

# 2014 Commemoration and Days of Remembrance Grant Application

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*Humanities Council of Washington DC*

## *Report Fields*

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### **Project Name\***

Name of Project

*Character Limit: 100*

### **Project Description\***

Description of Project

*Character Limit: 2000*

### **Amount Requested\***

Amount Requested

*Character Limit: 100*

### **Demographic\***

Target Population

*Character Limit: 100*

#### **Choices**

Children and youth

Senior citizens

Low to moderate income individuals/families

Women

Men

Veterans

Persons with disabilities

Persons with severe or chronic illness

Hispanic population

African-American population

Asian-American population

Other Ethnic population

General population

### **Humanities Discipline\***

Which primary discipline will your project explore? You may list secondary disciplines in the narrative of the application.

#### **Choices**

History

Anthropology

- Archaeology
- Literature
- Language
- Linguistics
- Art History/Criticism
- Philosophy
- Ethics
- Comparative Religion
- Jurisprudence
- Preservation

**Organization Location\***

Please indicate where the sponsoring organization is based.

**Choices**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- MD
- VA
- Web-Based
- Other

**Ward(s) Served\***

Please indicate where events for the project will be held. You may indicate up to four different wards.

*Character Limit: 200*

**Choices**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- Web-Based

Events will take place in all wards of the city

**Ward(s) Served 2**

*Character Limit: 9*

**Choices**

- 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8

Web-Based

Events will take place in all wards of the city

### Ward(s) Served 3

*Character Limit: 100*

#### Choices

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Web-Based

Events will take place in all wards of the city

### Ward(s) Served 4

#### Choices

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Web-Based

Events will take place in all wards of the city

## Organizational Information

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### Annual Budget\*

Please enter your organization's budget for the previous fiscal year.

*Character Limit: 20*

### DUNS Number

Please enter the organization's DUNS number for reporting purposes.

*Character Limit: 9*

## **Past Humanities Council Funded Projects: Include Grant Numbers**

*Character Limit: 300*

## **Project Information**

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### **Project Summary\***

Please provide a brief general description of the project. Do not exceed 250 words. You will have the opportunity to include more details elsewhere in the application.

*Character Limit: 1600*

### **Total Project Budget\***

Please enter the total funding amount. (Funds requested from the Humanities Council of Washington, DC plus additional funds and in-kind contributions from other sources.)

*Character Limit: 20*

### **Humanities Council Funds Requested\***

Please enter the amount requested from the Humanities Council of Washington, DC. This figure must match the amount given in the application budget sheet.

*Character Limit: 20*

### **Total Matching Funds\***

Sponsoring organizations are required to provide support for their projects. These matching funds/contributions must be of equal or greater value to the amount requested from the Council. Please enter the amount of proposed matching funds including sponsoring organization cash, third-party cash, third-party in-kind, and program income.

*Character Limit: 20*

## **Humanities Scholar Salutation**

### **Choices**

Mr.  
Ms.  
Mrs.  
Miss.  
Dr.

### **Humanities Scholar Name\***

*Character Limit: 100*

### **Professional Affiliation**

*Character Limit: 100*

### **Mailing Address\***

*Character Limit: 1000*

### **Email\***

*Character Limit: 100*

### **Phone\***

*Character Limit: 100*

### **Resume\***

*File Size Limit: 3 MB*

## **Bookkeeper Salutation**

### **Choices**

Mr.  
Ms.  
Mrs.  
Miss.  
Dr.

### **Bookkeeper Name\***

Bookkeeper cannot be the same individual listed as Sponsoring Organization Fiscal Sponsor, Project Director or Humanities Scholar.

*Character Limit: 100*

### **Mailing Address\***

*Character Limit: 200*

### **Email\***

*Character Limit: 100*

### **Phone Number \***

*Character Limit: 100*

## **Program Narrative**

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### **Organization Profile\***

If your project is using a fiscal sponsor, define any other role the organization will facilitate. If applying as the sponsoring organization, please describe the history of your organization (year founded and by whom) and how this project will support its overall mission and goals.

*Character Limit: 1500*

**Key Personnel\***

List the key individuals that will work on the project and the roles they will play.

*Character Limit: 1500*

**Program Description\***

State the SPECIFIC HISTORIC OCCASION your project will commemorate, as well as the specific activities that will be part of that commemoration.

*Character Limit: 2000*

**Final Product\***

The Commemoration and Remembrance Grant requires each project to produce a tangible product. Please describe the final product that will be added to the DC Digital Museum.

