

FY 24 Opportunity Grant (Subaward) Application

Delaware Humanities

Unique Entity Identifier and Organization Information

Does your organization have an active Unique Entity Identifier and is it registered and validated with SAM.gov? Due to increased demand from new applicants, SAM.gov has reported a **SEVERAL MONTH** delay, so we encourage organizations to register early in SAM.gov. **Note that your UEI must be valid and up to date 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 **Delaware Humanities**.

Character Limit: 15

SAM Search Authorization*

Delaware Humanities requires that SAM search authorization is turned on so DH staff can verify your organization's status.

Choices

By checking this box I verify that the SAM search authorization for my organization is turned on.

Does your organization have no paid staff/ is volunteer run?*

Choices

No

Yes

Annual Budget*

Please list your organization's annual budget.

Character Limit: 250

Project Overview

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. **Opportunity Subaward requests may not exceed \$5,000.00**

Character Limit: 20

Project Completion Date*

Note: If part of a greater project, put the completion date of portion funded by Delaware Humanities.

Opportunity Grants are awarded on a rolling basis. Applications are reviewed the month following submission, and the Period of Performance begins the first of the next month. For example, if an application is submitted in November, it will be reviewed in December, and if approved the Period of Performance will be January 1 - June 30. **Delaware Humanities cannot fund any activities that take place outside the Period of Performance.**

Character Limit: 10

Number of Events

Please list the number of events for your project, if any.

Character Limit: 40

Date of Events

Please enter the dates for any event(s) associated with this project, if your project results in one or more events.

Character Limit: 250

Expected Attendance

If you have public events, please enter the expected/anticipated amount of attendees.

Character Limit: 100

Will admission be charged?*

Choices

No
Yes

Project Location

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

Character Limit: 250

County*

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

Choices

Kent
New Castle
Sussex

Core Theme Category*

Delaware Humanities has developed **Four Core Themes** that all subaward projects and public programs must align with. 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 Details

Project Activities & Timeline*

- What specific activities will this subaward fund?
- What is the month-by-month timeline for this project, from planning to execution?
 - For Example: June - Planning; July - Contacting Panelists; August - Publicizing; September - Event

Please note: The actual activity dates must occur after the subaward has been

awarded. For Opportunity Subawards, the period of performance is ideally 3 months, and must not exceed 6 months.

Character Limit: 1000

Project Humanities Content*

- For the activities funded by this subaward, how do they align with the **humanities**?
- 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 Objectives & Evaluation*

- What are the objectives of your project? How do these objectives further the goal(s) of your organization?
- Based on your objectives, how do you intend to measure the success of your project?

Character Limit: 1500

Promotional Strategy & 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).
- How will you publicize the project to attract that audience? How many people do you think will attend?

Character Limit: 1500

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

Cost Share 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. They may be paid by your organization.

Character Limit: 5000

Contingency Plans*

All DH funded projects must have a plan in place for the event of emergencies and/or unexpected events such as (but not limited to): COVID-19 or similar state of emergency, weather/natural disaster based closures, or project personnel change.

Describe how you would adapt your project to take place for unexpected events.

Character Limit: 3000

Budget and Supporting Documents

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.

Remember that Delaware Humanities can only fund **eligible costs**.

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 (as long as the funding is not federal) 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.
- For Opportunity Subawards only, waivers may be given under special circumstances. Please contact Delaware Humanities for more information.

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

External Evaluators*

By checking the box below, you acknowledge that if you are deemed a "High Risk" recipient by Delaware Humanities, you will be assigned an external evaluator from Delaware Humanities.

You additionally acknowledge if you are deemed "High Risk" that \$200 will be subtracted from your disbursement in order to pay for an external evaluator.

An organization might be named "High Risk" at the discretion of the Delaware Humanities staff and reviewers. This decision may be made due to any number of the following circumstances:

- A new organization who has never worked with Delaware Humanities previously.
- Uncompleted follow-up paperwork/repeated missed follow-up paperwork deadlines for previous subawards.
- Changing budget/usage of subaward funding without proper notification to Delaware Humanities in previous subawards.
- Prior financial and/or legal issues from the organization.

Choices

I understand and agree to the above terms and conditions.

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.

File Size Limit: 2 MB

Supporting Document 2

File Size Limit: 2 MB

Project 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.

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