

FY 23 Spring Action/Innovation (Subaward) Application

Delaware Humanities

Unique Entity Identifier and Organization Information

Does your organization have an active Unique Entity Identifier/is it registered with SAM yet? Due to increased demand from new applicants, SAM.gov has reported a **SEVERAL MONTH** delay, so we encourage organizations to register early. Note that your UEI must be valid through the entire period of performance of the award.

Download this **Quick Start Guide** to getting a UEI and follow the directions related to your organization's status. Need more help? This **YouTube video** shows the steps to go through.

In order to allow us to verify your UEI and SAM status, you will need to change your account to allow for "public searches." Please **follow these instructions** to update your organization's search authorization.

Unique Entity Identifier*

Please enter your UEI here. If you do not have one yet, but are in the process of obtaining one, please contact our Grant Officer Erin Samarasinghe.

Character Limit: 9

SAM Search Authorization*

I turned on the SAM search authorization so that DH Staff can verify my organization's status.

Choices

Yes

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 unit of state or local government

a nonprofit organization that is not a 501(c)3

a 501(c)(3) organization

Certification Document*

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

- IRS certification document
- Certificate of Incorporation
- Recent 990

File Size Limit: 3 MB

Does your organization have any paid staff?*

Choices

No

Yes

Annual Budget*

Please list your organization's annual budget.

Character Limit: 250

Annual Budget Upload*

Please upload a copy of the organization budget for your current fiscal year.

File Size Limit: 2 MB

Project Information

A Note on Terminology

In attempting to better align our terminology with that of the National Endowment for the Humanities, you will notice the below changes from our previous "Action/Innovation Grant":

Subrecipient: Formerly "Grantee", it is the organization applying for the funding

Subaward: Formerly "Grant" or "Grant Award", it is the funding that the organization is applying for

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.
- Include program partners and their roles.
- This abstract should be **limited to 100 words or less**.

Character Limit: 900

Amount Requested*

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

Action/Innovation Subaward requests may not exceed \$18,000.00

Character Limit: 20

Project Date*

Enter the date of your project. **If your project will take place over multiple dates, enter the final date.**

Character Limit: 10

Number of events*

Character Limit: 40

Core Theme Category*

Delaware Humanities has developed Four Core Themes that all subaward projects and public programs must align with. Note that your project does not need to meet both sub-themes, it is an either/or. Select the ONE theme that best describes your project after reading the clarifying sentence of each type.

Culture/Community: Appreciating both our shared and varied experiences of what it means to be human and how those ideas enrich our connections to one another.

Environment/Health: Exploring the significance and impact of human behavior relating to our collective health, well-being, and surroundings.

Media/Democracy: Advancing our knowledge of the principles of democracy, the role of media, and the impact of politics on our daily lives.

Stories/Histories: Understanding the effect the past has on our present, the legacies we hope to carry into the future, and the lessons learned from the mistakes we choose not to repeat.

Choices

Culture/Community

Environment/Health

Media/Democracy

Stories/Histories

Project Objectives/Humanities Content*

- Incorporating the selected core theme from the question above, please explain why your project fits within it.
- What is/are the main goal(s) or desired outcome(s)?
- Explain why there is a need for this kind of project, and if awarded, how this subaward will meet that need.

Character Limit: 3000

Project Activities & Timeline*

- What specific activities will take place?
- Where will the activities occur?
- What time will the event(s) take place?

Please note: The period of performance for this award is May 1, 2023 through April 30, 2024.

Character Limit: 1000

Pandemic Contingency Plan*

All DH funded projects must have a plan in place in the event that in-person meetings are impossible due to COVID-19 or a similar state of emergency. Describe how you will adapt your project to take place online - if you have a website link, please provide it here.

Character Limit: 3000

Project Location

Project Location

Name of location where event is being held if different from the organization's location.

Character Limit: 250

Institution Type*

Select which list item best describes your organization.

