

Humanities Tennessee SHARP Grants

Humanities Tennessee

Applicant Instructions

Humanities Tennessee SHARP Grant Application

Below are a few tips that will help you navigate and complete your electronic application form. Please read through them carefully before you begin.

We strongly recommend downloading the full Question List (available in pdf on the upper right of the page), in order to prepare your narrative answers in a document outside the system (e.g. Microsoft Word) and then copying and pasting your answers into the online form.

Technical Recommendations

- **The system will auto-save your application** for every 100 characters typed or every time you click into a new question.
- A user will be automatically logged out of the online system after 90 minutes of inactivity.
- You may collapse the question groups as you go, once you've finished all of the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling time
- When typing into a text area the number of characters remaining is displayed as you type. Keep in mind that spaces do count in the character count.
- When uploading files, if your file size is too big for the maximum MiBs allowed, you can reduce the file size by scanning the document at a lower resolution on your scanner or use the Adobe Acrobat option to "Reduce File Size."
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded. NOTE: If the document(s) that need to be attached to your form are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to "Fax to File." The easy-to-use tool will convert documents from hard copy to digital format as a PDF file if you have access to a fax machine.
- **Remember to click "Submit Form" when you are finished.** Once your application has been submitted it is no longer available for editing. If you need to make a correction to a submitted form, contact Humanities Tennessee directly.
- **If you do not provide an answer for one of the required questions, you will not be able to submit your application.**

It is advisable to download a copy of your submitted application to your computer for your records via the Application Packet button at the top of your form.

Personnel and Basic Project Information

This section requests information on project administration and key personnel who would be managing your grant from Humanities Tennessee.

Project Name*

Character Limit: 100

Brief Project Description*

In one or two sentences, please provide a brief description of the project.

Character Limit: 250

Project Start Date*

All projects must begin on 1/1/2022. Please enter that date here. Regardless of the 1/1/2022 project start date you are allowed to use grant funds to reimburse related expenses incurred anytime after 3/15/2021.

Character Limit: 10

Project End Date*

The project end date must be on or before 11/30/2022.

Character Limit: 10

Project Director Name*

Enter the first name and last name of the person responsible for managing the project, including maintaining contact with Humanities Tennessee and preparing the final evaluation report. **Please note**, unless otherwise requested, correspondence about this request will be sent to the applicant user completing this proposal.

Character Limit: 75

Project Director Employment/Affiliations*

Please list the Project Director's current place of employment, or institutional affiliation.

Character Limit: 250

Project Director Title

Please write your job title

Character Limit: 250

Project Director Email Address*

Character Limit: 75

Project Director Phone Number (Format: xxx-xxx-xxxx)*

Character Limit: 25

Project Director Street Address*

Character Limit: 100

Project Director City*

Character Limit: 75

Project Director State*

Character Limit: 2

Project Director Zip Code*

Character Limit: 10

Fiscal Officer Name*

Please enter the name of the person responsible for receiving, disbursing, and maintaining records of grant funds and preparing and where applicable, signing fiscal reports for Humanities Tennessee.

- The Fiscal Officer may not be the Project Director.
- The Fiscal Officer must be someone who is familiar with general accounting principles and experienced in maintaining financial records.

Character Limit: 75

Fiscal Officer Employment/Affiliations*

Please list the Fiscal Officer's current place of employment or institutional affiliation.

Character Limit: 250

Fiscal Officer Email Address*

Character Limit: 100

Fiscal Officer Phone Number (Format: xxx-xxx-xxxx)*

Character Limit: 25

Authorized Representative

OPTIONAL: If your organization restricts the acceptance of award contracts to authorized representatives (and this individual is NOT the Project Director, Alternate Director, or Fiscal Officer listed above), please enter the full name of the authorized representative.

Character Limit: 100

Location*

Please select the Tennessee counties benefiting from SHARP grant funding. Check all that apply.

