

Mini Grant

Alabama Humanities

Project Name*

Character Limit: 100

Brief Project Description*

Write a brief, concise description of your proposed project. We will use this description in our calendar and press releases if your program is approved. You will provide a full description of the project later in this application. Note: omitting this step will render the application incomplete.

Character Limit: 500

Amount Requested*

Enter an amount up to \$1,500.

Character Limit: 20

Project Type*

Select the category that best describes your project.

Public Discussion
Teacher Development
4-12 Student Program
Exhibition
Media

Congressional District*

Select the congressional district or districts in which this project will take place. Refer to the U.S. House of Representatives website [here](#) to find districts.

1
2
3
4
5
6
7

Alabama Counties*

Select the county or counties in which this project will take place and/or will target. As AHF's mission is to serve the entire state of Alabama, grant applicants are strongly encouraged to develop projects that reach communities beyond their home city.

Autauga
Baldwin
Barbour
Bibb
Blount

Bullock
Butler
Calhoun
Chambers
Cherokee
Chilton
Choctaw
Clarke
Clay
Cleburne
Coffee
Colbert
Conecuh
Coosa
Covington
Crenshaw
Cullman
Dale
Dallas
DeKalb
Elmore
Escambia
Etowah
Fayette
Franklin
Geneva
Greene
Hale
Henry
Houston
Jackson
Jefferson
Lamar
Lauderdale
Lawrence
Lee
Limestone
Lowndes
Macon
Madison
Marengo
Marion
Marshall
Mobile
Monroe
Montgomery
Morgan
Perry
Pickens

Pike
Randolph
Russell
St. Clair
Shelby
Sumter
Talladega
Tallapoosa
Tuscaloosa
Walker
Washington
Wilcox
Winston

Alabama Cities*

List the cities in which this project will take place and/or target.

Character Limit: 250

Project Narrative*

Provide a detailed description of the proposed project and explain why the project is important. Include goals and objectives. Identify key texts, objects and/or ideas. Identify key project personnel. Identify target audience(s). Describe marketing and publicity strategy. Describe how the project will be evaluated and by whom. Note: Involvement of humanities scholars is a major criterion in application evaluation. A humanities scholar has an advanced degree or extensive proven expertise in the humanities. At least one humanities scholar exclusive of the humanities advisor is required in the planning and execution of the project. For humanities scholars, include graduate degree (e.g. Ph.D.), title, and institution. "Scholars" may also include authors, journalists, historical witnesses, veterans, survivors, and others whose expertise and/or life experience is crucial to the project.

Enter project narrative in the space below or attach at the end of this application. Two-page maximum.

Character Limit: 10000 | File Size Limit: 2 MB

Humanities Content*

Humanities content is the most important criterion by which applications will be judged. Explain how your project is a humanities project. The humanities include, but are not limited to, the following disciplines: history, philosophy, linguistics, literature, archaeology, jurisprudence, art history/theory/criticism, ethics, comparative religions, those aspects of the social sciences that have humanistic content and employ humanistic methods, and the study and application of the humanities to the human environment. The humanities deal with what is fundamentally and essentially human, the attributes which distinguish human beings from all other natural beings: complex culture, language, reason, introspection, creative expression, religion, human values and aspirations, and the products of all of these.

Character Limit: 10000

Grant Period Start Date*

Enter the starting date of your grant period. In addition to event dates, the grant period should include time for planning, publicity, making payments, project evaluation, and final reporting. Grant funds cannot be used for expenses incurred before the start of the grant period. The grant period cannot begin before the application submission date.

Character Limit: 10

Grant Period End Date*

Enter the date your grant period ends (usually 30 days after project ends). AHF funds cannot be used for expenses incurred after this date.

Character Limit: 10

Event Dates and Project Timeline*

List event dates (confirmed or tentative) and major tasks timeline for your project. Include:

- Planning
- Publicity
- Implementation - include event type/format, confirmed and/or pending dates/times, location/city (e.g. Panel Discussion with Audience Q&A, Oct 15, 1-2:15, Ben Mays Memorial Library, Mobile)
- Evaluation
- Final Reporting

Admission Fee*

AHF-funded programs must be open and easily accessible to the public. AHF will consider the cost of the applicant or partner organization's general admission fee when deciding if the project meets our funding priority that aims to make programs easily accessible to a broad audience.

Charging an additional fee for the grant program is prohibited. Using the grant program to generate revenue is prohibited.

If the grant program will include meals, be sure to indicate that any such charge will be entirely separate and distinct from admission.

In the space below, please specify the price of general admission, if any, and indicate in no uncertain terms that there will be no additional cost to attendees for the grant program.

Character Limit: 250

Venue Type*

Select the primary type of venue for the project.

K12 school
Church
College or university
Museum

Library
 State/National Park
 Service organization
 Senior Citizen organization
 Other
 Media

Applicant Organization Type*

Select the category which best describes the applicant organization.

Government Entity (county commissioners, city council, etc.)
 Non-profit (501c3)
 Library
 Higher Education (Univeristy, community College, technical college)
 School (k-12)
 Service Group (Kiwanis, Rotary, etc.)
 Church Group
 Other

Description of Applicant Organization*

Describe the applicant organization. Provide a brief summary (2-3 sentences), including history, mission, funding status, and governance.

Character Limit: 1000

Co-sponsoring Organization

Enter the name, address, telephone number, website, and CEO of the co-sponsoring organization, if applicable:

Character Limit: 250

Humanities Advisor*

AHF requires that all grant projects have a humanities advisor who will review this application and all scholar resumes/vitas, and confirm by signature that the humanities are central to this project. The humanities advisor must hold an advanced degree (e.g. Ph.D.) in a humanities field. Please enter name, institutional affiliation, address, telephone number, and email address.

