

# Humanities Nebraska Grant Application Question Preview

Current as of 10/1/2024

*Items with an asterisk are required. This preview document does not contain the full explanatory text of the application. This document may not be used to apply for a HN grant. All applications must go through the HN grants website.*

## Initial information and project budget

### **Project Name\***

Character Limit: 100

### **Have you contacted Humanities Nebraska grants staff to discuss your project?\***

We highly recommend that you review “what kinds of projects are eligible” in the FAQs section of HN’s grant application requirements page and / or contact the HN grants staff when you are developing an idea to determine if your project is eligible for grant funding before you put a lot of work into an application. We are more than happy to answer your questions and give you advice. Upon request, we can also log in to view your draft application in the system and provide specific feedback if you give us enough lead time before application due dates. You are especially encouraged to contact us if you are a new applicant or have a project that is new to us. Our email address is: [info@humanitiesnebraska.org](mailto:info@humanitiesnebraska.org) and our phone number is: 402-474- 2131. Individual email addresses for grants staff members are listed below.

Choices

Yes

No

### **If yes, who on staff did you speak to?**

Please select grants staff member(s) with whom you spoke about this application.

Choices

Katie Bradshaw, Grants Management & Outreach Specialist, [katie@humanitiesnebraska.org](mailto:katie@humanitiesnebraska.org)

Barbara Grant, Office and Grants Coordinator, [barbara@humanitiesnebraska.org](mailto:barbara@humanitiesnebraska.org)

Erika Hamilton, Director of Literary Programs, [erika@humanitiesnebraska.org](mailto:erika@humanitiesnebraska.org)

Kristi Hayek Carley, Program Manager, [kristi@humanitiesnebraska.org](mailto:kristi@humanitiesnebraska.org)

Mary Yager, Associate Director, [mary@humanitiesnebraska.org](mailto:mary@humanitiesnebraska.org)

I don't remember

### **Under which category are you applying?\***

Choose below. If you select major or media grant, the application will expand to include additional required questions.

- Mini grant if you are requesting \$2,000 or less
- Major grant if you are requesting more than \$2,000
- Media grant for film, podcast, radio, television, website or other digital project if you are requesting more than \$2,000

### **Amount Requested\***

Indicate amount requested from Humanities Nebraska as entered in your project budget

**Would you accept partial funding?\***

HN may choose to not fund a grant, fund a grant at a lesser amount, fund only certain aspects of a grant, and/or fund a grant with certain stipulations. Please state whether you would accept partial funding or if you would need to decline a partially-funded grant request.

Choices

Yes, I would accept partial funding

No, I would need to decline a partially-funded request

**Project Budget\***

You'll find three different Excel budget templates below. Please complete the appropriate form and upload below, or you may submit your own version of a budget as long as it contains all of the information required. If you are unable to open an Excel file, see the PDF link below for an example of required information. You may upload a PDF or image of your budget instead. If you use the "Numbers" spreadsheet or other spreadsheet program, please export your spreadsheet as a .xlsx file before uploading. Please contact HN grants staff if you have questions. NOTE: Once uploaded, a document cannot be removed but it can be replaced.

*File Size Limit: 1 MB*

**Organization's Annual Operating Budget\***

Indicate below the annual total operating budget of the applicant organization.

Choices

Under \$100,000

\$100,000 to \$499,999

\$500,000 to \$1,000,000

Over \$1,000,000

**County\***

Choose your county from the list

**Legislative District\***

Select your State Legislative District from the list.

*Applicants must have non-profit status according to the State of Nebraska and the IRS, and must provide proof of 501(c)(3) or other 501(c) status below. Religious organizations or private schools without a 501(c)(3) must provide a sales tax exemption certificate as proof of their nonprofit status. State, county, or local government entities, including public schools and libraries, are exempt from this requirement.*

**Is this the organization's first grant application to Humanities Nebraska?\***

Choices

Yes (upload below a copy of the organization's 501(c)(3) letter)

Not sure (upload below a copy of the organization's 501(c)(3) letter)

No, we've applied to Humanities Nebraska before

My organization is an exempt governmental entity

**[Nondiscrimination Certification and Other Requirements](#)**

Humanities Nebraska subscribes to the nondiscrimination, federal debt, and disbarment and suspension requirements outlined below. We expect grantees to certify that they also meet these requirements. If

your application is awarded, the grant agreement will require the organization to which the money is awarded to certify that it follows the statutes and requirements.

#### 1. Certification Regarding the Nondiscrimination Statutes

The applicant organization 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) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c) 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, including discrimination based on sexual orientation or gender identity; and

(d) 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 project or activity shall not violate this statute.

