

# December 2020 Mini Grant

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*Alabama Humanities*

## *General Project Information*

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### **Grant Number**

Assigned by AHF upon submission.

*Character Limit: 25*

### **Project Name\***

Provide a title that is descriptive of the project.

*Character Limit: 100*

### **Project Description\***

Provide a concise overview of the proposed project. The purpose of the overview is to convey a general understanding of your project, and the description may be used in AHF promotional materials.

*Character Limit: 500*

### **AHF Funds Requested\***

Enter the total amount of grant funds requested from AHF.

*Character Limit: 20*

### **Grant Period Start Date\***

Enter the start date for the grant period. The grant period cannot begin before the application submission deadline and cannot overlap with previously funded AHF grants to the same organization. AHF funds cannot be used for expenses incurred outside of the grant period.

*Character Limit: 10*

### **Grant Period End Date\***

Enter the end date for the grant period. Grant periods typically end thirty days after project completion. AHF funds cannot be used for expenses incurred outside of the grant period.

*Character Limit: 10*

### **Alabama Counties Impacted\***

Select the specific counties where the project will have a direct impact. The statewide option should not be selected unless the project includes a specific statewide distribution plan.

#### **Choices**

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  
Statewide (digital projects and documentary films)

## *Organization Information*

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### **Organization Description\***

Briefly describe the applicant organization, including the organization's history, mission, and funding status.

*Character Limit: 500*

### **DUNS Number\***

The federal government requires every federal grant recipient to register with the Data Universal Numbering System (DUNS). The DUNS number must correspond directly to the applicant organization. To register with DUNS, visit [this link](#).

*Character Limit: 10*

### **Co-sponsoring Organization**

Co-sponsoring organizations are only required if the applicant organization lacks non-profit status or is based outside of Alabama. Include the following information:

Name of Organization:  
Primary Contact:  
Physical Address:  
Email Address:  
Phone Number:  
Organization EIN:  
Organization DUNS:  
Organization SAM status:

*Character Limit: 500*

## Partnerships

List other participating organizations or groups that will make the project a success through planning, outreach, and implementation.

*Character Limit: 500*

## Letters of Support (Optional)

Attach any letters of support from participating organizations.

*File Size Limit: 3 MB*

## *Project Content and Timeline*

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### HUMANITIES CONTENT

The inclusion of strong humanities content is an essential component of AHF-funded projects. Applicants must ensure that one or more of the humanities disciplines are central to the project and that humanities themes and topics are explored and interpreted.

### Humanities Disciplines\*

Select the humanities disciplines that are included in the project. (Check all that apply.)

#### Choices

Anthropology  
 Archaeology  
 Art History, Theory, or Criticism  
 Comparative Religions  
 Ethics  
 History  
 Jurisprudence  
 Linguistics  
 Literature  
 Philosophy  
 Other (specify below)

#### Other

If you selected other above, specify here.

*Character Limit: 50*

### Humanities Connection\*

Briefly explain how the humanities disciplines selected above relate to your project, which topics or themes will be explored, and why the selected topics are important to your intended audience.

*Character Limit: 750*

### PROJECT INFORMATION

### **Project Narrative\***

Provide a detailed description of your proposed project. Identify the objectives of the project and the major elements and activities. Include which topics, issues, questions, themes, or ideas the project will explore and why those topics are important to the intended audience. Describe the intended audience for the project, including demographics and audience size and how you plan to market and promote the project to reach the intended audience.

*Character Limit: 7500*

### **Project Timeline\***

Provide an outline detailing when major project activities will occur, including planning, publicity, events, and evaluation. Include any confirmed or tentative dates, venues, and locations for project events.

*Character Limit: 3000*

### **Admission Fee and Cost\***

Specify any costs charged to the public to participate in the proposed project, the purpose of charging said fees, and if any flexible admission policies will be utilized to mitigate participant costs. Participant costs include admission or registration fees, meal charges, lodging, etc.

In general, AHF will prioritize funding programs that are open to the public at no cost. Organizations may, however, charge modest fees when necessary. When charging fees, AHF encourages organizations to offer scholarships, free admission days, and other flexible admission policies to keep projects accessible to the broadest possible audience.

*Character Limit: 1000*

### **Goals and Evaluation\***

Describe the goals and expected outcomes of the project. Explain how you will receive audience feedback and evaluate the success of the project.

*Character Limit: 1000*

### **Support Materials (Optional)**

Attach additional materials to support your application. Attachments may include photographs and graphics, brochures, agendas, and promotional items.

