

Opportunity Grant 2023

Humanities Montana

Part 1 - Preliminary Questionnaire

Thank you for your interest in our opportunity grant.

If you encounter challenges or have questions at any point in the application process, please review our **FAQs** listed on our **grants resource webpage** and contact our grants manager via phone (406) 243-6067 or email megan.sundy@humanitiesmontana.org.

We guide our approval process according to the following principles:

- **Confidentiality.** We will keep your private information private.
- **Accessibility.** We are committed to providing and developing programs and grants for partners using an inclusion, diversity, equity, and access for all people lens, to support diverse representation among program leaders, project organizers, scholars, keynote speakers, conversation leaders, and panelists across sponsored events and offerings.
- **Fairness.** We use tools to minimize bias in the review process so that applications are scored fairly according to their merits and suitability to our mission and vision.
- **Excellence.** We have high expectations of our applicants and sub-recipients and require professional applications and reports.
- **Efficiency.** We evaluate applications thoroughly and in a timely manner so that you can spend more time focusing on your project.
- **Transparency.** All funding decisions are based on our compliance with the National Endowment for the Humanities subaward standards and the approved guidelines for Humanities Montana programs and grants opportunities.

Before starting this application...

- **Watch** one of our **recorded informational webinars** and **review** our **FAQs**.
- **Determine your eligibility** by completing our **online survey**, which can be found on our grants resource page.
- **Consult with Humanities Montana's** grants manager to discuss your project.
- **Double-check** to ensure **your account information** is correct.
 - **Organization** = Name of 501(c)3 organization responsible for administrative, programmatic, and fiscal management of your proposed project. Your organization name must match the name, address, and EIN listed in the organization's Form W9. You will be required to provide your organization's

Unique Entity ID (UEI) in your application. For more information, please refer to our [FAQs](#) on humanitiesmontana.org.

- o **Applicant** = Name and contact information for the individual submitting the proposal. This person will be identified as the Project Director for granting purposes.

Organization County*

Choose the county where your organization is headquartered.

Choices

Beaverhead County
Big Horn County
Blaine County
Broadwater County
Carbon County
Carter County
Cascade County
Chouteau County
Custer County
Daniels County
Dawson County
Deer Lodge County
Fallon County
Fergus County
Flathead County
Gallatin County
Garfield County
Glacier County
Golden Valley County
Granite County
Hill County
Jefferson County
Judith Basin County
Lake County
Lewis and Clark County
Liberty County
Lincoln County
Madison County
McCone County
Meagher County
Mineral County
Missoula County
Musselshell County
Park County
Petroleum County
Phillips County
Pondera County
Powder River County

Powell County
Prairie County
Ravalli County
Richland County
Roosevelt County
Rosebud County
Sanders County
Sheridan County
Silver Bow County
Stillwater County
Sweet Grass County
Teton County
Toole County
Treasure County
Valley County
Wheatland County
Wibaux County
Yellowstone County
Out-of-state

Has your organization received a Humanities Montana grant in the past?*

Choices

Yes
No

Which of the following best describes your organization type?*

Note

As required by the National Endowment for the Humanities and federal CFR200 uniform guidance regulations, Humanities Montana can only issue subawards to organizations that are...

- Constituted solely for non-profit purposes
- Registered and acknowledged via **Sam.gov** and can provide a Unique Entity ID (UEI)
- Able to provide a Form W9 with a registered Tax ID/EIN

Choices

Archive
Arts-related Organization (including art museums)
Community Organization or Center
Cultural Heritage Organization
Festival
Foundation
Government - State or Local
Higher Ed - Four-year College
Higher Ed - Two-year College
Higher Ed - Affiliates (Press, radio station, archive, library, etc.)
Historical Site/House
Historical Society
Incarceration or Detention Facility

Independent Research Library and Center
 Indigenous Tribal Organization or Community
 K-12 School or School System
 Media Organization
 Membership Organization or Association
 Museum - History
 Museum - Other
 Nature Center/Botanical Garden/Arboretum
 Other
 Private Business or Organization
 Public Library
 Social Services or Health Organization
 State or National Park

Does your organization serve groups traditionally under-resourced in the humanities?*

These groups include people of color, people who identify as LGBTQ+, people who live in rural areas, people with disabilities, people who identify as immigrants or refugees, and persons otherwise adversely affected by persistent poverty or inequality. Please note this is not an exhaustive list.

Choices

Yes
 No

Does your project prioritize any of the following communities?*

Humanities Montana has identified these three priority communities as beneficiaries of our grantmaking.

Choices

Native American
 Rural
 Youth (under 21)
 None of the above

How did you learn about this grant opportunity?*

Please check all that apply. If you can, please provide additional detail to help us learn more about our outreach in Montana.

Choices

HumanitiesMontana.org
 Local newspaper (print or digital)
 Online search
 Other
 Other website
 Radio
 Social media (FB, Insta, Twitter, LinkedIn)
 Television
 Word-of-mouth / referral

If possible, please tell us more about where you learned of this opportunity?

