

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.

Your UEI is free to receive and renew and SAM.gov will **never** charge a fee. Any emails requesting payment for renewal are not legitimate and will not result in your UEI being renewed.

In order to allow us to verify your UEI and SAM status, you will need to change your account to allow for "public searches" **and** must be registered with SAM.gov.

Please **follow these instructions** to update your organization's search authorization and **these instructions** to ensure that your UEI is registered with SAM.gov.

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.

Is your organization volunteer run (meaning that it has NO paid staff?)*

Choices

Yes

No

Annual Budget*

Please list your organization's annual budget.

Character Limit: 250

Institution Type*

Please select your institution type from below.

Choices

- Archive
- Arts-related Organization (including art museums)
- Community Organization or center
- Cultural Heritage Organization
- Festival
- Foundation
- Higher Ed – Affiliates (Press, radio station, archive, library, etc.) Historical Site/House
- Higher Ed - Four-year College
- Higher Ed - Two-year College
- Higher Education Institution: HBCU
- 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
- Not applicable
- Other
- Private Business or Organization
- Public Library
- Social Services or Health Organizations
- State or National Park

If the above is "Other" please specify below.

Character Limit: 250

Mission Statement*

Please enter the Mission or Vision Statement for your organization.

Character Limit: 5000

Are you a first time applicant for Delaware Humanities?*

Choices

- Yes
- No
- Last applied more than 5 years ago

How Did You Hear About Us?*

Please note below how you discovered Delaware Humanities subawards.

Character Limit: 250

Project Overview

Project Title*

Character Limit: 100

Project Overview*

Please provide a **brief description** of your proposed project. This is similar to the short description you might use for a website or calendar event.

- Include **humanities** content, activities and objectives.
- Include program partners and their roles (if any)
- This 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 be for between \$1,000.00 and \$5,000.00.**

Character Limit: 20

Project Completion Date*

Note: If part of a greater project, enter the completion date of the 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

Will admission be charged?*

Choices

Yes

No

Admission Cost

If admission will be charged, please enter the total amount to be charged per person. If unknown at this time, please estimate and note that the number is an estimate.

Character Limit: 250

Project Location

Please provide the location where any events are 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

NEH Categories for Project/Activity Type*

Please check all that describe your project/activity.

Choices

Lectures

Festivals

Activities for K-12 youth

Reading & Discussion programs

Exhibitions (including Museum on Main St)

Literacy programs

Teacher institutes & workshops

Conferences & symposia

Chautauqua or living history events

Documentary

Podcast

Magazine or Journal (print or digital)

Other media products/publications

Oral History

Digital humanities activities (such as virtual tours)

Language revitalization projects

Preservation projects

Activities that promote civil discourse through humanities

Activities other than those listed above

If "Other", please describe

Character Limit: 250

Project Details

Project Activities & Timeline*

Please answer **all** of the below questions:

- 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 at least 3 months, and may be up to **6 months**.

Character Limit: 1000

Project Humanities Content*

Please answer **all** of the below questions:

- For the activities funded by this subaward, how do they align with the **humanities**? How do they align with Delaware Humanities' **mission**?
- 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*

Please answer **all** of the below questions:

- What are the objectives of your project?
- How do these objectives further the goal(s) of your organization?

Character Limit: 1500

Project Evaluation*

Please answer **all** of the below questions:

- Based on the above objectives, how do you intend to measure the success of your project?
- Please note any specific methods that you are using to measure success.

Character Limit: 1500

Promotional Strategy & Audience*

Please answer **all** of the below questions:

- 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 the target audience?

Character Limit: 1500

Expected Attendance or Usage*

If you have public events, please enter the expected/anticipated amount of attendees. If the project is not an event, please enter how many people you estimate will benefit from it.

Character Limit: 100

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*

Please attach resumes or detailed biographies showing how the individual is a content expert for **anyone who will be paid with Delaware Humanities 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 Delaware Humanities 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.

Please 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**.

All individuals listed under "Personnel" who will be paid using DH funds **must have a biography or resume provided**. If you need more upload space for biographies and/or CVs and resumes, please email **Delaware Humanities**. DH will not be able to provide funding for the costs of individuals who do not have biographies provided.

File Size Limit: 4 MB

Budget Justification*

Please attach a document that supports the budget attached above. For the budget justification please include the following for each line item:

- What the line item is.
- How the line item will be contributing to the event.
- If the cost is a total amount for multiple pieces (or people, in the case of travel), please note the cost per item or cost per person.

File Size Limit: 6 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 the organization for their time working specifically on this project.

- 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" you will be required to pay your External Evaluator \$200.

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.

Organizations that are made "High Risk" will only be able to request 90% of awarded funding up-front. The final 10% may be requested after the completion of required follow-up forms.

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. If your organization requires the head of the organization to sign the Grant Agreement, please contact **Delaware Humanities**. An alternative Grant Agreement may be sent out to accommodate both signatures.
- The project director **must** have a unique Foundant log-in and will be responsible for submitting all follow-up forms.

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

Submission E-Signature*

Enter the name of the individual who completed this application. It does not have to be the project director.

Character Limit: 250

