mail.

Character Limit: 250

Project Director's Phone Number*

Please provide the office and/or other contact phone numbers for the project director.

- If listing multiple numbers, please specify the preferred phone number.

Character Limit: 250

Project Director E-Signature*

By typing your full name in this field to verify that the information provided in this application is accurate and that you are authorized to submit a grant request on behalf of the Sponsoring Organization.

Character Limit: 50

Financial Director*

Please provide the name of the person assigned as the financial director for this project.

- The financial director is responsible for handling the project funds, keeping financial records and completing the final financial documents required by Delaware Humanities.
- The project director and the financial director may not be the same person.

Character Limit: 250

Financial Director's Email*

Please provide the email address for the financial director.

Character Limit: 254

Financial Director's Address*

Please provide the complete mailing address for the financial director, including street address, city, state and zip code.

- If this is a university mailing address, please provide building name and/or any additional details that will ensure receipt of mail.

Character Limit: 250

Financial Director's Phone Number*

Please provide the office and/or other contact phone numbers for the financial director.

- If listing multiple numbers, please specify the preferred phone number.

Character Limit: 250

Project Information

Humanities Content*

Explain the humanities content. What is the subject of the project and why is it a humanities project?

- To receive Delaware Humanities support, sponsors must demonstrate that the humanities are central to their project.
- Do not include detail about humanities scholars here. You will be asked to list humanities scholars and their qualifications below.

Character Limit: 10000

Project Objectives*

Explain what you hope to achieve with this project

- What is the main goal or outcome of the project?
- How are the proposed activities related to your strategic goals as the sponsoring organization?
- Explain why there is a need for this kind of project, and how it will meet the need.

Character Limit: 7000

Project Activities and Format*

Describe the project activities.

- What specific activities will take place?
- What format(s) will be used?
- Where will the activities occur?

Character Limit: 10000

Project Timeline*

Provide a schedule of all project activities.

- Include pre-planning, promotional activities, and actual event dates.
- **Please note:** The actual event dates must occur after the grant has been awarded.

Character Limit: 10000

Balance of Perspectives

Describe how the project will encompass a variety of points of view and the audience should be encouraged to draw their own conclusions.

- One view or perspective on a topic should not dominate.
- How will you ensure a balance of perspectives in this project?

Character Limit: 5000

Additional Comments

You may use this space to continue answers from above. Please identify the question and add any additional comments here.

Character Limit: 4000

Scholars and Personnel

Humanities Experts (formerly scholars)*

Humanities experts must be involved in the planning and/or presentation of a project funded by Delaware Humanities. List and describe the backgrounds of the humanities scholars.

- Briefly describe their credentials, institutional affiliation (if any) and, specifically, what role each will play in the project.
- Please indicated who has and has not been confirmed.
- Attach a resume (two pages maximum) for each expert **who will be paid with Delaware Humanities funds.**

Character Limit: 5000

In-Kind Personnel*

Please list all persons involved in the planning and implementation of this project who will **NOT** be paid with Delaware Humanities Funds.

- Briefly describe their areas of expertise, institutional affiliation (if applicable) and what role they will play in the project.

Character Limit: 5000

Additional Comments

You may use this space to continue answers from above. Please identify the question and add any additional comments.

Character Limit: 2000

Publicity and Evaluation

Promotional Strategy and Audience*

Describe your intended audience and your publicity plan.

- How many people do you anticipate will attend (if applicable)?
- Is the project intended for the general public or is it specifically designed to reach an underserved or targeted audience?
- How will you publicize the project to attract that audience?
- What efforts will you make to reach a statewide audience?
- Be specific in your publicity description, listing details for news releases, plans for posters and/or flyers, and information about specific mailings.

Character Limit: 10000

Project Evaluation*

Explain how you plan to evaluate the success of the project. Delaware Humanities requires evaluations for every project. The standard evaluation procedure includes written audience evaluations, the Project Director's Final Evaluation and Date Summary sheet and an Outside Evaluator's report. Delaware Humanities will provide sample audience evaluation forms to grantees. Grantees will receive a list of approved outside evaluators and must select and make arrangements for one evaluator to attend the program. You should request the outside evaluator's \$200 honorarium from Delaware Humanities.

Character Limit: 3000

Additional Comments

You may use this space to continue answers from above. Please identify the question and add any additional comments.