Character Limit: 150

Would you like to receive our newsletter and be added to our mailing list?*

You can unsubscribe from our newsletter at any time.

Choices

Yes

No

If yes, to what email should we send the newsletter?

If nothing is listed, we will send the newsletter to the email address listed in your application.

Character Limit: 254

Part 2 - Request Overview

Project Name*

Please enter the name of your proposed project.

Character Limit: 100

SHORT Project Description*

Write a **very brief** (*one to two sentences / 300 characters or less including spaces and punctuation*) **description*** of your proposed project's primary goal and activities.

We will use this description on our website, social media, and press releases if your program is approved. You will be able to include a full description of the project later in this application.

Please refer to our **Grants Awarded webpage for examples.*

Character Limit: 500

Amount Requested*

Amount Requested up to \$1,000

Character Limit: 20

Total project cost*

Enter the total project cost

Character Limit: 20

Part 3 - Project Proposal

Project Proposal*

In 10,000 characters or less (including spaces and punctuation), explain the details of your project and address ALL of the following sections and questions.

Humanities Content*

How does your project connect the public with humanities topics through its themes and activities? How does the project involve comprehensive and meaningful presentation and interpretation of those themes and ideas?

Humanities Scholarship*

How will your project utilize humanities scholarship to inform your project activities?

Project Significance

Tell us why your project is important to your target audience and how it will help advance the humanities in Montana? How will the public benefit from this project, how will the audience be represented, and are there beneficial partnerships or collaborations involved?

Project Workplan & Timeline

Outline your project work plan and include your proposed outcomes, outputs, activities, and their corresponding timelines. Also include a summary of your outreach and evaluation efforts.

**For more detailed information about humanities content and scholarship, please refer to the opportunity grant guidelines and our FAQs both available on our website.*

***For projects including content, scholarship, and service to Indigenous Peoples and Native Americans, you must adhere to NEH's Code of Ethics Related to Native Americans. This includes an obligation to engage the "agreement, advice, and cooperation of members of the Native community in planning and execution of the project and in the disposition and results from the project." Please include evidence of your efforts to uphold the Code of Ethics Related to Native Americans and provide documentation through letters of support.*

Character Limit: 10000

Description of sponsoring organization*

In 4,000 characters or less (including spaces and punctuation), describe the sponsoring organization. Include its mission, history, funding status, governance, and commitment to the success of this project. If available, also include a link to your website.

Character Limit: 4000

Grant period start date*

Enter the starting date of your grant period.

Humanities Montana funds cannot be used for expenses incurred before the start of the grant period, which cannot begin before the grant approval date.

Character Limit: 10

Grant period end date*

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

All project terms for this round of funding must end prior to 10/31/2024.

Character Limit: 10

Budget narrative*

In 4,000 characters or less (including spaces and punctuation), describe what Humanities Montana funds will pay for and how you arrived at the amount of your request.

If awarded, please note that you will be asked to upload copies of receipts for any expenses paid for with Humanities Montana funds as part of a final project report.

Character Limit: 4000

Approval and certification of sponsoring organization*

Download, print, sign, scan, and upload or mail your sponsoring organization's CEO's letter of approval and certification. Please use our CEO Approval & Certification template form.

This application is not considered complete until Humanities Montana receives this letter of approval certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters. These regulations are here.

This letter must be signed by the sponsoring organization's executive director/CEO.

File Size Limit: 5 MB

Authorizing Official's full name*

The authorizing official is the person authorized by your organization to approve requests for federal financial assistance, provide fiscal oversight for this project, and acknowledge the terms and conditions of entering into a subaward partnership agreement with Humanities Montana for the purpose of carrying out project activities. This is typically the organization's executive director/CEO.

Character Limit: 100

Authorizing Official's email address*

Enter the authorizing official's email address.

Character Limit: 254

Unique Entity ID (UEI)*

The **Unique Entity ID (UEI)** is a 12-character alphanumeric ID assigned to an entity by **SAM.gov**.

Humanities Montana cannot administer subawards until this required information is received. For any questions about this process, please email megan.sundy@humanitiesmontana.org.

Character Limit: 12

Employer Identification Number (EIN)*

An **Employer Identification Number (EIN)** is also known as a Federal Tax Identification Number and is used by the IRS to identify a business entity.

*The EIN you provide in this space should match the EIN listed on your organization's **Form W9**.*

Character Limit: 9

Form W9*

Please upload a copy of your organization's most recent **Form W9**. To learn more, visit the [IRS website](#).

File Size Limit: 5 MB

Applicant/Project Director electronic signature*

By entering your name below, you are indicating that all information in this application is complete and true to the best of your knowledge.

Character Limit: 250

Character Limit: 1

Character Limit: 1

Character Limit: 1