SHINE 2024/FY25 General Operating Support Grants

Maryland Humanities

Organization Information

The character limits in this application are set to the highest allowed by the application software. The character limit is not a suggested response length and the length of an organization's response will not be considered in their application's evaluation. We are looking for responses that clearly and concisely answer the application questions, regardless of character length.

Grant Number*

Internal Use Only

Character Limit: 200

About the Applying Organization

Organization Name*

Character Limit: 250

Telephone Number*

Character Limit: 250

Organization Street Address*

Character Limit: 250

City*

Character Limit: 250

State*

Character Limit: 250

Zip Code*

Character Limit: 250

County*

Choices

Allegany
Anne Arundel
Baltimore
Baltimore City

Calvert

Caroline

Carroll

Cecil

Charles

Dorchester

Frederick

Garrett

Harford

Howard

Kent

Montgomery

Prince George's

Queen Anne's

Saint Mary's

Somerset

Talbot

Washington

Wicomico

Worcester

Mailing Address

If your organization's mailing address is different from the organization address provided above, please include it here. **IMPORTANT**: Please ensure your organization's mailing address is accurate and up-to-date. Should we make any award payments by paper check, we will use the address information you provide in this application.

Character Limit: 250

Organization Website

If you would like to link to a webpage, please provide the URL below.

Character Limit: 2000

State Senate and Delegate Districts*

Please indicate the sponsoring organization's State Senate and Delegate districts.

To locate this information, visit the Maryland State Archives site or by entering your address on this interactive State Legislative District map.

Character Limit: 250

Congressional District*

Please indicate the organization's Congressional district. To locate this information, visit the Maryland State Archives site.

Character Limit: 250

Contact Information

<u>Primary Contact</u>

The primary contact is the person who submits the grant application on behalf of the nonprofit organization. **They are the first line of contact with Maryland Humanities and will be sent all communication by email including follow up questions, signing grant agreements, and updates.** For most organizations, the primary contact is the executive director, president, or grants staff. The primary contact is usually responsible for requesting, receiving, and disbursing grant funds; keeping auditable accounting records; and preparing the final financial report.

Primary Contact Salutation*
Choices
Dr.
Ind.
Mr.
Mrs.
Ms.
Mx.

Primary Contact First Name*
Character Limit: 250

Primary Contact Last Name*
Character Limit: 250

Primary Contact Title/Position*
Character Limit: 250

Primary Contact Telephone Number*
Character Limit: 250

Primary Contact E-mail Address*
Character Limit: 250

<u>Secondary Contact</u>

The secondary contact is a second line of communication should the primary contact become unresponsive or unavailable.

Secondary Contact Salutation
Choices
Dr.
Ind.
Mr.

Mrs.
Ms.
Mx.

Secondary Contact First Name
Character Limit: 250

Secondary Contact Last Name
Character Limit: 250

Secondary Contact Telephone Number
Character Limit: 250

Secondary Contact E-mail Address
Character Limit: 250

Financial Information

Tax Exempt Status*
Enter the section of the Internal Revenue Code under which the sponsoring organization is tax-exempt, if applicable (Section 501(c)(3) for example).
Character Limit: 250

2023 Annual Operating Budget Form*
Please provide a copy of your organization's 2023 annual operating budget. If your organization does not have a standardized operating budget, you can utilize the Maryland Humanities operating budget template. The income and expenses reported on your 2023 budget will be compared against your organization's 2023 990 form. If your organization's budget is $0 you must still submit a budget form demonstrating this.

File Size Limit: 2 MB

Annual Operating Budget Narrative (Optional)
This space must be used to explain any discrepancies between your organization's 2023 operating budget and your organization's 2023 990 Form. This space also be used to explain any other discrepancies, such as operating budgets that may vary significantly from year to year.

Character Limit: 10000

Federal Employer Identification Number*
The Federal Employer Identification Number (EIN) is required solely for tracking purposes.

Character Limit: 250

Fiscal Sponsorships*

Organizations with fiscal sponsors are welcome to apply for a Hatza SHINE grant. If your organization has a fiscal sponsor, you are required to provide the following additional documentation by email to eross@mdhumanities.org before the application deadline:

- Fiscal Sponsorship Agreement between the sponsor and sponsored organization that demonstrates a fiduciary pass-through arrangement.
- 2023 annual budget of the sponsor organization
- Copy of 2023 990 form of the sponsor organization

Choices

No, my organization does not have a fiscal sponsor
Yes, my organization has a fiscal sponsor and I will email the required documents by 9/1/2024

Introduction to Your Organization

Mission And Centrality of the Humanities

Organization Mission Statement*

Please provide your organization's mission statement.

Character Limit: 10000

Humanities Disciplines*

Please mark all of the humanities disciplines that your organization regularly engages with through its programming.

Choices

Anthropology
Archaeology
Architecture
Art History or Criticism
Civics
Classics
Comparative Religion
Ethics
Historic or Cultural Preservation
History
Jurisprudence
Language
Language Access
Law
Linguistics
Literature
Oral History
Other
Philosophy

Poetry

If you chose other to the question above, please describe in the space below.
Character Limit: 250

Primary Institution Type*
Please choose the option that best describes your organization.

