

FY22 General Grant

Humanities Tennessee

Applicant Instructions

Humanities Tennessee General 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.

Please keep Humanities Tennessee's Grant Criteria in mind to ensure that your proposal falls within the scope of this grant program and that your proposed expenses are eligible.

We strongly recommend downloading the full Question List (available in pdf on the upper right of the page), in order to prepare your 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.

Organizational Information

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

Choices

Yes

No

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

Unique Entity ID (Sam.gov)*

For the FY22 General Grant funding and for future grants through Humanities Tennessee all applicants will be required to have a Unique Entity ID (UEI) through the sam.gov website (SAM=System Award Management). The UEI is replacing the DUNS number beginning April 4, 2022.

This is a Federal requirement.

What is the Unique Entity ID (UEI)?

- The Unique Entity ID (UEI) is a 12-character alphanumeric value
- Managed, granted, and owned by the government
- Will serve as the authoritative unique entity identifier used by the federal government

How long will it take to get a Unique Entity ID?

- If your entity is already registered in sam.gov, you have been issued a Unique Entity ID (UEI). This includes inactive registrations.
- If requesting a Unique Entity ID only through sam.gov, a successful request will provide the UEI immediately

This short YouTube video from sam.gov describes exactly how to get your UEI.

Character Limit: 12

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

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9th

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- 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
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- 9th
- 10th
- 11th
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- 98th
- 99th
- Out of State

Are you a first-time Applicant?

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

Choices

- Yes
- No
- Don't Know

Previous Humanities Tennessee Funding?

If the organization has previously received Humanities Tennessee funding, please list the title of the project(s).

Character Limit: 500

Social Media URL*

Please provide the URL for the organization's *most active* social media network (facebook, instagram, twitter, etc.).

If your organization does not utilize social media, write "N/A."

Character Limit: 2000

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*

The start date of your project is the first day you will need to begin spending grant funds, not the date of your first public program.

Character Limit: 10

Project End Date*

The end date should allow enough time to **complete** all activities requiring expenditure of grant funds and provide audience response/feedback to your project.

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 and Title*

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

Examples (please use the following format):

- House of Usher Museum, Executive Director
- Calaveras County Jumping Frog Museum, Volunteer

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***Alternate Director Name***

All projects *must* have an Alternate Director, that is, someone who will be familiar enough with the project to assume the responsibilities of the project should the Project Director be unable to perform his or her duties.

*Character Limit: 250***Alternate Director Employment/Affiliation & Title***

Please list the Alternate Director's current place of employment, or institutional affiliation, and current title.

Examples (please use the following format):

- House of Usher Museum, Executive Director
- Calaveras County Jumping Frog Museum, Volunteer

*Character Limit: 250***Alternate Director Phone Number (Format: xxx-xxx-xxxx)****Character Limit: 25***Alternate Director Email Address****Character Limit: 250***Alternate Director Street Address****Character Limit: 250***Alternate Director City****Character Limit: 250***Alternate Director State****Character Limit: 2*

Alternate Director Zip Code**Character Limit: 250***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 & Title***

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

Examples (please use the following format):

- House of Usher Museum, Executive Director
- Calaveras County Jumping Frog Museum, Volunteer

*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***Counties where events will take place***

Please select the Tennessee counties where project events will be hosted. Check all that apply.

Choices

Virtual Project (also include the county where the project originates)

Hybrid in-person AND virtual project (also include the county where the project originates)

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

Regional or Statewide Impact

If this project will have regional or statewide impact please describe it below (e.g. The project events take place in a single county, but draw a large regional audience).

Character Limit: 1500

Project Content and Narrative

Humanities Discipline*

Select the primary discipline

Choices

Archaeology
 Art History/Criticism/Theory
 Comparative religion
 Ethics
 History
 Jurisprudence
 Linguistics
 Literature
 Philosophy
 Social Sciences using humanistic content/methods
 Study and interpretation of language (modern and classical)
 Unlisted Discipline

Unlisted Primary Discipline

OPTIONAL: Please list the primary discipline only if it did not appear as a choice in the previous question.

Character Limit: 250

Secondary Humanities Discipline

OPTIONAL: If your project strongly engages more than one humanities discipline please indicate the secondary discipline.

Choices

Archaeology
 Art History/Criticism/Theory
 Comparative religion
 Ethics
 History
 Jurisprudence
 Linguistics
 Literature
 Philosophy
 Social Sciences using humanistic content/methods
 Study and interpretation of language (modern and classical)

Cross Discipline

OPTIONAL: If your project combines the humanities and a nontraditional area of focus please indicate below.

Choices

Arts
Business
Civics
Environment/Climate
Health and Human Services
Media/Journalism
Medicine
Public Policy
Science
Social Justice
Technology

Unlisted Cross Discipline

OPTIONAL: Please list any cross disciplines only if they did not appear as a choice in the previous question.

