**Ohio Humanities Grant Application Worksheet**

This worksheet contains all the information required to apply for grant funding from Ohio Humanities. Prospective grantees can use this worksheet offline to prepare a successful application. When you are ready to complete the preliminary submission through the online portal, you can copy and paste your answers from this document.

**The fields in black are required for the preliminary submission.**

**The fields in blue are required for the final submission.**

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| **Part 1: Sponsoring Organization** |
| The sponsoring organization is the nonprofit entity that submits the grant application, receives the grant award, sponsors the proposed humanities project, and is accountable for the appropriate use of grant funds.  |
| Organization: |  |
| Address: |  |
| Website: |  |
| Phone: |  |  |  |
| UEI: |  | EIN: |  |
|  |
|  |
| **Part 2: Project Summary** |
| Project Title: |  |
| Expected Attendance: |  |  |
| Project Start Date: |  | Project End Date: |  |
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| Will this event be free and open to the public, or will a fee be charged? Please explain. |
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| Please provide a brief summary of the project. What is the purpose and scope of the project, and what events do you plan to hold? (1,000 characters max) |
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| **Part 3: Project Budget** |
| Please use the Excel file “Application Budget Worksheet” available on our website to draft your budget.  |
| Total Grant Request: |  |  |  |  |  |
| Total Cash Cost-Share: |  | Total In-Kind Cost-Share: |  |
| Total Project Cost: |  |  |  |  |  |
|  |
| **Budget Categories**: These are the total amounts for each category from the Application Budget Worksheet. |
| Personnel: |  | Humanities Professionals: |  |
| Travel: |  | Promotion: |  |
| Project Expenses: |  | Equipment Rental / Purchase: |  |
| Indirect Costs: |  | Other Expenses: |  |

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| **Part 4: Project Narrative** |
| Question 1: | What do you want to do in this project? In your response, please address 1) the specific details planned for the project (the who, what, where, and when of the project) and 2) why it’s important to address this topic now. (Spark: 7,500 characters max / Ignite: 15,000 characters max) |
|  |  |
| Response 1: |  |
|  |  |
| Question 2: | What humanities discipline(s) is the project rooted in, what insights from the discipline will primarily inform the project, and what ideas or conversations do you hope to sustain with this project? (Spark: 7,500 characters max / Ignite: 15,000 characters max) |
|  |  |
| Response 2: |  |
|  |  |
| Question 3: | Who are the key personnel associated with the project? Please provide the names, primary qualifications, and the designated roles in the project for: the project lead, the main humanities professional(s), and any other associated persons (e.g., videographer for filmed media projects). (Spark: 7,500 characters max / Ignite: 15,000 characters max) |
|  |  |
| Response 3: |  |
|  |  |
| Question 4: | Who is the intended audience, and how do you plan to inform this audience about your project? (Spark: 7,500 characters max / Ignite: 15,000 characters max) |
|  |  |
| Response 4: |  |
|  |  |
| Question 5: | Who is the sponsoring organization, and how will this project advance the organization’s mission? In your response, please provide a brief description of the organization, including the year it was founded and how the organization is qualified to carry out this project. Please also describe the organization’s mission, how this project will advance that mission, and how you will evaluate the success of the project. (Spark: 7,500 characters max / Ignite: 15,000 characters max) |
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| Response 5: |  |

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| **Part 5: Project Timeline** |
| Use the fields below to explain the proposed timeline for your project. For each stage, please identify the approximate timeframe, the activities that will happen, and the personnel who will be involved. For the “Events” field, also identify the location(s) where events will take place. (The application has a 1,000 character limit per category.) |
| Category | Timeframe | Activities that will happen | Personnel involved |
| Planning |  |  |  |
| Publicity |  |  |  |
| Events |  |  |  |
| Reporting |  |  |  |
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| **Part 6: Key Personnel** |
| Registration Contact |
| As the person completing this application, please provide the following information: |
| Name: |  |
| Title: |  |
| Organization: |  |
| Email: |  |
| Phone: |  |
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| Project Director |
| The project director is the person responsible for coordinating the project, serving as the liaison with Ohio Humanities staff, and preparing interim and final reports. |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
|  |
| Authorizing Official |
| The authorizing official is the representative from the sponsoring organization who has authority to submit the grant application on behalf of that organization.  |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
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| Project Bookkeeper |
| The project bookkeeper is responsible for receiving, disbursing, and accounting for all grant and cost-share funds. The project bookkeeper may not serve as the project director. |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Email: |  |
| Phone: |  |