



Humanities Texas
Major Grant
Application Transcript

ORGANIZATION AND PERSONNEL INFORMATION

Organization mission {Character limit: 500}

Please include your organization's mission statement below. If your organization does not have a mission statement, include a brief description of the work your organizations does.

Organization county

Select the Texas county that your organization is based in. If your organization is not based in Texas, select "N/A."

Suborganization {Character limit: 250}

If this grant is meant to serve an office, department, division, or library within the larger applicant organization, please list the name of that suborganization here.

Project director {Character limit: 100}

Include the first and last name of the person who will be responsible for managing the grant-funded program. The project director will not receive direct communication unless they are also the portal account holder. In most cases, the project director should not also serve as the authorized official.

Project director title {Character limit: 50}

Project director organization {Character limit: 100}

Project director email {Character limit: 254}

Project director phone number {Character limit: 10}

Project director street address {Character limit: 100}

Project director city {Character limit: 50}

Project director state {Character limit: 2}

Project director zip code {Character limit: 10}

Finance official {Character limit: 100}

Include the first and last name of the person who will be responsible for receiving, disbursing, and maintaining records of grant funds. This can be the organization's bookkeeper, accountant, and/or treasurer.

Finance official title {Character limit: 50}

Finance official organization {Character limit: 100}

Finance official email {Character limit: 254}

Finance official phone number {Character limit: 10}

Finance official street address {Character limit: 100}

Finance official city {Character limit: 50}

Finance official state {Character limit: 2}

Finance official zip code {Character limit: 10}

Authorized official name {Character limit: 100}

Confirm the name of the authorized official. Information for the authorized official was requested when registering for an account. The authorized official will receive all email communications and will be the representative authorized to sign the agreement should the proposal be awarded.

Authorized official email {Character limit: 254}

Confirm the authorized official email. This email was requested when registering for an account.

Partner organization(s) {Character limit: 250}

Include any partner or co-sponsoring organizations that are involved with this project.

Staff size

Select the statement that best reflects your organization's staff size.

Choices

- All volunteer organization, no full- or part-time staff
- 1-2 part-time staff, no full-time staff
- 3 or more part-time staff, no full-time staff
- 1-2 full-time staff
- 3 or more full-time staff

Annual budget

Select the category that best reflects your organization's annual budget.

Choices

- \$0 to \$50,000
- \$50,001 to \$150,00
- \$150,001 to \$300,000
- \$300,001 to \$1 million
- \$1 million or more

PROGRAM INFORMATION

Program type

Select the type of program from the drop down list:

- Community program: a public program that will serve your community, region, or a statewide audience. May include in-person and online lectures, discussions, workshops, exhibitions, conferences, screenings, festivals, etc.
- Media project: a media product that will serve your community, region, or a statewide audience. May include documentary films, online series, radio shows, podcasts, and web and digital media projects and exhibitions.
- Planning: you may request grant funding if your community program is in an initial planning/development stage. Ensure that the application includes both planning details and expected outcomes.

Program title {Character limit: 75}

Include the title of your program. If your program does not have a title, include a descriptive title that summarizes the work.

Program format

Select the format(s) that best align with your program.

Choices

- Author/book discussion
- Conference
- Discussion
- Exhibition fabrication
- Exhibition rental
- Festival
- Film screening
- Lecture
- Living history
- Media production
- Oral history
- Performance
- Planning/consultation
- Podcast
- Teacher workshop or institute
- Web media
- Workshop
- Other

Grant period start date *{Character limit: 10}*

This date should encompass program planning and promotion. The start date must be the first day of the month.

- Spring major grant programs may not take place before July 1.
- Fall major grant programs may not take place before January 1.

Grant period end date *{Character limit: 10}*

This date should encompass program conclusion and evaluation. The end date must be the last day of the month.

Grant programs may not last less than 2 months or more than 12 months. Programs lasting more than 12 months must request approval in the post-award stage.

Program summary *{Character limit: 720}*

Provide a brief summary of the program (120 words or less). If Humanities Texas supports the program, we will use this summary in promotional materials and reports.

Use the following program summary examples as a guide.

Program narrative *{Character limit: 4000}*

Provide a one-to-two page description of the program that includes the following:

- A full description of the program.
- Why is this program needed/significant?
- How does this program align with the mission of the Humanities Texas grants program?
- The program's humanities components, elements, and/or topics.

Program goals, outcomes, and/or products *{Character limit: 2000}*

Provide a description of your program's goals, outcomes, and/or products. Include the following:

- The primary goal or major intended outcome of this program.
- The organization's plans for achieving the stated goals/outcomes.
- If this program will result in a product (such as a media project), explain the intended state of the product at the conclusion of the grant period.

If the project receives a Humanities Texas grant, your organization must be able to report on goals, outcomes, and products ninety days after the conclusion of the grant period.

Recommended: One to two narrative paragraphs

Program activities *{Character limit: 2000}*

Include a list of all program activities. If the program includes in-person programming, include the name and location of the site(s).

If this is a media project, include a proposed production schedule/plan.

Refer to this document with examples of program activities. The activity should include date, activity, site, city, and estimated attendance.

Do you plan to charge fees for any program activities or products? If so, how much? *{Character limit: 250}*

Audience *{Character limit: 3000}*

Provide a description of the intended audience(s) for the program. Please include the following:

- Whom will this program primarily serve?
- Will this program serve any special audiences or underserved communities?
- How will the intended audience benefit from this program?
- How has this program been designed with this audience in mind?