Choices
Archive
Arts-related Organization (including art museums)
Community Organization or Center
Cultural Heritage Organization
Festival
Foundation
Historical Site/House
Historical Society
Independent Research Library or Center
Indigenous Tribal Organization or Community
Media Organization
Membership Organization or Association
Museum – History
Museum - Other
Nature Center/Botanical Garden/Arboretum
Social Services or Health Organizations
Other

If you chose other in the question above, feel free to specify below.
Character Limit: 250

Centrality of the Humanities to your Organization*
Please describe how the humanities is central to your organization's mission and programming.
Questions to Consider:

- How does your organization's mission and programming align with Maryland Humanities' mission, vision, and values?

- Do the activities conducted by your organization do one or more of the following?:
  o Explore and elevate our shared stories of the past, present, and future to connect people
  o Preserve, share, and celebrate cultural identities, heritage, and traditions
  o Promote storytelling and enriching communities through dialogue, discussion, and participation
  o Bring people together to encourage thoughtful and accessible programs that value equity, democracy, collaboration, and life-long learning

- How does your organization's mission and programming support experiences in the humanities?

Character Limit: 10000

Organization Structure and Culture

How many full-time staff members does your organization employ?*
Character Limit: 250

How many part-time staff members does your organization employ?*
Character Limit: 250

How many unpaid staff members does your organization employ?*
Character Limit: 250

Does your organization rely on volunteers for more than 50% of the labor required to run programs?*
Choices
Yes
No

Diversity, Equity, Access, and Inclusion in Organizational Culture*
Please describe how your organization prioritizes Diversity, Equity, Access, and Inclusion (DEAI) principles within your organization's culture.

Definition of these Terms From The American Alliance of Museums

<u>Diversity</u> is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.
<u>Equity</u> is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specified goals.
<u>Accessibility</u> encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.
<u>Inclusion</u> refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

DEAI Toolkit Resource: The purpose of this toolkit is to provide organizations applying to a SHINE grant with a starting point to reflect on their organization's culture, strategies, and values related to Diversity, Equity, Access, and Inclusion (DEAI).

Questions to Consider:

- Does your organization employ an diversity and equity lens in its hiring and recruitment processes?

- Does your organization invest in DEAI training and programming for its staff and board members?

- Does your organization provide adequate compensation for its staff and interns?

Character Limit: 10000

Programming

Quality and Impact of Programming

History of Organization's Programming*

Please describe up to five of your organization's most successful programs of the last few years. In addition, please describe the collaborative practices, like partnerships, involved in these programs.

Optional: You may include up to 3 links to specific media (videos, images, articles, brochures, flyers, etc.) that illustrate your organization's programs.

Character Limit: 10000

Representation of Diverse Narratives in Programming*

Please describe how the narratives of underrepresented communities (including but not limited to BIPOC, disabled populations, LGBTQ+, and/or underrepresented gender identities) are represented within your organization's programming.

Character Limit: 10000

Audience and Impact

Organization's Audience*

Please describe your organization's typical audience over the last five years.

If applicable, please describe how you engage with communities traditionally underserved by the humanities which includes, but is not limited to:

- Veterans

- Rural Populations

- BIPOC (Black, Indigenous, and People of Color)

- Low-income Individuals

- Currently and Formerly Incarcerated Persons
- LGBTQ+ Individuals
- Currently and/or Formerly Unhoused People
- Disabled People
- Immigrants
- New Americans

Character Limit: 10000

What was your estimated annual audience for your public humanities programming in 2022?

Please provide your best estimation for the size of the audience you served with in-person and virtual programming in 2022.

Character Limit: 250

What was your estimated annual audience for your public humanities programming in 2023?

Please provide your best estimation for the size of the audience you served with in-person and virtual programming in 2023.

Character Limit: 250

What is your estimated annual audience for your public humanities programming in 2024?

Please provide your best estimation for the size of the audience you will serve with in-person and virtual programming in 2024.

Character Limit: 250

Goals and Impact

Organizational Development

Outreach Strategies*

Describe the strategies, approaches, and specific actions your organization is utilizing to expand your current audience. Please include the ways in which your organization engages with communities traditionally underserved by the humanities.

Communities traditionally underserved by the humanities include, but are not limited to:

- Veterans
- Rural Populations

- BIPOC (Black, Indigenous, and People of Color)

- Low-income Individuals

- Currently and Formerly Incarcerated Persons

- LGBTQ+ Individuals

- Currently and/or Formerly Unhoused People

- Disabled People

- Immigrants

- New Americans

Character Limit: 10000

Organizational Goals*

Please describe your organization's long-term and short term goals, and how general operating support funding would help you accomplish these goals.

Character Limit: 10000

Intended Use of Funding*

Describe how your organization intends to use all of the funding that would be provided through this grant within the 2025 calendar year. Please elaborate on the impact this funding would have on your organization, and the communities you serve.

Please note: This is in no way binding. After the funds are distributed, your organization will have the flexibility to use the funds for any of the authorized general operating expenses.

Character Limit: 10000

Certification / Electronic Signature

REQUIRED: Organization Demographic Survey Within Application Confirmation Email*

After your application is submitted, your organization is required to submit the Maryland Humanities Organization Demographic Survey. **This survey will not be used to score your organization's application. This data will be used for internal purposes only.**

Within the survey, your organization will not be penalized for declining to answer and/or all questions.

The link to this survey will be provided in the confirmation email you receive after your application is submitted.

I understand that my organization is required to submit the Maryland Humanities Organization Demographic Survey in order for my application to be considered complete.

Choices
Yes, I will complete the survey
No, I will not complete the survey

Primary Contact Name, Title, Date*
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."

Character Limit: 10000