

# FY 25 Spring Action/Innovation (Subaward) Application

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*Delaware Humanities*

## *Unique Entity Identifier and Organization Information*

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### **Unique Entity Identifier\***

As indicated in the LOI submission, an active UEI is **required** at the time of application and **must be valid through the period of performance**.

Please indicate the status of your organization's UEI below.

#### **Choices**

Active

Active but expiring before the start of the Period of Performance. We recognize it must be renewed.

### **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.

### **Unique Entity Identifier\***

Enter your **full** UEI below. Please check to ensure the entire UEI is in the box and that it is spelled correctly. If there is an issue pulling your UEI, Delaware Humanities staff will contact you via email.

*Character Limit: 250*

### **Is your organization volunteer run (meaning does not have paid staff)?\***

#### **Choices**

No

Yes

### **Annual Budget\***

Please list your organization's annual budget.

*Character Limit: 250*

### **EIN\***

Please enter your organization's EIN (Employer Identification Number) below.

*Character Limit: 20*

### 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 - 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

### Mission Statement\*

Please enter the Mission or Vision Statement for your organization.

*Character Limit: 250*

### If the above answer is "Other", please describe below

*Character Limit: 250*

## Project Overview

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### 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. **A/I Subaward requests are for \$5,001-\$20,000.**

*Character Limit: 20*

### Project Completion Date\*

The period of performance for Spring A/I subawards is from **May 1, 2025 - April 30, 2026**. **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.

Please note the Period of Performance. If you enter dates that are outside the period of performance, your application may be rejected.

*Character Limit: 250*

### Will an admission or service fee be charged?\*

#### Choices

No

Yes

### Admission Cost/Service Fee

If an admission or service fee 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: 20*

### 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

## Project History\*

Has part of this project previously been funded by a Delaware Humanities subaward of any kind (Action/Innovation or Opportunity) and/or is this project another iteration of a project previously funded by a Delaware Humanities subaward?

### Choices

Yes  
No

If this project is an extension and/or additional iteration of a project previously funded by a Delaware Humanities subaward, please list the previous project(s) below.

*Character Limit: 1000*

## Project Details

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### Project Timeline\*

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.

*Character Limit: 1000*

### All Project Activities\*

Please use the space below to describe your event/project in its entirety.

*Character Limit: 1500*

### Funded Project Activities\*

Of the activities in "All Project Activities" above, please note what parts of the project will be funding with Delaware Humanities funding.

*Character Limit: 1500*

### 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*

### **Project Partners\***

Are you partnering with any other organizations to complete this project? Please list any partnered organizations below.

If you are not partnering with any additional organizations, please type N/A.

*Character Limit: 1000*

### **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?
- How many people do you think will attend?

*Character Limit: 1500*

### **NEH Categories for Project/Activity Type\***

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 the above is "Other" please specify below.

*Character Limit: 250*

### Experts Involved\*

Please enter all experts who will be working on the project. This list should include anyone who would be paid with Delaware Humanities funding, volunteers, or anyone paid by you.

Everyone listed here **must** be listed on the submitted budget list under "Personnel".

*Character Limit: 5000*

### Humanities Experts\*

From the above, please list all humanities experts below.

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.
- All individuals listed here must have a biographies or resumes attached below. If there are additional biographies or resumes to be attached, please send them to Helen Siers.

*Character Limit: 1500*

## 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 Delaware Humanities funds.

*File Size Limit: 2 MB*

*File Size Limit: 2 MB*

*File Size Limit: 2 MB*

## 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.

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

*Character Limit: 3000*

## *Budget and Supporting Documents*

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### 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. Please fill out the budget form with **all** costs for the project, not just what is DH-funded or used for cost share.

You can download this **sample** form if you need guidance.

Remember that Delaware Humanities can only fund **eligible costs**. If you have any questions about what constitutes eligible/ineligible costs, please contact **Helen Siers**.

*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: 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.

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*

### High Risk\*

By checking the box below, you acknowledge that *if* you are deemed a "High Risk" recipient by Delaware Humanities, you will be unable to request your full awarded funding upfront.

In addition, you acknowledge that you may be required to complete additional follow-up documents and/or have a Delaware Humanities board and/or staff member visit your organization/project site.

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.

### External Evaluators\*

Delaware Humanities will arrange for an external evaluator to attend your program. We will let you know who it is and share your contact information with them.

Please ensure in your budget that you allocate \$200 to pay for the external evaluator. It will be your responsibility to pay the evaluator. You must pay your External Evaluator within **two weeks** of the completion of their evaluation.

You agree to work with our external evaluator to provide what they need in order to assess the project and to pay the external evaluator.

### Choices

I agree to the above terms.

### 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 and Financial Director Contact Information*

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### 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 the person working directly on the project.
- The project director should be the person who will be signing the Grant Agreement. If your organization requires someone who is not the project director to sign the Grant Agreement, please notify Helen Siers in advance.
- 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*

### Financial Director\*

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

- The financial director **may not** be the same person as the project director.

*Character Limit: 50*

### Financial Director's Email\*

Please provide the email address for the financial director.

*Character Limit: 254*

## *Submission Signature*

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### Name and Title of Person Submitting Application\*

Please enter the name and title of the person submitting the application.

*Character Limit: 250*

### Email Address of Person Submitting Application\*

*Character Limit: 254*

### Submission E-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: 250*