Choices

- Anderson County
- Bedford County
- Benton County
- Bledsoe County
- Blount County
- Bradley County
- Campbell County
- Cannon County
- Carroll County
- Carter County
- Cheatham County
- Chester County
- Claiborne County
- Clay County
- Cocke County
- Coffee County
- Crockett County
- Cumberland County
- Davidson County
- Decatur County
- DeKalb County
- Dickson County
- Dyer County
- Fayette County
- Fentress County
- Franklin County
- Gibson County
- Giles County
- Grainger County
- Greene County
- Grundy County
- Hamblen County
- Hamilton County
- Hancock County
- Hardeman County
- Hardin County
- Hawkins County
- Haywood County
- Henderson County
- Henry County
- Hickman County
- Houston County

Humphreys County
Jackson County
Jefferson County
Johnson County
Knox County
Lake County
Lauderdale County
Lawrence County
Lewis County
Lincoln County
Loudon County
Macon County
Madison County
Marion County
Marshall County
Maury County
McMinn County
McNairy County
Meigs County
Monroe County
Montgomery County
Moore County
Morgan County
Obion County
Overton County
Perry County
Pickett County
Polk County
Putnam County
Rhea County
Roane County
Robertson County
Rutherford County
Scott County
Sequatchie County
Sevier County
Shelby County
Smith County
Stewart County
Sullivan County
Sumner County
Tipton County
Trousdale County
Unicoi County
Union County
Van Buren County
Warren County
Washington County
Wayne County

Weakley County
White County
Williamson County
Wilson County

Underserved Project Leadership*

Do people actively involved with the leadership or implementation of this organization identify with a traditionally underserved, under-resourced, or BIPOC group? Check all that apply

Choices

- Rural
- Seniors
- Individuals with Disabilities
- Professional, Business, or Government Leaders
- Incarcerated Persons
- Asian American / Pacific Islander
- African American / Black
- Hispanic / Latinx
- Native American / Indigenous
- Low Income
- LGBTQIA+
- N/A-General Audience
- Veterans / Active Military
- New Americans (immigrants, refugees, first generation)
- Teachers (Grades K-12)
- Children (Grades K-6)
- Youth (Grades 7-12)
- Minority-Serving Institutions (HBCUs, Tribal Colleges & Universities, Community Colleges)
- Individuals Experiencing Homelessness

Organizational Information

Is your Organization designated as a 501c3 Nonprofit by the IRS?*

Choices

- Yes
- No

Institution Website

Paste the url for your website here.

Character Limit: 2000

Mission Statement*

Please enter your organization's mission. You may use your Guidestar information by clicking the "Copy Guidestar Profile" button then click "Copy Answers." Make sure that the information copied is correct and up to date.

Character Limit: 10000

Organization's DUNS*

Please enter the DUNS number associated with your organization.

Character Limit: 50

Organization's EIN*

Please enter the EIN (employer identification number) associated with your organization using the following format: XX-XXXXXXX.

Character Limit: 250

Organization's US Congressional District*

Please select the US Congressional District for your organization (based on your organization's location). **Don't know your US Congressional District? Look it up here.**

Choices

- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- Out of State

Organization's Tennessee State Senate District*

Please select your organization's Tennessee State Senate District (based on your organization's location). **Don't know your state Senate District? Look it up here.**

Choices

- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- 13th
- 14th
- 15th
- 16th

- 17th
- 18th
- 19th
- 20th
- 21st
- 22nd
- 23rd
- 24th
- 25th
- 26th
- 27th
- 28th
- 29th
- 30th
- 31st
- 32nd
- 33rd
- Out of State

Organization's Tennessee State House District*

Please select your organization's Tennessee State House District (based on your organization's location). **Don't know your TN State House District? Look it up here.**

Choices

- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- 13th
- 14th
- 15th
- 16th
- 17th
- 18th
- 19th
- 20th
- 21st
- 22nd
- 23rd
- 24th
- 25th

26th
27th
28th
29th
30th
31st
32nd
33rd
34th
35th
36th
37th
38th
39th
40th
41st
42nd
43rd
44th
45th
46th
47th
48th
49th
50th
51st
52nd
53rd
54th
55th
56th
57th
58th
59th
60th
61st
62nd
63rd
64th
65th
66th
67th
68th
69th
70th
71st
72nd
73rd
74th

- 75th
- 76th
- 77th
- 78th
- 79th
- 80th
- 81st
- 82nd
- 83rd
- 84th
- 85th
- 86th
- 87th
- 88th
- 89th
- 90th
- 91st
- 92nd
- 93rd
- 94th
- 95th
- 96th
- 97th
- 98th
- 99th
- Out of State

Are you a first-time Applicant to Humanities Tennessee?