Character Limit: 2000

Budget

Budget Summary Form*

Please right click and save the Budget Summary template and instructions to your hard drive, complete the form, save it, and then upload the completed form below.

File Size Limit: 2 MB

Budget Explanation*

Itemize all budget figures.

- Give the basis for calculations wherever necessary
- Be as specific as possible, and include a narrative explanation of budget items.
- You may type the itemized budget here and/or upload a Word or Excel document.

Character Limit: 1000 | File Size Limit: 2 MB

Will you charge admission?*

Choices

Yes

No

If yes, how much?

How much do you expect to collect and for which budget items will the proceeds be used?

- Delaware Humanities grants cannot support fundraising events. Admission fees should help offset the cost of the project.
- Indicate how you plan to make your project activities accessible to those unable to afford admission.

Character Limit: 1000

Source of Matching Funds*

In the event of an audit, Delaware Humanities needs to know the sources of your matching funds. **Indicate the anticipated funding sources of your Sponsor Cash Cost-Share.** Please check all that apply.

Choices

Individuals

Corporations & businesses (including company-sponsored & corporate foundations)

Private & public foundations (including independent, operating, & community foundations)

Labor unions & professional associations

Affiliated groups (alumni, Friends)

Special events & benefits (check only when funds raised cannot be assigned to the above categories)

Other

Non-federal government

If "Other" please describe

Character Limit: 250

Sponsoring Organization Information

Previous Grants*

Please list any grants your organization has received from Delaware Humanities in the past three years.

- Include grant number, title and Project Director
- If you have not received grants from Delaware Humanities in the past three years, write N/A.

Character Limit: 2000

Sponsoring Organization Description*

Delaware Humanities may only award funds to **valid nonprofit organizations**. Please verify the nonprofit status of your organization by completing the question and, if applicable, attach the required documentation.

My organization is:

Choices

a 501(c)(3) organization. Attach your certification document.

a unit of state or local government

a nonprofit organization. Attach a statement signed by an authorized official testifying to this.

Sponsoring Organization Name

Character Limit: 250

Mailing Address*

Please provide the correct mailing address for your organization. The address provided here should be the preferred mailing address for all grant related materials, including any checks.

Organization must be located within the state of Delaware.

Character Limit: 250

Certification Document*

Attach your documentation to verify your organization's nonprofit status. Documentation may include:

- An IRS 501(c)(3) certification document
- A statement signed by the organization's authorized official testifying to the nonprofit nature of your organization and the proposed activities.

File Size Limit: 1 MB

DUNS Number*

Enter your DUNS Number here.

- The federal government requires that all grantee organizations have a DUNS (Data Universal Numbering System) number.
- Please contact your administrative or grants office to get your DUNS number. If your organization does not have a DUNS number, learn how to obtain one here.
- You can also acquire a DUNS number for free here.
- Please contact Delaware Humanities with questions or problems, 302-657-0650.

Character Limit: 250

Supporting Documents (Optional)

You may upload any information you would like Delaware Humanities to consider in reviewing this application.

- You may upload up to four documents. If you have more than four, you must combine them.
- Word, Excel, or PDF files are accepted.

Supporting Document 1

File Size Limit: 8 MB

Supporting Document 2

File Size Limit: 6 MB

Supporting Document 3

File Size Limit: 4 MB

Supporting Document 4

File Size Limit: 2 MB

LOCATION INFORMATION

Time of Event(s)*

For example, "noon" would be "12:00 PM".

Character Limit: 250

Audience Count*

Please estimate. The minimum audience count is 20.

Character Limit: 250

May we announce this program to the general public?*

Choices

Yes

No

Audience Description*

Examples include "Adults", "Seniors", "Families", etc.

Character Limit: 250

Date(s) of Event*

Please see Vision Grant and Opportunity Grant Deadlines portion of application to ensure your date of event is far enough in advance or contact the DH Grant Officer with questions.

Character Limit: 10

Location Name*

Name of location where event is being held. **Event must take place within the state of Delaware.**

Character Limit: 50

Street Address (NOT P.O. BOX!)*

Character Limit: 50

Room Name or Number

Character Limit: 50

Building Name

Character Limit: 50

City*

Character Limit: 50

State*

All programs must take place in the state of Delaware. Please write "DE" into space.

Character Limit: 50

Zip Code*

Character Limit: 50