Recommended: One to two narrative paragraphs

Estimated attendance *{Character limit: 8}*

How many people will this grant-funded program serve?

Evaluation *{Character limit: 2000}*

Describe plans for evaluating the program/project. If there will be opportunities for audience feedback, please describe them.

Work sample for media projects *{Character limit: 250}*

If your media project has a work sample. Include the link here.

HUMANITIES EXPERT, SCHOLARS, AND ADVISORY COMMITTEE

Name of primary humanities expert *{Character limit: 50}*

Every program supported by Humanities Texas must include the participation of a humanities expert. Read our guidelines and FAQ for more information.

Title *{Character limit: 50}*

Role of humanities expert *{Character limit: 2000}*

Describe how the humanities expert will guide, support, and/or participate in the proposed program.

Participating scholars/experts *{Character limit: 2000}*

Include a list of participating scholars or experts that includes name, title, and role. Do not include the primary humanities expert listed above.

If this is a media project, include appropriate production personnel. Refer to this document for examples of the scholars/experts section.

Advisory committee members {Character limit: 2000}

Applicants are recommended to have an advisory committee composed of experts, representatives from partner organizations, community members, and audience members who have a stake in the project.

Include a list of advisory committee members that includes their full names, titles, and associated institutions or groups.

Refer to this document for an example of the advisory committee section.

PROMOTION

Promotion plans {Character limit: 3000}

Describe how the program will be promoted, with particular emphasis on how the intended audience(s) will be reached.

If this is a media project, include the broadcasting plans, proposals, and commitments.

One to two narrative paragraphs with specific examples.

Crediting {Character limit: 1000}

The National Endowment for the Humanities (NEH) requires that all funded programs credit Humanities Texas and the NEH. Please describe how you will credit/acknowledge the support of Humanities Texas and the NEH in your promotional materials.

BUDGET

This section includes a request for a budget summary and a detailed budget. The budgets must correspond to one another in both format and amounts.

Keep the following guidelines in mind when preparing your budget:

- All costs included in the budget must be incurred during the grant period. Pre-award costs are not allowed.
- The requested grant award amount must be matched one-to-one with cash, in-kind, or both.
 - Cash cost-share can include cost of organization personnel, paid travel, supplies, promotion, and other costs.
 - In-kind cost-share can include volunteer hours, facility usage, and other organizational services or goods.
- Humanities Texas can cover indirect costs based on the 10% de minimis rate or a Federally negotiated rate. To calculate indirect costs, sum all direct costs and multiply by the IDC rate. For example, \$800 in indirect costs may be requested on \$8,000 in direct costs, resulting in a total funding request of \$8,800.

Refer to our document on budget requirements for more information and guidelines.

Budget Summary

Total grant request {Character limit: 20}

Cash cost-share {Character limit: 20}

In-kind cost-share {Character limit: 20}

Detailed Budget {File size limit: 5 MB}

Attach a detailed budget that includes a breakdown and description of every budget line item.

You must use this detailed budget template.

(The budget template is a protected Excel sheet. Enter category details in Column A. Enter amounts in Columns B-C.)

This detailed budget example is included as a reference.

If you require assistance with the budget template, please email grants@humanitiestexas.org. If you require additional budget item rows, you may right-click and "insert" new rows.

If your budget has more rows than the normal budget allows, you may use this extended budget.

THIRD-PARTY CONTRIBUTIONS

Humanities Texas may support some programs with NEH matching funds. These funds may become available for proposals that have non-federal, third-party support in the form of cash donations or contributions.

Third-party contributions/donations {Character limit: 2000}

Include the source of the funds (such as the name of the donor or foundation), the amount, and whether these funds are anticipated or obligated. If the funds are already obligated or donated, include the date.

- Do not include Humanities Texas funds.
- Do not include internal/institutional funds.
- Do not include other federal funds.
- If this project does not have eligible outside funds, type "N/A."

Example: Texas Foundation, \$10,000, obligated funds, 1/1/2023

Total amount of obligated/donated funds {Character limit: 20}

If none, type "0."

SUPPLEMENTARY MATERIALS

Timeline/Schedule/Agenda {File size limit: 4 MB}

Include a detailed timeline, schedule, and/or agenda for your program.

Refer to this document for examples of media project timelines and a public program agenda.

Biographies {File size limit: 6 MB}

Include a biography (no more than one paragraph) for the program's humanities expert, all participating scholars, and/or media production personnel. This includes any scholars/experts who are receiving direct HTX grant funding for their work on the program and/or receiving honoraria.

Do not include CVs or biographies longer than one paragraph. Refer to this document for examples of biographies.

Letters of support {File size limit: 10 MB}

Include letters that indicate community support for this project. These should be letters by members of the community or

audience that will be served. Commitment or support letters from institutional or advisory members, while allowable, are not required.

There are no limits on the number of letters of support, but we recommend two to five.

All letters should be combined in a single file. This upload section can only accept a single file. Include letters for media projects with broadcast commitments here.

Relevant program files *{File size limit: 12 MB}*

Upload other files relevant to the program. Please refer to the examples below:

- For programs with HTX funded presentations, include a list of presentations with titles and descriptions.
- For exhibitions, include samples of the exhibition content and images.
- For a documentary, video, or podcast media project, include a script or script samples.
- For web/digital media project, include screenshots, maps, or other relevant images.