Character Limit: 250

Prior AHF Grants*

Has your organization received an AHF grant before? If yes, provide year, award amount, and project name for any awards received the last eight years.

Character Limit: 5000

Fiscal Manager*

AHF requires a fiscal manager who is not the project director. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager submits a final financial

report at the conclusion of the project. If you are with a university, this is usually someone in your Office of Research and Sponsored Programs. The fiscal manager in consultation with the project director is responsible for producing the financial portion of the final report. All grant disbursement checks will be mailed to the fiscal manager. It is for these reasons that the project director and fiscal manager should be in regular communication about the grant project. Please enter the name of the fiscal manager for this project.

Character Limit: 250

Fiscal Manager Title*

Enter fiscal manager's title and department or division within the applicant organization or institution.

Character Limit: 250

Fiscal Manager Mailing Address*

Enter the fiscal manager's office mailing address.

Character Limit: 250

Fiscal Manager Telephone*

Enter the fiscal manager's office telephone.

Character Limit: 100

Fiscal Manager Email Address*

Enter the fiscal manager's office email address.

Character Limit: 100

Budget Instructions

AHF requires a one-to-one match for all grants. If you request \$1,500 you must match that amount with another \$1,500 in cost share, either cash or in kind. In other words the value of B + C must at least equal A.

A. AHF Funds Requested*

Enter the amount requested from AHF. This figure must match that given in the project budget and budget explanation.

Character Limit: 20

B. Project Cost-share Cash*

Enter the projected amount of funds from other sources used as project cost-share.

Character Limit: 20

C. Project Cost-share In Kind*

Enter the amount of in-kind project cost share, e.g. value of meeting space, exhibition space, equipment, volunteer time, etc.

Character Limit: 100

A + B + C = Total Project Cost*

Enter the total project cost (funds requested from AHF plus funds from cash and in-kind cost-share).

Character Limit: 20

Budget Summary*

Refer to the Budget Guidelines for maximum amounts per category. Describe any confirmed or pending funding from other sources. While a mix of funds is desirable as an indication of community or other support, it is not a requirement. You must use the new AHF budget form. Any other forms, including old AHF budget forms, are not acceptable. Download the Budget Summary form [here](#). In order to download the form, you must click on the blue "Download" button in the top right corner. (Note: form is in MS Excel). Complete, save and upload below. You may upload in Excel, Word or PDF format.

File Size Limit: 2 MB

Budget Narrative*

Describe **each line** item in your proposed budget (for both grant and applicant cost share). Address how costs were estimated or derived. Line item and category figures must match those given in the budget summary form. Discrepancies between the two will render the application ineligible. You must use the new AHF budget form. Any other forms, including old AHF budget forms, are not acceptable. Download the Budget Narrative form [here](#). In order to download the form, you must click on the blue "Download" button in the top right corner. (Note: Form is in MS Excel). Complete, save and upload below. You may upload in Excel, Word or PDF format.

Character Limit: 100 | File Size Limit: 2 MB

Resumes/Curriculum Vitae*

Attach a current resume/vita for the Project Director and Humanities Advisor (one page each) in a combined (single) PDF file. Resumes/vitas exceeding one page are unacceptable.

File Size Limit: 2 MB

Letters of Support (optional)

Upload any letters of support in a combined (single) PDF file.

File Size Limit: 2 MB

DUNS Number*

The Federal government requires that every organization which receives a grant, paid with Federal funds, must have a DUNS number. AHF uses Federal funds for the grant for which you are applying. The Data Universal Numbering System (DUNS) number is a unique nine-character identification number provided by Dun & Bradstreet (D&B). (This is **not** the same as your Employer Identification Number or TIN.) The DUNS number must be for the same organization to which the grant will be awarded and AHF checks issued. If your organization does not have a

DUNS number, you should take the steps needed to obtain one as soon as possible by following the instructions at this link. Applications are incomplete without a DUNS number. Provide sponsoring organization's DUNS number in the space below:

Character Limit: 250

Certification of Applicant Organization*

Download, print, sign, scan, and upload as a PDF file the applicant CEO's letter of approval and certification. A form letter to use can be found in this link.

This application is not considered complete without this letter certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters detailed here.

File Size Limit: 2 MB

Humanities Advisor's Signature*

By entering your name below, you indicate that you have 1) reviewed this grant application and the resumes/curriculum vitas of the participating scholars and content experts, 2) certify that the humanities are central to this proposed project, and 3) recommend this project for AHF funding.

Character Limit: 100

Project Director's Signature*

By entering your name below, you indicate that 1) this application is complete and true to the best of your knowledge, and 2) you understand that any funds granted as a result of this request are to be used solely for the purposes set forth herein and in accordance with published AHF grant guidelines.

Character Limit: 100

Fiscal Manager's Signature*

By entering your name below, you indicate that 1) the financial information included in this application is complete and true to the best of your knowledge, and 2) you understand and agree that any funds granted as a result of this request are to be used solely for the purposes set forth herein and in accordance with published AHF grant guidelines.

Character Limit: 100

Additional Information

Attach any additional support materials (optional), such as brochures, promotional materials, etc. If the documents exceed the upload limits, please email them to AHF Grants Director Thomas Bryant at tbryant@alabamahumanities.org

Character Limit: 10000 | File Size Limit: 2 MB

File Size Limit: 2 MB

File Size Limit: 2 MB

File Size Limit: 2 MB

File Size Limit: 2 MB