Choices

Archive
 Arts-related Organization (including art museums)
 Community Organization or center
 Cultural Heritage Organization
 Festival
 Foundation
 Higher Ed - Four-year College
 Higher Ed - Two-year College
 Higher Ed – Affiliates (Press, radio station, archive, library, etc.)
 Historical Site/House
 Historical Society
 Incarceration or Detention Facility
 Independent Research Library or Center
 Indigenous Tribal Organization or Community
 K–12 School or School System
 Media Organization
 Membership Organization or Association
 Museum – History
 Museum - Other
 Nature Center/Botanical Garden/Arboretum
 Private Business or Organization

Public Library
 Social Services or Health Organizations
 State or National Park
 Not applicable
 Other
 Higher Education Institution: HBCU

County*

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

Choices

Kent
 New Castle
 Sussex

General Assembly

There are 21 Senate Districts and 41 House Districts in Delaware. In the questions below you will select the Senate and House District your event will take place in, as well as provide the representative's name. **If your event is virtual, please use your organization's physical location.**

Senate District*

Go here to find your Senate District. Then copy and paste the District's number and name of your representative in the space below.

Character Limit: 200

House District*

Go here to find your House District. Then copy and paste the number and name of your representative in the space below.

Character Limit: 200

Humanities Content Experts and Personnel

Humanities Experts*

Humanities experts must be involved in the planning and/or presentation of a project funded by Delaware Humanities. We define a humanities expert as someone with specialized education and/or experience within a humanities field. These can be: professors, scholars, teachers, village elders, traditional knowledge keepers, tribal chiefs, and more.

- Briefly describe each individual's area of knowledge, and what role each will play in the project.
- Please indicate who has and has not been confirmed.

Character Limit: 5000

Humanities Expert Resume or Biography

Attach resumes or detailed biographies showing how the individual is a content expert for anyone who will be paid with DH funds.

File Size Limit: 2 MB

File Size Limit: 2 MB

File Size Limit: 2 MB

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, and if they are humanities experts, label them as such.

Character Limit: 5000

Budget

Budget Form*

Please download and save the **budget template** to your computer, complete the form, save it again, and then upload the completed form below, renamed with your organization's name. You can download this **sample** form if you need guidance.

File Size Limit: 4 MB

Source of Matching Funds*

- **Note that total cost-share contributions must be a 1:1 match; 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, as do salaries of employees in organization requesting this grant
- In-Kind contributions are estimated values of contributed time by volunteers, services, facilities or supplies.

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

Supporting Documents (Optional)

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

- You may upload two additional documents. If you have more than that you must combine them.
- Word, Excel, or PDF files are accepted.

Supporting Document 1

File Size Limit: 4 MB

Supporting Document 2

File Size Limit: 4 MB

Publicity and Evaluation

May we announce this program to the general public?*

Choices

Yes

No

If not, please explain why here

Character Limit: 500

Promotional Strategy*

Describe your publicity plan.

- How will you publicize the project to attract that audience?
- What efforts will you make to reach a statewide audience?

Character Limit: 1500

Audience*

- How many people do you anticipate will attend?
- Is the project intended for the general public or is it specifically designed to reach a targeted audience?

- Please describe the targeted audience. Please also note if the targeted audience is a historically marginalized community (this includes but is not limited to rural communities, ethnic minorities, LGBTQIA+ communities, active military and veterans, senior citizens, women, low-income individuals, incarcerated individuals, and individuals with disabilities).

Character Limit: 5000

Project Evaluation*

Subrecipients are required to submit an evaluation plan and to select and pay an outside evaluator. Subrecipients 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.

I acknowledge that I will need to submit an evaluation plan in addition to selecting and paying an outside evaluator for the project.

Choices

Yes

No

Project Director and Financial Director Contact 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 subaward, 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 E-Signature*

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

Character Limit: 250

Financial Director's Email*

Please provide the email address for the financial director.

Character Limit: 254

Digital Signature

By typing my signature below, I confirm that all questions have been answered completely and truthfully. Delaware Humanities staff may contact me for any additional information. *

Character Limit: 150