**Worksheet for Project Narrative section of Ohio Humanities application**

It may be helpful to develop your answers to the narrative questions below. Each question has its own textbox on the online application form, so only copy your narrative portion. Please note the character counts (includes spaces and punctuation). The online application does ***not*** accept **bold**, *italic*, or underline.

* It will accept bullet points.

Please note: If your proposal fits within one of the special grant programs, be sure to read those specific guidelines carefully and to include any additional questions. This section is the heart of your grant proposal. You are making a case for funding your project.

Carefully read the guidelines for the grant you wish to apply for and establish a timeline that best suits your project.

Involve humanities professionals as well as representatives of your intended audience in planning the design and implementation of your project.

Develop clear goals, appealing activities or products, a reasonable budget, effective publicity strategies, and solid evaluation procedures for your project.

1. **What do you plan to do? 12,500 characters**

*Provide a detailed description of your project. It should focus on the activities that will be supported by Ohio Humanities funds. Provide exact information about what will take place, where, and when. As much as possible, describe who will perform the activities. Identify the resources necessary to make the project happen.*

1. **How do the humanities inform this project? 3000 characters**

*Identify the humanities disciplines that are relevant to your project. What questions or issues will the project address? Why are these questions or issues significant at this moment? What will the participants learn, experience, or gain as a result of your project? Be specific. Give examples.*

1. **Who are the humanities professionals and what are their roles on the project? 10,000 characters**

*Please include a one paragraph biography that emphasizes the humanities professional’s relevant skills and knowledge for this project. What are their specific roles in the project? Be specific.*

1. **How will you publicize the project? 3000 characters**

*How will you let people know about your project? If you plan to use social media, please identify the tools you plan to use (Facebook, Twitter, email, etc.) and your current reach (followers, likes, # of email addresses). If you plan to utilize newspapers, television, or radio, please identify the specific broadcasters and publications. Provide an outline and timeline for your publicity*

1. **Who is the intended audience? 2500 characters**

*If it is a public event, how many people are likely to attend? If your organization has an established constituency, how will this attract new audiences? Programs sponsored by college and universities must make a concerted and detailed effort to draw an audience that extends beyond the higher education environment.*

1. **What are the goals and outcomes of the project and how will it be evaluated? 5000 characters**

*How will this project enhance your community’s appreciation and/or knowledge of the humanities? Internally, how will your organization decide whether this project is success? What metrics will the organization use to evaluate the project? Please be specific. Who are your evaluators? Projects above $2,001 must have an outside evaluator. The outside evaluator is a person who is able to judge the success of a project in reaching its state goals. The evaluator should not be connected to the project in another way.*

1. **Who is the sponsoring organization? 2500 characters**

*Give a brief description of your organization. When was the organization founded? How does this project fit with the goals and usual activities of your organization? How is your organization qualified to carry out the project?*