2020 Mini-Grant Nevada Humanities Grant Application Form

Carefully review the grant guidelines and requirements before starting and submitting your application. You are responsible for providing all the required and complete information when submitting your grant. This application form is for mini-grants that will be submitted prior to March 10, 2020. Mini-grant deadline is no less than ten weeks prior to your proposed event date.

Download this form to your desktop. When you are ready to submit your application, send it as a MS Word document, with supplemental materials, in an email attachment to grants@nevadahumanities.org. The application document must have the name of your organization as both the file name and as the email subject line. For example:

To discuss a project or draft proposal, contact Nevada Humanities’ grants coordinator, Bobbie Ann Howell, in our Las Vegas office at 702-800-4670 or via email at bahowell@nevadahumanities.org.

I. Application Information

Grant Category (please select one):

☐ Nevada Humanities Project Grant, Deadline: March 10, 2019
☐ Mini-Grant, Deadline: Rolling Deadline: Must be submitted no less than ten weeks prior to the proposed program date.
☐ Planning Grant, Deadline: Rolling Deadline

Project Information
Project Title:
Brief description of project:
List dates and locations of project events:

**Applicant Organization**
Name: 
Address: 
City: 
State: 
Zip: 
Phone: 
Fax: 
Web address: 
EIN Federal ID Number: 
DUNS Number:

**Project Director**
Name: 
Title: 
Mailing address (if different from above): 
Email: 
Work Phone: 
Cell Phone: 
Fax:

**Fiscal Agent**
Is this application using a Fiscal Agent? Check the appropriate box below.
☐ Yes  ☐ No
If yes, the Fiscal Agent is the organization submitting the application and signing as the authorizing official.

**Authorizing Official**
Name: 
Title: 
Mailing address (if different from above): 
Email: 
Work Phone: 
Cell Phone:

**Co-Sponsoring or Partner Organizations**
Please list any co-sponsoring or partner organizations for this project:

**Fiscal Summary**
*(Summary should match amounts on the budget form included with your application.)*
Nevada Humanities grant amount requested: 
Organization’s cost share amount: 
Total cost of project:
**Audited Financial Statements**
Submit the latest copy of your organization’s audited financial statement as supplemental material with your application via email to grants@nevadahumanities.org, or list here the URL where it can be found online:
☐ Audit
If your organization did not have an audit, then submit a copy of the latest IRS form 990, 990 EZ, or 990-N e-Postcard.
☐ 990

**Prior Grants Received from Nevada Humanities**
List the year, project title, and funds awarded for all grants received from Nevada Humanities within the past ten years:

**Compliance**
Does the applicant organization comply fully with federal legislation in the following matters:
  a) it does not discriminate on the basis of race, color, national origin, sex, age or handicap;
  b) it complies with federal fair labor standards; and
  c) neither it nor its principles have been suspended, debarred, or declared ineligible from participation in a transaction with a federal department or agency.
☐ Yes ☐ No
If your answer is no, the organization is ineligible for funding.
II. Project Narrative

This is the core of your application. Please answer the following questions fully and in the order presented below. Number and title your responses to correspond with the appropriate question. Your narrative should be typewritten in a 12-point, legible font, and should not exceed three single-spaced pages. Do not include web URL addresses as answers to the questions. Web pages are not accessible to the reviewers during the grant review process, and your application will be considered incomplete.

1. **Applicant Organization.** Briefly summarize your organization’s mission, history, and past programming experience.
2. **Project Summary.** Describe your proposed project, including specific activities being proposed (including format, dates, and locations), your objectives, the project’s humanities content, and intended results.
3. **Meeting Nevada Humanities’ Programmatic Goals.** Describe how the proposed project relates to any of Nevada Humanities’ four programmatic goals (see grant guidelines).
4. **Community Need and Benefit.** Describe how the proposed project addresses a specific community need, and explain how the project will benefit your community.
5. **Audience and Reach.** Describe your project’s targeted audience and the communications and marketing strategies you will use to reach this audience. Have members of this audience been involved in the planning and implementation of the proposed project? If so, how?
6. **Evaluation and Measurement.** Explain how you will evaluate your project and how you will measure your effectiveness in realizing your project’s objectives. If you intend to use an audience survey, what specific types of information are you seeking to learn and how will this help to evaluate the success of your project?
7. **Biographies of Key Personnel.** Provide brief biographies for the project director and for each humanities scholar involved in the project, detailing their roles in the project and their qualifications for performing these specific roles. Do not attach resumes or include web URL addresses as your answer to this question.
8. **Project Partners.** If applicable, describe the involvement of individual and/or community partners in the planning and implementation of the project.
III. Project Budget

List only the expenses that the grant will cover in the grant request column. Total cost share must be equal to, or greater than, the amount of the grant request, and the cash match must be equal to at least 15% of the grant request.

**Applicant Organization:**
**Project Title:**

<table>
<thead>
<tr>
<th>Project Expenses</th>
<th>Total Cost</th>
<th>NH Grant Request Amounts</th>
<th>Cost Share Organization’s Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td>Cash: <strong>In-kind:</strong> list the values for donations of time, services, space, publicity, etc...</td>
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<td><strong>Travel and Lodging</strong></td>
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<td><strong>Promotion/Marketing</strong></td>
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<td><strong>Facilities</strong></td>
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<td><strong>Other</strong></td>
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</tbody>
</table>
List sources of cash and in-kind support, for example, organization’s own funds, grants, registration fees, and ticket sales.

If you have applied for grants from other sources, are the funds confirmed?

Are any matching funds federal funds?
☐ Yes  ☐ No
If yes, please explain:

Read this statement and check the box below if you agree to comply with this statement:
☐ Yes  Upon submission of this application we understand that all funded projects will be required to adhere to the funded project guidelines and requirements, which include compliance with federal guidelines and acknowledgement credits to Nevada Humanities and the National Endowment for the Humanities.

IV. Supplemental Materials

Organizational Audit and 990 Forms
☐ AUDIT - You are required to submit the latest copy of your organization’s audited financial statement, or list the URL above where required.

☐ 990 - If your organization does not have an audit, then submit a copy of the latest IRS form 990, 990 EZ, or 990-N e-Postcard.

Optional Supplemental Materials
Up to three letters of support from co-sponsoring organizations or project partners, or other pertinent information, such as work samples, may also be attached to the application. Their submission is optional, but can be a very useful way to strengthen the quality of a proposal. Please do not attach lengthy resumes. Biographical information should be included in the narrative section of the proposal.

When you are ready to submit your application, send it as a MS Word document, along with
supplemental materials, in an email attachment to grants@nevadahumanities.org. The application document must have the name of your organization as both the file name and as the email subject line. For example:

From: Carrie Smith <csmith@nevadanonprofit.org>
To: grants@nevadahumanities.org
Subject: Nevada Nonprofit Organization
Attachment: Nevada Nonprofit Organization.docx