

Public Humanities Grant—Application Deadline: October 26, 2022, at 5 PM

Hawaii Council for the Humanities

APPLICATION INFORMATION

Public Humanities Grants (up to \$10,000)

Deadline: October 26, at 5 PM

This is our broadest ranging grant, and we hope this invites creative approaches to public humanities programming. We actively welcome exciting and engaging programs seeking to promote deep thinking, conversation, and connection on issues that impact our communities in Hawai'i.

Ours is a competitive grant award process, and if you are interested in a consultation or want us to review your application, we encourage you to contact Director of Community Grants Stacy Hoshino at shoshino@hihumanities.org, (808) 469-4551, no later than two weeks before the grant application deadline.

NOTE: Incomplete or inaccurate information may disqualify your application.

NONPROFIT STATUS AND FEDERAL COMPLIANCE

Organization is a 501(c)(3) Nonprofit*

Choices

Yes

No. Proceed to "If NO, we will be partnering with a Sponsoring Organization" section

If awarded a Hawai'i Council for the Humanities Grant, you will be required to submit an IRS W-9 form to prove your IRS 501(c)(3) nonprofit status.

If NO, we will be partnering with a Sponsoring Organization because we do not have 501(c)(3) status.

Please upload a letter from the sponsoring organization that explains and confirms the bulleted requirements below:

The Sponsoring Organization:

- Assumes all programmatic, financial, and legal responsibilities associated with the award.

- Must make substantive contributions to the success of the project.
- May not function solely as a fiscal agent or sponsor. An organization that functions solely as a fiscal agent or fiscal sponsor is not eligible for an award or a subaward.
- Has a UEI (SAM), and in compliance with federal grant and contract requirements.

TIP: Cut and paste the bulleted list so the sponsoring organization can answer each requirement.

Upload a PDF file.

File Size Limit: 2 MB

UEI (SAM)*

Enter your 12 alpha-numeric ID

Be sure to accurately enter ID

Character Limit: 12

UEI (SAM) Public Search Access*

Note: If we cannot access your UEI (SAM) account to verify that it is active at the time of application submission, it will be disqualified because this is required. Be sure to check that your account allows for public searches.

We confirm that our organization's non-sensitive information is included in the public search results on SAM.gov and the SAM public data file.

Choices

Yes

CAGE Code*

In your SAM.gov account, find your 5-alpha-numeric CAGE (Commercial And Government Entity) code next to your UEI.

Enter it below

Be sure to accurately enter it

Character Limit: 5

Federal Employer Identification Number (EIN)

Every organization must have a nine-digit Federal Employer Identification Number (EIN) even it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. More information: <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>

Enter your nine-digit EIN below

Be sure to accurately enter it

EIN #*

Character Limit: 9

Nonprofit Organization Single Audit Status

If your organization or institution received more than \$750,000 in federal funds during the most RECENT fiscal year, you are required to have a Single Audit.

For more information about Single Audits, please refer to this link:

<https://www.councilofnonprofits.org/nonprofit-audit-guide/federal-law-audit-requirements>

If you are unclear about this, we recommend that you seek professional guidance from your executive administrators or finance office.

Organization Required to File Single Audit?***Choices**

Yes

No

If YES, Single Audit Required

Please upload your most recent Single Audit here.

File Size Limit: 4 MB

ORGANIZATION INFORMATION**Your Organization's Website***

What is your website address?

Character Limit: 500

Mission Statement*

Please write your Mission Statement here.

Character Limit: 1000

Organization Headquartered in Hawai'i and Serves the Community of Hawai'i***Choices**

Yes

No

Which Hawai'i city or town is your organization located in?*

Character Limit: 20

Island*

What island is your organization based on?

Choices

Hawai'i

Maui

Moloka'i

Lana'i
O'ahu
Kaua'i

Hawai'i Congressional District*

HIHumanities annually reports to NEH and Congress about the use of federal funds to create exciting humanities programs in our state.

Which Congressional District is your organization located within? Locate your Congressional District here.

Choices

District 1
District 2

Your Community*

What communities do you work with and provide programming for?
Also, please describe any under-resourced communities your organization serves, or is led by.

Character Limit: 2000

CONTACT INFORMATION

Project Director Name*

The project director administers the entire project and is responsible for submitting a fund requests and the final report to Hawai'i Council for the Humanities (HIHumanities)) at the end of the grant period.

