**Public Humanities Recovery Grant Application**

**Worksheet for Project Narrative**

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 (which includes spaces and punctuation). The online application does ***not*** accept **bold**, *italic*, or underline.

* It will accept bullet points.

Please note: Be sure to review the adjustments to the general grant 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 and establish a timeline that best suits your project. Involve humanities professionals as well as representatives of your intended audience in the planning 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.

The **title** of your project should be: *Recovery Grant:* *organization name*

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

With the PHRG, Ohio Humanities is seeking to support public humanities outcomes. The narrative should address how the grant will support your organization as it carries out one or more of the following in a pandemic:

1. A humanities public event such as a lecture or conversation in-person or virtually.
2. Access to materials in an archive via digital means.
	1. Collections management costs are eligible if the materials are posted online for public consumption.
	2. Online material must include an interpretive framework and be suitable for widespread publicity. The application should include a summary of the interpretive framework.
3. Ways to visit a site while maintaining physical distancing.
	1. For example, developing and placing signage on museum property or development of self-guided tours.
4. Updated and better interpreted exhibitions.
	1. This may include reconfiguring exhibition space to ensure safety and improve accessibility to artifacts and interpretative content.
5. An opportunity for facilitated discussion of a humanities text in-person or virtually, such as narrative nonfiction, literary fiction, essays, film or poetry.

*Provide a detailed description of your project. It should focus on the activities that will be supported by Ohio Humanities funds. As much as possible, describe who will perform the activities. Identify the resources necessary to make the project happen. Due to the ongoing nature of the pandemic, please address contingency plans for any in-person activity.*

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 for each humanities professional emphasizing his/her relevant skills, knowledge, and academic background for this project. What are their specific roles in the project? Be sure to include all individuals covered by the Ohio Humanities grant, both internal staff and external contractors. Be specific.*

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

*How will you let people know about these activities? 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 publications and broadcasters. Provide an outline and timeline for your publicity. For this grant, it is acceptable to describe your ongoing publicity work.*

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? For this grant, it is acceptable to describe the organization’s regular audience.*

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? The best responses connect the activities to the mission and vision for the organization. Internally, how will your organization decide whether this project is success? What metrics will the organization use to evaluate the project? Please be specific. Describing ongoing evaluation activities are acceptable for this project. No external evaluator is required for the PHRG.*

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? If the organization received an Ohio Humanities CARES grant, please describe how that grant impacted the organization during the first year of the pandemic. Address the ways that the pandemic has affected the ability of your organization to serve the public. Be specific.*