



## ORGANIZATION 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 organization 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: 250}

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}

### **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

**Is this the first time you or your organization will apply for a grant?**

If this is your first time applying for a grant, it is highly recommended that you schedule a chat with one of our grants team members. Use this booking page to schedule a call: [https://htx- phone.youcanbook.me](https://htx-phone.youcanbook.me).

Choices

- No
- Yes

**How did you hear about Humanities Texas/ the mini-grants program? {Character limit: 250}**

**PROGRAM INFORMATION**

**Program title {Character limit: 100}**

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.

You must submit this application at least six weeks before the start of the grant period. For example, if your grant period starts on 12/1/2023 you must submit an application by 10/20/2023.

**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 periods may not last less than 2 months or more than 12 months. Applicants seeking a grant period of 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.

Please refer to this document for program summary examples.

**Program narrative** {Character limit: 6000}

Provide a one-to-two paragraph 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 (e.g., a podcast or documentary), 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).

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: 5000}

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.

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

If this is a media project and you have a link or sample to share, include it here.

## HUMANITIES EXPERT AND SCHOLARS

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

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

**Title of humanities expert** *{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 any other participating scholars or experts that includes name, title, and role. Refer to this document for examples of the scholars/experts section.

## PROMOTION

**Promotion plans** *{Character limit: 5000}*

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.

Recommended: 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

Please include a budget summary and a detailed budget. The budgets must correspond to one another in both format and amounts.

Application budgets must reflect the entirety of the proposed program activity taking place during the grant period and must include at least a one-to-one cost-share (e.g., if you are requesting \$2,000, the budget must demonstrate at least \$2,000 in cash and/or in-kind cost-share).

Refer to our document on budget requirements for guidelines and instructions.

### 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.

This detailed budget example is included as a reference.

If you require assistance with the budget template, please email [grants@humanitiestexas.org](mailto:grants@humanitiestexas.org)

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

## SUPPLEMENTARY MATERIALS

**Timeline/Schedule/Agenda** *{File size limit: 8 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: 8 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: 12 MB}*

Include letters that indicate community support for this program. These should be letters by members of the community or audience that will be served.

Letters of support are not required for mini-grant applications, but they may strengthen your proposal. All letters should be included in a single PDF 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 a web/digital media project, include screenshots, maps, or other relevant images.