Character Limit: 200

Project Director Telephone*

Character Limit: 100

Project Director Email Address*

Character Limit: 100

Nonprofit Organization's Executive Director or Executive Administrator Overseeing Project*

Please enter the nonprofit organization's executive's name who will be signing documents pertaining to this project. The person listed will be contacted for oversight.

Character Limit: 100

Executive Director or Executive Administrator Telephone*

Character Limit: 100

Nonprofit Organization's Executive Director or Executive Administrator Email*

If awarded, this person will be included in emails concerning the grant.

Character Limit: 100

Project and Grant Administration Experience*

Because project management and grant administration are key to accomplishing project goals and understanding HIHumanities federal grant compliance:

- Briefly describe both the Project Director's and Executive Administrator's experience with project and grant management
- Briefly explain their roles and responsibilities with this project and its grant administration.

NOTE: Both Project Director and Executive Administrator as written in the application may be contacted at anytime to discuss the project and grant.

TIP: Cut and paste the bulleted list in the text box to help guide your answers. Label each section with the respective person's name.

Character Limit: 1500

PROJECT INFORMATION

For more information about *what kinds of projects and formats are eligible for funding*, and *what makes a strong humanities program*, please refer to HIHumanities Grants FAQs webpage <https://hihumanities.org/what-we-do/our-grants-program/grants-faqs/> for more information.

Project Name*

What is the name of your Project?

Enter a very brief and simple Project Name, using no commas, quotes, etc.

Character Limit: 40

Project Start Date*

When do your project activities officially start?

The start date should reflect when your project has confirmed funding and is ready to execute.

You have up to one year from your Project Start Date and Project End Date to complete your project.

The first possible start date is 8 weeks after the grant deadline you submitted under, to give HIHumanities time to review your proposal and get approval from our board.

Character Limit: 10

Project End Date*

When does your project officially end?

The end date is when you have completed all aspects of the project which includes public program(s), data collection, and closing the budget after all payments are made and your accounting is closed. You have up to one calendar year to complete your project.

At the end of the project you will be required to complete a Final Report and after approved, 10% of grant funds withheld will be distributed.

Character Limit: 10

Public Program Activities Plan and Timeline*

Include an estimated timeline/schedule with details on what will be achieved on the timeline/schedule. Be sure to include as much specific information such as planned venue locations for live and non-live programs, and their dates and times.

Please use a timeline format, for example:

January 202X

Work with partners to commence planning of project as soon notice of grant is received.
Consult with humanities leadership.

February 202X

Secure venue sites with partners.
Send graphic designer event information for PR collaterals.
Start PR for April events.

April 202X

Three public programs will take place:

- 1.) Panel discussion on kalo history and uses in ancient Hawai'i.
- 2.) Field day with humanities leadership guiding participants to do work in lo'i.
- 3.) Live-stream program with humanities leadership discussing Hawaiian foodways on kalo.

Please keep in mind that the earliest project start date is 8 weeks after the grant deadline, since HIHumanities will need that time to approve your grant with our board. Also consider the accessibility of the venue when selecting program location(s).

Character Limit: 5000

Project Topic and Humanities Significance*

What is your project topic, and its humanities significance for communities in Hawai'i?

Character Limit: 2000

Project's Goals*

Briefly explain your project's objectives and goals.

Character Limit: 2000

PUBLIC PROGRAM ACTIVITIES

Because this is a public humanities grant, a portion of the public programs must be open to the general public.

Activities Format*

Please check all formats that apply.

Choices

Exhibitions
Discussion Programs
Conferences, Symposia, Lectures
Living histories, history theater
K-12 Teacher Projects
Student Projects
Screenings
Other

If Other Format, please explain.

Character Limit: 250

Activities Platform*

Please check all that platforms your project will be using.

Choices

Media—TV
Media—Radio
Web-based Virtual Media
Publication
In-Person
Other

If Other Platform, please explain.

Character Limit: 250

of Live Activities (In-Person or Live-Streaming)*

Enter the total # of Live (In-Person or Live-Streaming) Activities you plan to conduct.

If none, enter 0

Character Limit: 3

Live Activities (In-Person or Live-Streaming)*

Briefly explain:

- The Format(s) for your **Live Activities (In-Person or Live-Streaming)** Public Program Activities and its audience engagement with the project topic, and its humanities significance.
- The Platform(s) to be utilized in order to achieve the project's objectives and goals.
- Be sure the # of Live Activities you entered above correctly correlate to the #s in your narrative.

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

If none, enter None

Character Limit: 2000

of Non-Live (Recorded) Activities*

Enter the # of Non-Live (Recorded) Activities you plan to conduct.