Character Limit: 250

Project Description and Humanities Content*

Describe the project in detail, including its humanities content.

The project *must* engage the public in humanities methods of reflection, analysis, and interpretation of the subject matter and of humanities resources.

Character Limit: 5000

Humanities Advisory Team*

Please identify the Humanities Advisory Team providing content expertise and/or guidance for the project.

The Humanities Advisory Team may be comprised of:

- Humanities Scholars (Academic humanists with advanced degrees in the relevant discipline)
- Public Humanities Professionals (e.g. curators, educators, etc. with advanced degrees in the relevant discipline)
- Community Representatives (those individuals with lived experience and/or knowledge vital to the project's success)

Provide a brief overview of their role in the project as well as institutional affiliation (bullet lists are preferred).

Links to CVs and Letters of Support from the Humanities Advisory Team should be uploaded in the file uploads section at the end of the application, **do not copy full bios here.**

*Humanities Advisory Teams *must* have at least one humanities scholar or public humanities

professional and one community representative, when applicable to the topic, actively involved in the project.

Character Limit: 5000

COVID-19 Impact*

Please discuss how you anticipate the COVID-19 pandemic would impact your project.

Please also describe how your programming will either be compliant with social distancing practices and/or be able to convert to virtual delivery formats.

Character Limit: 1500

Project Activities*

Please outline the **project activities** you would conduct to achieve your project goal and outcomes.

We recommend this be presented in a bullet list, for example:

Jan-March - Exhibit development with history department at State University

April-May - Fabrication of exhibit by Design&Display

June 13th - Opening reception for the community at Community Museum

July 23rd - Half day workshop at Community Museum with educators from Smith High School led by Dr. Jones

Character Limit: 2500

Outcomes and Evaluation*

Consider your desired outcomes for this project, what it is you want your audience to learn/gain. Describe those anticipated outcomes and provide a plan for how you will evaluate them.

The evaluation plan should be designed to assess your project's progress towards reaching your desired outcomes. Please consider:

- The overarching evaluation questions/themes
- The collection methods you will use to gather indicators.

Character Limit: 3500

Project Audience Description*

Describe your intended audience for this project and how you plan to reach them.

Please state if members of your intended audience have been involved in the planning process, how your publicity will reach beyond your organization's typical audience, and any plans to accommodate an underserved audience.

Character Limit: 2000

Projected Audience Numbers*

Enter the number of people you estimate this project will serve

Character Limit: 250

Continuing Impact*

Describe how the project fits into the overall work of your organization.

The continuing impact is determined how this project builds upon past activities and provides a foundation for future work.

Character Limit: 2000

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 and economical, and the cost-sharing is relevant to the project and reflects the appropriate value of goods and services.

This section will ask you to present your budget for this project. Please review the list of eligible and ineligible expenses in Humanities

Tennessee's <https://www.humanitiestennessee.org/programs-grants/our-grants/general-grants/Grant Budget Instructions> as you prepare your budget.

- **The budget worksheet should show all support for the project, broken down by expense type and funding source (HT grant request, Cash Match, and In-Kind Match)**
- **Your budget justification should describe/breakdown the relevant expense item totals on your budget worksheet.**

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.

1. On the budget worksheet please organize project costs into an appropriate row (expense type) and column (funding source i.e. HT grant funds, other cash contributions, in-kind contributions).
2. The minimum required match of HT funds awarded is 1:1. This means if you request \$4,000 in grant funds, you must match that with at least \$4,000 of investment through either cash or in-kind resources.
3. **HT strongly encourages matches exceeding the minimum ratio whenever possible.**

- **Example of an in-kind match (donated goods/services):** providing facility space, materials or equipment, and administrative or volunteer time organizing the project.
- **Example of a cash match (purchased goods/services):** paying currency for publicity, printing, refreshments, travel/meals/lodging.
- At least 50% of the cost-sharing support must be cash when the project is not free-of-charge to its audience.

File Size Limit: 3 MB

Project Budget Total*

Please list the total project budget (total of column E on the budget worksheet).

Character Limit: 20

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

Total Grant Match*

Please list the total cost of this project provided by matching sources.

Character Limit: 20

Total Cash Match*

Indicate the amount of the total match above that is from cash contribution sources (total of column C on your budget worksheet).

Character Limit: 20

Total In-Kind Match*

Indicate the amount of the total match above that is from in-kind contribution sources (total of column D on your budget worksheet).

Character Limit: 20

Budget Justification*

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

Please breakdown project expense type totals by providing the formula for calculating totals. This must include a description of all project costs. For example:

- **Salary: 40 hours X \$20 = \$800**
- **Scholar stipends: (4) Dr. Martin, Dr. Peterson, John Smith, Dr. Alexander @ \$200 each = \$800**
- **Travel/Meals/Lodging: \$100 hotel x 2 nights x 2 scholars = \$400**

- **Consultant - Exhibit Design: 40 hours x \$40 per hour = \$1,600 (grant funds)**

If you are paying honoraria to multiple scholars **please make sure to list out who is being paid** (i.e. Dr. Marshall - \$250, Dr. Ramos - \$250).

