

For Nonprofit, Civic and Community Organizations

Community Project Grants help your organization to provide creative public humanities programming on topics of interest in your community. New Hampshire Humanities seeks proposals that actively engage participants, present diverse perspectives, pose questions and explore ideas openly and broadly, and encourage people to think about how the subject matter relates to their own lives and communities. New Hampshire Humanities awards Quick Grants of up to \$1,000 six times a year and Quarterly Grants of up to \$10,000 four times a year. See the table of grant deadlines on our website www.nhhumanities.org.

What is New Hampshire Humanities?

Established in 1974, New Hampshire Humanities is an independent, nonprofit organization supported by private individuals, corporations, and foundations, and by the National Endowment for the Humanities. We connect people with ideas.

What are the Humanities?

The humanities are fields of inquiry that explore the heart of the human experience. They look at what humans have created, debated, thought, done, and believed throughout recorded time. These fields include history, literature, and philosophy as well as archaeology, ethics, jurisprudence, comparative religion and culture, languages and linguistics, and the history and interpretation of the arts and sciences. Using humanities skills - such as reading, listening, critical thinking, analysis and discussion – helps people to be informed, imaginative, and engaged.

What Do Community Project Grants Fund?

Successful proposals share three active ingredients: public participation, humanities experts, and humanities content!

- **Public Participation:** Successful grant proposals are designed for and open to a public audience in New Hampshire made up of out-of-school adults or multi-age groups. Community Project Grants are not intended to pay for in-school programs to augment classroom instruction, although proposals for programs held at a school after hours that are open to the public are welcome. Some projects may target specific audiences whose participation has a multiplier effect, such as teachers or healthcare providers, or people with limited access to the humanities, such as incarcerated men or women or nursing home residents. In these and other cases, it may not be appropriate to open programs to the general public.

Typically, New Hampshire Humanities-supported events are free, although modest fees may be charged or donations sought to cover certain direct expenses.

Formats vary, and multiple formats may be combined in one proposal. Possibilities include

- a facilitated book or film discussion series or festival
- community reads or conversations
- lectures or readings followed by discussions

- public conferences
 - oral history, literature or philosophy workshops or camps
 - exhibition-related planning, production & programming
 - teacher professional development
 - projects that link schools and their communities
 - guided history walks and talks
 - material culture demonstrations and talks
 - oral history collection and presentations
 - traditional or social media projects – radio, film, video, web
 - your ideas for public programs!
- **Humanities Experts:** Whether involved as an invited speaker or as an integral member of a more extensive project’s planning team, humanities experts strengthen a project by providing broad perspective and in-depth knowledge. Trained scholars, they have formal academic backgrounds such as a Master’s or PhD in a humanities discipline or specialized knowledge developed through professional experience or immersion in a particular cultural tradition. Graduate students in a relevant humanities discipline may also qualify. Identifying possible humanities experts is one way New Hampshire Humanities can assist early in the planning of a project.
- **Humanities Content:** What does it mean to be human? What matters in life? What can we learn from our own past, and from other societies? **Successful proposals identify essential questions of meaning inherent in the subject matter of the project. They provide opportunities for people to learn and reflect about their world and themselves from the exploration of these questions.** Whatever the topic, the primary purpose of the program must be inquiry and not advocacy.

Who is Eligible for Funding?

Funding is available to tax exempt organizations serving New Hampshire including libraries, historical societies, museums, community service groups, colleges, schools and other nonprofits. An applicant organization must provide a copy of its IRS Determination Letter or other evidence of nonprofit status and its federal tax identification and DUNS numbers. A DUNS number identifies your organization and is required to receive federal dollars. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet Website. Grant recipients may not apply for more than one grant at a time or for an additional grant if any reports are overdue. Individuals are not eligible for Community Project Grants.

What financial contribution does my organization have to make to the project?

All Community Project Grants are 1:1 matching grants. This means that the amount requested from New Hampshire Humanities must be no more than half of what goes into the project. Cash expenditures and in-kind contributions by the applicant organization or third parties must make up the other half or more. The cash portion of the applicant’s contribution must equal or exceed 10% of the grant request.

What We Do NOT Fund

- individual research or activities
- courses for credit or in-school programs

- scholarships, fellowships, or awards
- writing or publishing projects, unless integral to a public program
- event tickets or field trip costs (e.g., for a group to attend a program)
- visual arts or musical or theatrical performances
- scholarly research projects or conferences
- projects designed as fund-raising ventures
- liquor or entertainment for project personnel
- refreshments or snacks for audiences or participants
- capital projects (i.e. renovation, collection acquisition, or the purchase of buildings or land)
- employee benefits
- indirect expenses (organization overhead)
- activities that advocate for a particular political or social party, agenda or action.

For more information on specific grant types, budget instructions, and application requirements, view “Community Project Grants” on www.nhhumanities.org. At this time, we are unable to provide fillable, online application forms but we do provide application form *templates* in Microsoft Word and Excel for you to save and use as your own documents. We ask that once your application documents are complete, you email us a complete copy as well as mailing the signed paper original.

GRANT PROPOSAL ASSISTANCE

Not sure your idea is a humanities project? Never drafted a grant proposal before? Budget questions? We can help. Assistance might include:

- Helping conceptualize the overall project as a humanities project;
- Identifying humanities experts who can help plan and implement the project;
- Making connections to other individuals, groups and resources;
- Answering detailed questions about budget, procedures, etc;
- Reading and responding to an inquiry letter or to a first draft of a Quarterly Grant proposal.

Call or email Associate Director Susan Hatem at (603) 224-4071, x. 14 or shatem@nhhumanities.org.

Interested in hosting humanities programs in your community but don’t want to design your own? Check out the single-event, hour-long programs we offer in our *Humanities to Go* online catalog.

OMB CIRCULARS: A portion of grant funds awarded by New Hampshire Humanities may be federal in origin and therefore subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs, and audit requirements. Different circulars apply depending on the type of organization: public and private institutions of higher education; nonprofit organizations; and state, local and federally recognized Indian tribal governments. It is the applicant’s responsibility to become familiar with the applicable requirements, which may be found at www.whitehouse.gov/omb/circulars/index.html.

ADA ACCESS: Helpful information on complying with the Americans with Disabilities Act may be found at www.nea.gov/resources/Accessibility/index.html.

FEDERAL CERTIFICATIONS:

By signing and submitting a Community Project Grant application, the Executive Director or Board Chair of the applicant organization and the Project Director are providing the applicable federal certifications regarding

compliance with nondiscrimination statutes, debarment, and suspension, as follows:

1. **Certification regarding debarment, suspension, ineligibility, and voluntary exclusion:**
 - (a) The prospective lower-tier participant (applicant) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower-tier participant is unable to certify the statements in the certification, such prospective participant shall attach an explanation to this proposal.

2. **Certification regarding nondiscrimination statutes:** The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:
 - (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;

 - (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the program or activity shall not violate this statute;

 - (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.

Questions? After reviewing the information on grants at www.nhhumanities.org, call or email Associate Director Susan Hatem at (603) 224-4071, x. 14 or shatem@nhhumanities.org.