If you plan to record a Live Activity and upload it for public access within your project period, this is considered an additional Non-Live (Recorded) Activity.

If none, enter 0

Character Limit: 3

Non-Live (Recorded) Public Program Activities*

Briefly explain:

- The Format(s) for your **Non-Live (Recorded)** Public Program Activities and its audience engagement with the project topic, and its humanities significance.
- The Platform(s) to be utilized in order to achieve the project's objectives and goals.
- Be sure the # of Non-Live Activities you entered above correctly correlate to the #s in your narrative.

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

If none, enter None

Character Limit: 2000

HUMANITIES LEADERSHIP

A strong humanities project includes project personnel that can provide guidance, rigor, and analysis, to develop a public program with depth, larger context, and rich complexity (i.e., multiple perspectives, connection to larger history, etc.).

Also, Humanities Leadership helps to plan and execute the project, provides feedback, evaluates the overall project in the final report.

Please list up to three humanities subject experts who are involved in designing and executing your project. Cultural practitioners may also serve as humanities leadership.

At least one Humanities Leadership name and a letter of commitment explaining their expertise, roles and responsibilities, and commitment is required.

Humanities Leadership Name (1)*

Character Limit: 250

Please tell us about your first Key Leadership, include professional title(s) and a brief bio. Be sure to explain their expertise and roles and responsibilities for your project.*

Character Limit: 2000

Humanities Leadership Name (2)*

If none, enter None

Character Limit: 250

Please tell us about your second Key Leadership, include professional title(s) and a brief bio. Be sure to explain their expertise and roles and responsibilities for your project.

Character Limit: 2000

Humanities Leadership Name (3)*

If none, enter None

Character Limit: 250

Please tell us about your third Key Leadership, include professional title(s) and a brief bio. Be sure to explain their expertise and roles and responsibilities for your project.

Character Limit: 2000

Humanities Leadership Letter of Commitment*

Please upload your Humanities Leadership's letter of commitment.

The letter should include, what are the role and responsibilities, interest and expertise, evaluative methods, and commitment to the project.

Character Limit: 1000 | File Size Limit: 4 MB

AUDIENCE SERVED AND ACCESS

The Public Humanities are rooted in civic engagement and this kind of programming engages a diverse community to reflect on ideas, cultural heritage, history, among other topics relevant to Hawai'i and our communities.

Because our grants serve Hawai'i's people and their communities, explain who your project serves and where are they located.

Audience and Relevance*

Please answer the following questions:

- Please explain if your project serves or is led by under-resourced groups. Under-resourced groups vary in each community. These groups can include rural communities, communities of color, Indigenous communities, LGBTQ+ communities, incarcerated people, people with disabilities, and people whose first (or only) language is not English. Keep in mind this is not an exhaustive list.
- Who is the main community audience for your project and why is this program relevant or meaningful to them?
- Was there community involvement in the planning of your project?

Character Limit: 1500

Admission Fees*

A majority of the programs we fund are free and open to the public so access is inclusive and available to as many people as possible. Minimal and reasonable admission fees are allowable to support basic costs.

Note: For-profit or fundraising events are not allowable for this grantline.

Please explain how you will create public access to your program (free admission, support for those with different abilities, translation or language support, rebroadcast or reposting of the event online, etc.) to your audience and to a public that may include people of different abilities.

**If an admission fee is required:

- Please explain why it is necessary for your public program;
- Enter admission fee in your Budget under Applicant Cost Share--In-kind "Operational."

If no admission fees, enter None

Character Limit: 1500

COMMUNITY PARTNERSHIPS

Community Partnerships*

Community Partnerships help to create strong and exciting public humanities programming--diversifying reach and impact, strengthening collaboration, inspiring innovation, sharing resources.

If your project includes community partnerships, please briefly explain your partners and their roles.

If no partnerships, enter None

Character Limit: 1500

Letters of Commitment

To strengthen your application please submit up to two letters of commitment from confirmed partnering organizations explaining their roles and responsibilities.

Character Limit: 1500 | File Size Limit: 5 MB

EDUCATIONAL PRODUCTS

Humanities Products*

Will this Project Create Any Humanities Products?

Examples include in-depth handouts or guides, videos or other media, curriculum, etc. These can be digital, hard copy, or any combination thereof.

Acknowledgment of HIHumanities and NEH grant support on such products is required. More information about Publicity Requirements and Acknowledgements here.

Please describe your educational products.