*File Size Limit: 10 MB*

## *Financial Information and Budget*

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### **BUDGET INFORMATION**

**Budget Narrative\***

Download and complete the required AHF Budget Narrative form, describing each line item in your proposed budget. Refer to the AHF Grant Guidelines for maximum amounts per category.

*File Size Limit: 1 MB*

**AHF Funds Requested\***

Enter the total amount of grant funds requested from AHF as listed on the Budget Narrative.

*Character Limit: 20*

**Cost Share Total\***

Enter the total amount of non-AHF matching funds, either cash or in-kind donations, for the project as listed on the Budget Narrative.

*Character Limit: 20*

**Total Project Cost\***

Enter the total cost of the project, including AHF funds and matching funds (should be a total of the previous two amounts) as listed on the Budget Narrative.

*Character Limit: 20*

**FINANCIAL OFFICER**

AHF requires a financial officer in addition to the project director. The financial officer is usually a qualified accountant or bookkeeper and may be from the applicant organization, the cosponsoring organization, or a third party. The financial officer, 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 financial officer.

If the applicant organization lacks nonprofit status or is based out of state, a cosponsoring organization must serve as the fiscal agent.

**Financial Officer's Name\***

*Character Limit: 100*

**Financial Officer's Organization and Title\***

*Character Limit: 200*

**Financial Officer's Mailing Address\***

*Character Limit: 250*

**Financial Officer's Email Address\***

*Character Limit: 100*

**Financial Officer's Phone Number\***

*Character Limit: 25*

## *Project Personnel*

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The involvement of humanities scholars is an essential component of AHF-funded projects. Each project is required to have at least one humanities scholar in addition to the project director. Other humanities scholars may be included to strengthen the proposal.

A humanities scholar is generally someone with an advanced degree in a humanities discipline or extensive experience working within the humanities. Scholars may include tradition bearers, authors, historical witnesses, survivors, and other individuals whose content expertise or life experience is crucial to the project.

### **PROJECT DIRECTOR**

#### **Project Director's Name\***

*Character Limit: 100*

#### **Project Director's Organization and Title\***

*Character Limit: 200*

#### **Project Director's Relevant Qualifications\***

*Character Limit: 250*

### **OTHER PERSONNEL**

#### **Scholars and Key Participants**

List additional scholars and other key participants, including speakers, committee members, evaluators, etc. who are involved in the planning or implementation of the project. Include their institutional or organizational affiliation, any pertinent experience or expertise, and their roles in the project.

*Character Limit: 3000*

#### **Resumes (Optional)**

*File Size Limit: 6 MB*

## *Signatures*

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### **AGREEMENT:**

By submitting this application, I agree to use any awarded funds as set forth in this proposal and certify our compliance with the conditions specified below.

### **1. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169)**

The applicant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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.

### **2. Certification Regarding Nondiscrimination Statutes**

The applicant certifies that it will comply with the following non-discrimination statutes and their implementing regulations:

a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Title VI also extends protection to persons with limited English proficiency.

b) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

c) The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), which provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

d) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of their disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

e) The Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213), which prohibits discrimination on the basis of disability in employment, state and local government services, and places of public accommodation and commercial facilities.

### **3. Certification Regarding Data Collection**

Data collection activities performed under this agreement are the responsibility of the applicant, and AHF's nor NEH's support of grant activities does not constitute approval of the survey design, questionnaire content, or data collection procedures. The applicant certifies that it will not represent to respondents that such data are being collected for, or in association



with, AHF, NEH, or any other government agency without the specific written approval of the data collection plan.

However, this requirement is not intended to preclude mention of support from AHF or NEH for grant activities in response to an inquiry or acknowledgment of such support in any publication of this data. AHF and the federal government have the right to obtain, reproduce, publish, or otherwise use the data first procured under a grant and to authorize others to receive, reproduce, publish, or otherwise use such data for AHF or federal purposes.

#### **4. Certification Regarding Grant Agreement and Final Report**

The applicant certifies that, if a grant is awarded, the applicant is able to comply with all terms and conditions included in AHF's standard grant agreement and is willing to supply all relevant information requested in the grant final report. Click on these links to view samples of the grant agreement and final report.

#### **Authorized Signature\***

By entering your name below, you indicate that you agree to the terms and certifications listed above.

*Character Limit: 100*

#### **Application Date\***

*Character Limit: 10*