Please answer from the perspective of the organization, not as the proposal writer.

Choices

- Yes
- No
- Don't Know

NEH CARES Act Funding*

Did your institution receive NEH CARES Act funding through Humanities Tennessee in 2020?

Choices

- Yes
- No
- Don't know

Primary Institution Type*

Please select the organization type that most closely describes your organization. Select only one option.

Choices

- Archive

Arts-related organization (including art museums)
Community organization or center
Cultural Heritage Organization
Festival
Foundation
Historical site/house
Incarceration or detention facility
Independent research library or facility
Indigenous tribal organization or community
Media organization
Membership organization or association
Museum-history
Museum-other
Nature Center/Botanical Garden/arboretum
Public Library affiliate
Social Services or health organizations
State or National Park affiliate
Other

Secondary Institution Type

(Optional) Please select only one

Choices

Archive
Arts-related organization (including art museums)
Community organization or center
Cultural Heritage Organization
Festival
Foundation
Historical site/house
Incarceration or detention facility
Independent research library or facility
Indigenous tribal organization or community
Media organization
Membership organization or association
Museum-history
Museum-other
Nature Center/Botanical Garden/arboretum
Public Library affiliate
Social Services or health organizations
State or National Park affiliate
Other

Primary SHARP funding usage*

What is your primary motive for requesting SHARP funding?

Choices

Create jobs
Preserve jobs

- Support or maintain general operations
- Create humanities programs
- Implement new humanities programs
- Sustain existing humanities programs
- Other

Secondary SHARP funding usage

(Optional) Do you have a secondary motive for requesting SHARP funding?

Choices

- Create jobs
- Preserve jobs
- Support or maintain general operations
- Create humanities programs
- Implement new humanities programs
- Sustain existing humanities programs
- Other

Estimated number of jobs CREATED with this SHARP request*

If no jobs created, enter "0"

Character Limit: 250

Estimated number of jobs PRESERVED with this SHARP request*

If none, please enter "0"

Character Limit: 250

2019 Annual Operating Budget*

What was your annual operating budget in 2019?

Character Limit: 20

2020 Annual Operating Budget*

What was your annual operating budget in 2020?

Character Limit: 20

2021 Annual Operating Budget*

What was your annual operating budget in 2021?

Character Limit: 20

2019 Full-time Employment*

List the number of full-time employees working at your organization in 2019. If an all volunteer-run organization, please enter "0"

Character Limit: 230

2020 Full-time Employment*

List the number of full-time employees working at your organization in 2020. If an all volunteer-run organization, please enter "0"

Character Limit: 250

2021 Full-time Employment*

List the number of full-time employees working at your organization in 2021. If an all volunteer-run organization, please enter "0"

Character Limit: 250

2019 Part-time Employment*

List the number of part-time employees working at your organization in 2019. If an all volunteer-run organization, please enter "0"

Character Limit: 250

2020 Part-time Employment*

List the number of part-time employees working at your organization in 2020. If an all volunteer-run organization, please enter "0"

Character Limit: 250

2021 Part-time Employment*

List the number of part-time employees working at your organization in 2021. If an all volunteer-run organization, please enter "0"

Character Limit: 250

Underserved Audience Reach*

Humanities Tennessee prioritizes reaching underserved audiences with its grant programs. Will this project *primarily serve a traditionally underserved, under-resourced, or BIPOC group? Check all groups that apply.

*In order to be the primary audience, that group should comprise a majority of the audience.