If none, enter None

Character Limit: 2000

OUTREACH AND PUBLICITY

Outreach and publicity are important to promote your HIHumanities Grant-funded project for visibility, attendance, etc. We encourage projects to perform outreach to new and diverse communities.

For Live (In-person or Live-streaming) activities, you are required to inform HIHumanities in

advance of your public program activities' information with date(s), time(s) and venue(s), so we can promote and share them on our social media, community calendar, etc.

For Non-Live (Recorded) be sure to let us know about launch dates as written in your application plans.

We may need to contact you for additional information, photos, images about your activities.

Public Program Publicity*

- What are your plans for attracting an audience for the event(s) and/or product(s) associated with this project?
- Which media platforms you will be using?
- Which communities will you focus publicity on?

Please answer all three bulleted questions.

Tip: Cut and paste the questions and to help you answer each one in the text box.

Character Limit: 2500

New Outreach

Are you doing New Outreach, and who is the new community(s)?

What is your outreach plan to communities that you have not yet reached, or would like to reach?

Character Limit: 5000

Acknowledgement of HIHumanities and NEH*

Because HIHumanities grants are federal in origin coming from the National Endowment for the Humanities, Publicity Requirements include acknowledgement of Hawai'i Council for the Humanities and the National Endowment for the Humanities, preferably using the logo or a written statement.

Required is the statement: Any views, findings, conclusions, or recommendations expressed in this (article, book, exhibition, film, program, database, report, Web resource), do not necessarily represent those of the National Endowment for the Humanities. Publicity Requirements information here.

How will you acknowledge HIHumanities and NEH support should you receive a grant?

Character Limit: 5000

PROJECT EVALUATION

Evaluation*

Audience feedback and attendance are important for evaluating your project for you, your organization, and for HIHumanities and National Endowment for the Humanities.

Evaluations, either through audience surveys, internal assessment, and other methods give insights to the success of the project and if goals were accomplished.

Please answer the following:

- How would you determine that your project is a success?
- What methods will you use to evaluate your grant-funded project?
- How will you record audience attendance numbers?

Note: Audience attendance numbers, and audience program feedback, and Congressional District for your program location are required in your Final Grant Report.

Tip: Cut and paste the bulleted question list to guide your answers in the text box.

Character Limit: 2500

BUDGET

For more information about what kinds of programs are funded and not eligible for funding please refer to Grant FAQs.

Note: The total amount of HIHumanities grant funds which may be requested during the project's duration is 90%, and the amount which shall be withheld by HIHumanities until the submittal of all required Final Report information and its approval is 10%. In accordance with federal guidelines, requests for grant fund advances are limited to what you will need for a three-month period.

If charging admission fees:

The term "program income" means net income received by the grantee that is directly generated by the grant-project or earned only as a result of a grant award during the grant period. Program income includes, but is not limited to, income from fees for services performed, from the use or rental of personal property acquired with grant funds, from the sale of commodities or items fabricated under the grant award, and from license fees and royalties and patents and copyrights. It does not include interest earned on advances of grant funds, rebates, credits, discounts, refunds, etc. or the interest earned on any of these.

Grantees will use the program income, such as admission fees, received during the grant period

as the Applicant's Cost Share—In-kind under Other Expenses and explain in detail. Income earned after the grant period may be disposed in any way the grantees choose.

Equipment costs are limited to \$5,000.

Please contact Grants Director Stacy Hoshino to consult about Equipment.

Project Budget and Allocation*

- Please use our Budget and Allocations table to tell us how you will expend your Public Humanities Grant. Also, please include your Cost Share.
- Use this downloadable [HI Humanities Budget Template Form](#) and fill in your project budget and allocations.
- Be sure to itemize budget items in the Description Columns.
 - o Be sure \$ amounts are accurately calculated and itemized.
- When finished, please save the Budget file as a PDF to secure your information and click on the Upload-a-file button below.

Please refer to your Budget Template when writing your Budget Narrative.

Failure to follow Project Budget and Allocation instructions to accurately itemize and calculate \$ may disqualify your application.

File Size Limit: 3 MB

HI Humanities Grant Request*

Requests of up to \$10,000 for a Public Humanities Grant.

Be sure this amount is the same in your Budget and Allocation table.

Character Limit: 20

HI Humanities Grant Budget Narrative*

Using your Budget Template, accurately itemize how you plan to expend the grant funds for each of the budget entries.

Cut and paste the budget entries list and itemize and see examples for the format to explain how the \$ amounts will be expended.

