

FY25 Spring Action/Innovation (Subaward) Application

Delaware Humanities

Letter of Inquiry

Please Read Below*

Before completing the Letter of Inquiry (LOI) please read the following pages on our website:

Before You Apply

What Are the Humanities?

Mission, Vision, and Core Concepts

Grant Requirements and Guidelines

Delaware Humanities staff will review the LOI to determine if your proposed project meets the basic requirements for eligibility. If your organization's mission and project fit within the criteria detailed below, you will be invited to submit an application. Please note that an invitation to submit an application does not guarantee funding.

The project for which you are hoping to apply for funding for must fall into the period of performance for this subaward, **starting no earlier than May 1, 2025 and all activities and spending completed by April 30, 2026.**

If you have any questions, please contact Delaware Humanities.

Choices

I acknowledge that I have read the above web pages and that our project fulfills the eligibility.

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.

Does your organization have a UEI that will be valid at the start of the Period of Performance?*

Please note that the UEI **must** be active during the **entire** period of performance. The period of performance is 12 months and all UEIs will expire during the period of performance.

Your UEI **must** be renewed during the duration of the subaward's period of performance.

Choices

Yes.

No, but we are in the application process.

No, it will expire before the start of the period of performance. We recognize it must be renewed.

Unique Entity Identifier

If your organization already has a UEI, enter it below.

Character Limit: 50

SAM Search for Verification*

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

If you already have your UEI, confirm below that you have turned on your search authorization.

Choices

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

We are still in the process of obtaining a UEI/have not obtained a UEI yet.

990 Upload*

Action/Innovation Subawards are only awarded to non-profit organizations in good standing. Please upload a copy of your organization's most recent 990 to verify non-profit status.

File Size Limit: 10 MB

Project Title*

The title of your project is attached to each and every form within your request. This is the 'identifier' for the request.

Character Limit: 100

Amount Requested (Estimate)*

Action/Innovation Sub-award applicants can request between \$5,001 to \$20,000. If you need to modify the amount by the time you submit your final application, it is acceptable.

Character Limit: 20

Short Project Description*

Briefly describe your project here.

Character Limit: 1500

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 enter below how you heard about this subaward opportunity (e.g. from FaceBook, Instagram, or via our Newsletter) below.

Character Limit: 250

Name*

Please enter the first and last name of the individual submitting this LOI.

Character Limit: 200

Email*

Please enter the email address for the individual submitting this LOI.

Character Limit: 200

Meeting Scheduling

Required Meeting*

We are requiring organizations submitting an LOI to set a virtual meeting with the Grants and Operations Manager, Helen Siers, after the submission of their LOI and prior to the assessment.

Please use the link [here](#) to set a 45-minute virtual appointment with Helen Siers.

Meetings are available on Mondays and Wednesdays, from 12:30pm until 5:30pm.

Please note that appointments must occur before **5:30pm November 20th, 2024**.

Applicants who do not attend their scheduled meeting will not be invited to apply. If you need to reschedule a set meeting, please email Delaware Humanities.

Choices

I understand the above rules and will book my meeting.

Meeting Time & Date*

Please enter below the time and date that you have scheduled your meeting.

Character Limit: 250

Phone Number

The default meeting format is through Teams. The system will automatically populate a Teams meeting invite for you to join. If you would prefer a phone call, please enter the number you would like us to call below.

Character Limit: 20

Name of Person(s) Attending Meeting*

Please note the name of the person or persons attending the meeting below. It is easiest if it is the same as the individual submitting the application, however if you wish to have a different individual meet, that is acceptable. More than one person is also permitted to attend the meeting.

Character Limit: 250