Choices

Rural
Seniors
Individuals with Disabilities
Professional, Business, or Government Leaders
Incarcerated Persons
Asian American / Pacific Islander
African American / Black
Hispanic / Latinx
Native American / Indigenous
Low Income
LGBTQIA+

N/A-General Audience
Veterans / Active Military
New Americans (immigrants, refugees, first generation)
Teachers (Grades K-12)
Children (Grades K-6)
Youth (Grades 7-12)
Minority-Serving Institutions (HBCUs, Tribal Colleges & Universities, Community Colleges)
Individuals Experiencing Homelessness

Grant Proposal and Pandemic Response

Support Type for this Request*

Humanities based organizations are eligible for General Operating Support (GOS). Humanities based organizations may also use GOS funding for a specific project.

Non-humanities based organizations are only eligible for Humanities Project Support (HPS).

Which type of support is your organization requesting?

Choices

GOS for humanities based organizations

HPS for non-humanities based organizations

Pandemic Impact to Organization*

Please describe the impact of the pandemic to your organization's finances, staffing, and broader audience/community.

Character Limit: 1250

Organization's Response to the Pandemic*

Over the last 18 months, how has your organization responded to the pandemic and the related social, economic, and structural effects of the public health crisis?

Character Limit: 1250

Proposed Description of Funding Use?*

Describe in detail how you will use this funding.

For humanities-based organizations: Describe how your GOS funding will be integrated into your operating budget (e.g. payroll, utilities, rent, etc.). If you are using the funds for a project, please describe the project and its humanities content in detail.

For non-humanities organizations requesting HPS: Describe the project, along with its humanities content, in detail.

Character Limit: 2500

Description of Recovery Effort with SHARP Funding*

Please describe how this grant will help your organization and/or community efforts to recover from issues created or exacerbated by the pandemic.

Character Limit: 2500

Budget

Project Budget

Humanities Tennessee takes seriously its duties as steward of public funds and takes care that every dollar is well spent. Your application will be reviewed according to the extent to which the project expenses are realistic, economical, and reflects the appropriate value of goods and services.

This section will ask you to present your budget for this grant. Please review the list of eligible and ineligible expenses on our webpage <https://www.humanitiestennessee.org/wp-content/uploads/2021/01/Budget-Instructions-for-Website.pdf> as you prepare your budget.

- Download this budget worksheet to show how you will allocate grant funds. You can view this sample GOS budget or this sample HPS budget to see examples of how to complete your budget worksheet.
- Your budget narrative should describe/breakdown the relevant expense item totals on your budget worksheet. You will find examples within the application below.

If you have questions about preparing your budget, please contact Humanities Tennessee Staff.

Project Budget Worksheet Upload*

Please upload your budget worksheet using the "Upload a file" button below. Please do not upload a budget that is not in our format.

And remember, SHARP grants DO NOT require matching funds.

File Size Limit: 3 MB

Total Grant Amount Requested*

Please list the total grant amount requested for this project (total of column B on the budget worksheet).

Character Limit: 20

Budget Narrative*

Please use the budget narrative space below to provide a detailed explanation of your budget worksheet.

Please breakdown project expense type totals by providing the formula for calculating totals. For example:

- **Staff Salaries: \$4000 (Covers one month for Education Director salary and benefits)**
- **Scholar stipends for virtual programs: (3) Dr. Peterson, John Smith, Dr. Alexander @ \$200 each = \$600**
- **Consultant - Strategic Planning: 40 hours x \$40 per hour = \$1,600**

Total Request: \$6,200

Character Limit: 3000

Support File Uploads

Appendix

OPTIONAL: You may upload any additional support materials here. If you have more than one file to upload merge them into one document.

File Size Limit: 2 MB

Certification

Certification*

Please enter your name to indicate acceptance of the statement below.

"I certify that all information provided is true and accurate to the best of my knowledge and understand that falsified details can be cause for my application to be declined, repayment of awarded funds, and further escalated actions."

Character Limit: 150

Thank you for completing this proposal! Please click the blue "Submit" button to turn in your proposal.

Once you submit your proposal you will receive a submission confirmation email. This email is automated and comes from administrator@grantinterface.com. If you do not receive this confirmation please check your junk folder and add

administrator@grantinterface.com to your safe sender list to ensure you do not miss important communications about your submission.