#### 2. Certification Regarding Federal Debt Status (OMB Circular A-129)

The applicant certifies to the best of its knowledge and belief that it is not delinquent in the repayment of any federal debt.

#### 3. Certification Regarding Debarment and Suspension (45 CFR 1169)

The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principles:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

Please check here to indicate whether the applicant organization is aware of this requirement.\*

Choices

Yes

No

## Questions for All Grants

### **Purpose of Request\***

Question 1: What do you want to do with this grant? Briefly answer in the following format: "This grant will help us fund..." (approximate maximum word count 40), *Character Limit: 250*

If your project has a performing or creative arts component please click here and scroll down to the header "A note about creative and performing arts projects" and read our policy for funding performing or creative arts projects.

If your project involves creation of an exhibit, please use the file upload fields towards the end of the application to provide a diagram or plan of the exhibit design and a document with sample label text.

### **Has HN funded this event/project in previous years?\***

Question 2: Check yes if the project is an annual or otherwise repeating program/event that HN has funded in the past and describe below how this year's event/project will be different or improved from the past.

Choices

Yes

No

### **Describe difference or improvement**

Question 2a: How will this year's event/project be different or improved from the past? (approximate maximum word count 100), *Character Limit: 600*

### **Event Details\***

Question 3: This question is asking for a short, calendar-type list (event, date, start time, location) of any public events, programs, or activities that will result from this grant. (approximate maximum word count 250), *Character Limit: 1500*

Please enter any detailed event information, such as an event program or multi-day schedule under "Timeline / Schedule" below.

### **Timeline/Schedule\***

Question 4: Please use this field and/or file upload to provide the following information, as applicable:

- A proposed schedule or program for your event or events.
- A timeline of activities leading up to the completion of your project.

(approximate maximum word count 500)

*Character Limit: 3000 | File Size Limit: 1 MB*

### **Project End Date\***

Question 5: Provide anticipated date of project completion.

**Is there a charge for admission/attendance to this project?\***

Question 6

Programs should be open to the public, and free of charge or at a nominal fee. If a nominal fee is charged, any anticipated fee revenue must be accounted for in your project budget as cash match to show the costs it will cover. (For example, if you anticipate \$500 in fee revenue, your budget should show at least \$500 in project expenses in the cash match column.)

Choices

Yes

No

**If yes, what is the charge?**

Question 6a

(approximate maximum word count 40) *Character Limit: 250*

**How does the project relate to the Humanities?\***

Question 7: Select the one humanities topic area that best relates to your project.

Choices

Anthropology

Human Geography

Philosophy

Archaeology

Jurisprudence

Political Science

Art History, Theory, Criticism

Language

Psychology

Economics

Linguistics

Religious Studies

Folklore

Literature

Sociology

History

Multi-cultural

**How is the humanities topic area you identified above central to the project?\***

Question 7a

(approximate maximum word count 100) *Character Limit: 600*

**How will your project lead to discussion and interest in the humanities?\***

Question 8

(approximate maximum word count 100), *Character Limit: 600*

**What format will the discussion take? What does discussion look like for this project?\***

Question 9

(approximate maximum word count 100), *Character Limit: 600*

**Humanities Scholars/Specialists\***

Question 10: If HN is being asked to fund scholars/specialists, please identify the humanities scholar(s) for the project and explain their role in the project (planning, consulting, evaluating, speaking, moderating, etc.). If they are a speaker, tell us what they will be talking about and why they are considered an expert on the topic. (approximate maximum word count 500), *Character Limit: 3000*

**Audience Source\***

Question 11: Select from the list the best description of the region from which you plan to draw the majority of your audience.

Choices

Statewide	Loup Valley	North Central Nebraska
Omaha metro	Tri-Cities area (Grand Island,	Southwest Nebraska
Lincoln metro	Hastings, Kearney and	Panhandle
Southeast Nebraska	surrounding)	Out of State
Northeast Nebraska	South Central Nebraska	

### **Target Audience\***

Question 12: Who is the project intended for and why? (approximate maximum word count 250), *Character Limit: 1500*

### **Outreach\***

Question 13: To what extent have you involved members of the intended audience in the planning process for the project? Describe your efforts to develop new and broader audiences and participation, or maintain or increase attendance if this is an annual or otherwise repeating project. (approximate maximum word count 250), *Character Limit: 1500*

### **Promotion\***

Question 14: Discuss plans for promotion. List specific publicity methods that will be used to develop an audience. (approximate maximum word count 500), *Character Limit: 3000*

### **Attendance/Participation\***

Question 15: Based on past experience or best estimates, how many people do you anticipate will attend or participate in your project? (approximate maximum word count 40), *Character Limit: 250*

### **Evaluation/Feedback\***

Question 16: How will you measure that the project was successful?