Character Limit: 3000

Project Revenue*

Please indicate if revenue (tickets, fees, registrations, sponsorship, etc) will be generated by this project.

Choices

Yes

No

Project Revenue Use

Project Revenue Use*

OPTIONAL: If you answered 'Yes' to the question above, please use the space below to explain how any project revenue would be utilized. Please note, any program income should be used to meet the cost sharing or matching requirement.

If tickets or registration fees are charged please also describe if any accommodations will be made to be inclusive of attendees who may not have the disposable income to pay for tickets/fees.

Finally, routine admission fees for organizations such as museums do not apply in this case, provided the organization is not charging an *additional* fee to participate in the grant funded project.

Character Limit: 750

Support File Uploads

How many people are on your Humanities Advisory Team?*

Please include all relevant Academic Humanities Scholars, Public Humanities Professionals, and Community Leaders.

You will be asked to provide Letters of Support and biographical links from each member of the Humanities Advisory Team.

Anyone receiving an honorarium through grant funds *must* be included.

Choices

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

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

1st Humanities Advisor Links and Uploads

1st Humanities Advisor Links and Uploads*

1. In the text box, please provide a link to this Humanities Advisor's CV or website. If no link is available, briefly describe this advisor's experience relevant to the project.
2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - o The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - o The advisor's highest academic degree(s) and discipline(s).
 - o The advisor's understanding of the purpose and goals of this project.
 - o The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

2nd Humanities Advisor Links and Uploads

2nd Humanities Advisor Links and Uploads*

1. In the text box, please provide a link to this Humanities Advisor's CV or website. If no link is available, briefly describe this advisor's experience relevant to the project.
2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - o The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).

- The advisor's highest academic degree(s) and discipline(s).
- The advisor's understanding of the purpose and goals of this project.
- The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

3rd Humanities Advisor Links and Uploads

3rd Humanities Advisor Links and Uploads*

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 - The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - The advisor's highest academic degree(s) and discipline(s).
 - The advisor's understanding of the purpose and goals of this project.
 - The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

4th Humanities Advisor Links and Uploads

4th Humanities Advisor Links and Uploads*

1. In the text box, please provide a link to this Humanities Advisor's CV or website. If no link is available, briefly describe this advisor's experience relevant to the project.
2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - The advisor's highest academic degree(s) and discipline(s).
 - The advisor's understanding of the purpose and goals of this project.
 - The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

5th Humanities Advisor Links and Uploads

5th Humanities Advisor Links and Uploads*

1. In the text box, please provide a link to this Humanities Advisor's CV or website. If no link is available, briefly describe this advisor's experience relevant to the project.
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 - o The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - o The advisor's highest academic degree(s) and discipline(s).
 - o The advisor's understanding of the purpose and goals of this project.
 - o The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

6th Humanities Advisor Links and Uploads

6th Humanities Advisor Links and Uploads*

1. In the text box, please provide a link to this Humanities Advisor's CV or website. If no link is available, briefly describe this advisor's experience relevant to the project.
2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - o The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - o The advisor's highest academic degree(s) and discipline(s).
 - o The advisor's understanding of the purpose and goals of this project.
 - o The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

7th Humanities Advisor Links and Uploads

7th Humanities Advisor Links and Uploads*

1. In the text box, please provide a link to this Humanities Advisor's CV or website. If no link is available, briefly describe this advisor's experience relevant to the project.
2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - o The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - o The advisor's highest academic degree(s) and discipline(s).

- The advisor's understanding of the purpose and goals of this project.
- The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

8th Humanities Advisor Links and Uploads

8th Humanities Advisor Links and Uploads*

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2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - The advisor's highest academic degree(s) and discipline(s).
 - The advisor's understanding of the purpose and goals of this project.
 - The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

9th Humanities Advisor Links and Uploads

9th Humanities Advisor Links and Uploads*

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2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - The advisor's highest academic degree(s) and discipline(s).
 - The advisor's understanding of the purpose and goals of this project.
 - The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 | File Size Limit: 2 MB

10th Humanities Advisor Links and Uploads

10th Humanities Advisor Links and Uploads*

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2. Upload the Letter of Support from this member of your Humanities Advisory Team. The letter should include:
 - o The advisor's name and contact information including email, phone, address, and institutional affiliation & Title (if applicable).
 - o The advisor's highest academic degree(s) and discipline(s).
 - o The advisor's understanding of the purpose and goals of this project.
 - o The advisor's role and how their particular insights will contribute to the project.

Character Limit: 1500 / 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.