*Character Limit: 2000*

**Program Collaboration \***

Define the role of the humanities scholar in the project. List any other organizational partners along with the role they will play and how the collaboration will operate.

*Character Limit: 1500*

**Timeline\***

Provide a timeline for delivery of the program and an overview of the programming schedule. The grant cycle is between May 1, 2014 - April 30, 2015.

*Character Limit: 1500*

You may upload a visual representation of your timeline and program delivery schedule.

*File Size Limit: 2 MB*

The following information is used in reports to federal and local agencies. If your program will not serve a population listed, please list 0.

**Audience Participation\***

Provide an estimate of the total number of participants you expect to serve with this project (do not include youth).

*Character Limit: 100*

Provide an estimate of the number of youth participants you expect to serve with this project.\*

*Character Limit: 100*

Provide an estimate of the number of artists/scholars you expect to serve with this project.\*

*Character Limit: 100*

Provide an estimate of the number of Schools you expect to serve with this project. \*

*Character Limit: 100*

Please list the number of showcases, presentations, documentaries or cultural opportunities offered via funded activity. \*

*Character Limit: 100*

### **Outcomes and Evaluation\***

Describe how you will develop your audience and project marketing strategy. Describe how you will evaluate your performance. Include data collection examples such as: surveys, focus groups, portfolios, etc. Describe how the program's design will help residents meet the Humanities Council's mission to "Transform Lives Through the Power of Humanities".

*Character Limit: 1000*

You may upload an example of planned evaluation

*File Size Limit: 2 MB*

## *Budget*

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### **Budget Sheet\***

The Budget Form must be filled out and submitted as part of the application. Please download the budget template by clicking the following link - [Budget Sheet](#). Fill in your detailed budget information, save it, and then attach the completed form here using the browser function. PLEASE REMEMBER THAT YOU MUST HAVE MATCHING FUNDS AT LEAST EQUAL TO THE AMOUNT THAT YOU REQUEST. Matching funds can be made up of cash and other contributions from the sponsoring organization, cash from third parties, in-kind contributions from third parties, or program income. Notes or supporting information about the budget may be added in the next section – "Budget Narrative."

*File Size Limit: 2 MB*

### **Budget Narrative\***

The budget narrative delineates how the funds listed in each category of the Project Budget Sheet will be directed.

*Character Limit: 4000*

## *Certification*

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Entering your information below indicates that the statements contained in this application are true and correct to the best of your knowledge and belief. Your entered name also certifies that

the Sponsoring Organization is in compliance with the provision on Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1973; Labor Standards under Sections 5(i) and 7(g) of the National Foundation of the Arts and Humanities Act of 1965; and the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI). The entered name also certifies the sponsoring organization is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension."

Audit Requirements (OMB Circular A-133): OMB Circular, Audits of State, Local Governments and Nonprofit Organizations, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an A-133 audit is \$500,000 in yearly expenditures of Federal Awards. This amount is the aggregate of funds from all Federal Sources. Funds received from the Humanities Council of Washington, DC, are derived from a Federal source. A copy of OMB Circular A-133 may be obtained from the [NEH Website](#) or by writing to the NEH Office of Grant Management.\*

### Choices

Yes - This organization IS subject to an A-133 audit

No - This organization IS NOT not subject to an A-133 audit

**Please Note:** By entering data into the next three (3) fields calling for insertion of your Name, Title, and Date, you are:

1. representing that you are an officer or other agent for the applicant Grantee duly authorized to enter into legally binding agreements on behalf of the Grantee
2. agreeing to submit this grant application in an electronic form on behalf of the Grantee which shall be bound by its contents as an electronic transaction
3. agreeing that your insertion of data into these following fields constitutes an electronic signature.

### Authorized Signature\*

*Character Limit: 100*

### Title\*

*Character Limit: 100*

### Date\*

*Character Limit: 100*



## Appendix

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### Appendix

You may include any supporting documents such as program participant resumes, participant letters of commitment, brochures, photos, and other pertinent information. You may key this information in, cut and paste it from another document or upload a document file into the space below using your browser. If you have more than 5 files to upload (i.e. several resumes), please combine several documents into one file and upload that file as one document.

*Character Limit: 4000 | File Size Limit: 3 MB*

### Appendix 2

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*

### Appendix 3

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*

### Appendix 4

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*

### Appendix 5

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*