Humanities Nebraska requires you to get feedback from your audience on how they benefited from or saw value in your project and also suggestions on how it could be improved. If funded, you will be required to share the results of your evaluation with Humanities Nebraska in your final report. (approximate maximum word count 500), *Character Limit: 3000*

### **OPTIONAL QUESTIONS**

The following three questions are optional and may help give grant reviewers a better understanding of your project. Major and media grant applicants are encouraged to answer these questions.

#### **Partner Organizations**

Optional Question A: Who else are you working with on this project and what is their role? (approximate maximum word count 300), *Character Limit: 2000*

#### **Other community outcomes**

Optional Question B: If your project receives grant funding, you will be asked to indicate the community outcomes from your project in your final report. You are encouraged to think now about how your project will impact the community, and you are welcome to briefly describe the most important anticipated community outcomes from your project in this optional question. (approximate maximum word count 175)

*Here are some examples of possible community outcomes: Contribute to the local economy; Improve quality of life in the community; Broaden the general public's knowledge; Provide humanities programming to an underserved group; Support humanities education for elementary or secondary students; Encourage reading and discussion of books; Encourage constructive discussion; Increase capacity of people to work together to define/meet community needs; Help people understand their own experiences by considering the experiences of others; Increase understanding among different cultures; Increase awareness of Humanities Nebraska.*

Character Limit: 1000

### **Other organizational outcomes**

Optional Question C: If your project receives grant funding, you will be asked to indicate the organizational outcomes from your project in your final report. You are encouraged to think now about how your project will impact your organization, and you are welcome to briefly describe the most important anticipated organizational outcomes from your project in this optional question. (approximate maximum word count 175)

*Here are some examples of possible organizational outcomes: Form new collaborative relationships; Increase visitation to our facility or membership in our organization; Increase visibility of our organization in the community; Increase awareness of the needs in our community; Increase volunteer activity in our organization; HN funds help leverage additional funding; Increase organizational capacity; Reach new audience.*

Character Limit: 1000

### **ADDITIONAL INFORMATION SECTION**

If there is additional information you would like Humanities Nebraska to consider about your project, please use the following text box and file upload fields. You may attach optional letters of support, publicity materials, etc., as applicable.

Due to data storage limitations, the maximum number and size of file uploads is 5 files of up to 1 MB each. Consider combining files or reducing the file's resolution as applicable.

If your project involves creation of an exhibit, please use the file upload fields to provide a diagram or plan of the exhibit design and a document with sample label text.

### **Additional Information**

Is there other information you would like Humanities Nebraska to consider? (approximate maximum word count 250), *Character Limit: 1500*

File 1 File Size Limit: 2 MB

File 2 File Size Limit: 2 MB

File 3 File Size Limit: 2 MB

File 4 File Size Limit: 2 MB

File 5 File Size Limit: 2 MB

### **Certifications and Signatures\***

Certification of Understanding |

The applicant, represented by the undersigned officers, understands and agrees to the following:

1. Any funds granted as a result of this application will be used as detailed in the application;
2. Any significant deviation will require prior approval by Humanities Nebraska; and
3. The applicant will abide by the policies of Humanities Nebraska.

The Project Director and Budget Administrator must digitally certify that they both agree to these terms.

The Budget Administrator cannot be the same person as the Project Director or be from the same family or household.

Choices

Yes, we agree to these terms and conditions.

**Project Director Signature\***

The Project Director is responsible for administering and carrying out the goal of this funding. They are the liaison between the organization and Humanities Nebraska. To digitally sign this application, please enter the first and last name of the assigned Project Director. Character Limit: 100

Project Director Best Contact Phone Number\*

Character Limit: 100

Project Director Best Contact Email\*

Character Limit: 254

**Budget Administrator Signature\***

The Budget Administrator is responsible for receiving, disbursing, and accounting for all grant funds. They answer to the organization and must NOT be from the same family or household as the Project Director. The same person may NOT sign as both project director and budget administrator. To digitally sign this application, please enter the first and last name of the assigned Budget Administrator.

Character Limit: 100

**Budget Administrator Best Contact Phone Number\***

Character Limit: 100

**Budget Administrator Best Contact Email\***

Character Limit: 254

Do NOT click on Submit Application before you have completely finished your application. You cannot revise once the application has been submitted. Save as Draft allows you to come back and revise as many times as you wish before submitting the finished application.