PERSONNEL:

TRAVEL:

PROMOTION:

PROGRAM MATERIALS:

FACILITIES:

OPERATIONAL:

MEDIA OR EXHIBIT COMPONENT:

OTHER EXPENSES:

INDIRECT COSTS:**EXAMPLE:**

PERSONNEL: \$1,000 honoraria for John Smith, Humanities Leadership #1

TRAVEL: \$250 for inter-island travel RT airfare from Maui to O’ahu for John Smith to attend and present at the March 3 event.

PROMOTION: \$100 for Star-Advertiser newspaper and website advertisement of event.

Character Limit: 2000

A minimum 1:1 Cost Share match is required.

Refer to the Budget Template for Applicant Cost Share definitions.

Applicant Cost Share--In Kind*

From the Grant Budget Template, enter the Applicant Cost Share--In Kind \$ total.

If none, enter 0

Character Limit: 20

Applicant Cost Share--In Kind Narrative*

Using your Budget Template, accurately itemize your Applicant Cost Share--In Kind for each of the budget entries.

Cut and paste the budget entries list and itemize and see examples for the format to explain how the \$ amounts will be expended.

PERSONNEL:

TRAVEL:

PROMOTION:

PROGRAM MATERIALS:

FACILITIES:

OPERATIONAL:

MEDIA OR EXHIBIT COMPONENT:

OTHER EXPENSES:

EXAMPLE:

PERSONNEL: \$1,000 honoraria for John Smith, Humanities Leadership #1

TRAVEL: \$250 for inter-island travel RT airfare from Maui to O’ahu for John Smith to attend and present at the March 3 event.

PROMOTION: \$100 for Star-Advertiser newspaper and website advertisement of event.

If none, enter None

Character Limit: 2000

Applicant Cost Share--Third Party Cash*

If none, enter 0

Character Limit: 20

Applicant Cost Share--Third party Cash Narrative*

Using your Budget Template, accurately itemize your Applicant Cost Share—Third Party Cash for each of the budget entries.

- Cut and paste the budget entries list and itemize and see examples for the format to explain how the \$ amounts will be expended.
- List who are the sources / contributors of the Third Party Cash for each allocation. See Examples in **Red**.

PERSONNEL:

TRAVEL:

PROMOTION:

PROGRAM MATERIALS:

FACILITIES:

OPERATIONAL:

MEDIA OR EXHIBIT COMPONENT:

OTHER EXPENSES:

EXAMPLE:

PERSONNEL: \$1,000 honoraria for John Smith, Humanities Leadership #1 **contributed by the King Foundation**

TRAVEL: \$250 for inter-island travel RT airfare from Maui to O'ahu for John Smith to attend and present at the March 3 event **contributed by a board director**

PROMOTION: \$100 for Star-Advertiser newspaper and website advertisement of event **contributed by Johnson & Takeno Law Firm**

If none, enter None

Character Limit: 2000

ADDITIONAL SUPPORT MATERIALS**Upload Support Materials**

If you have additional materials that add more information to your applications, such as images, manuscripts, treatment, etc., upload it as one PDF here.

File Size Limit: 7 MB

CERTIFICATION AND AGREEMENTS

This federal funding is made available via the National Endowment of the Humanities (NEH).

Hawai'i Council for the Humanities is required to ask each applicant for certification of compliance with nondiscrimination statutes, debarment, and suspension.

Nondiscrimination Statutes and Regulations:

(a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), which provides that no person shall, on the grounds 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;

(d.) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 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; and

(e.) The Americans with Disabilities Act (ADA) of 1990.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169):

a.) The applicant organization certifies, by submission of this proposal, that neither it nor its principals are 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 applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

ELECTRONIC SIGNATURE AND CERTIFICATION

Signature and Certification*

By entering my name and position title below I certify that:

- I am an authorizing official for my organization, and that to the best of my knowledge and belief, the statements provided in this grant application are true and correct.
- If awarded, I agree to the following:
 - I agree to administer the grant and submit a final report in accordance with the HIHumanities Grant Contract.
 - I agree to acknowledge Hawai'i Council for the Humanities and National Endowment for the Humanities on all public promotions.
 - I understand that HIHumanities grant funds are federal in origin and may not be spent on unallowable costs, including: purchase of land, construction or renovation, overlapping project costs with any other pending or approved applications for federal funding, lobbying, alcohol, and other unallowable costs per 2 CFR 200.
 - I understand that Hawai'i Council for the Humanities retains non-exclusive rights to use the final products under the grant for its own educational purposes. All other rights and copyrights are retained by the grantee.

Enter name and position title here:

Character Limit: 250