

Sneak Preview: New Online Project and Planning Grant applications

1. One column page format
2. Succinct "For Your Reference" section with streamlined instructions that apply for all four pages.
3. Clearer browse mode
4. Fully functional in browser Preview & Print functionality

The screenshot shows the top of the application page. At the top left is the logo for the New York Council for the Humanities. To the right are navigation links: GRANTS, SPEAKERS, PROGRAMS, GET INVOLVED, PRESS, and ABOUT. Below the navigation is a banner image of a group of people outdoors, with a green box on the right containing the word "Grants". The main heading is "Project Grant Application". Below this is a yellow box with the title "Navigating Browse-Only Mode" and text: "Please browse all four pages to ensure you can fully answer our questions and provide all requested materials. Once you're finished browsing, click the button below to register your organization and start your application." A button labeled "I'm ready, start my application" is below the text. Underneath is a section titled "For your Reference" with a list of links and documents that may be of use as you complete our online forms:

- The * indicates a required field.
- Clicking "Next" automatically saves your work. Clicking "Save" at the bottom of the page will save your work, even if you haven't completed the full page yet.
- Clicking "Save & Exit" at the bottom of the page will save your work and then exit the form. To return to your application in progress, open the "Access Your Application" email sent to the registrant contact, and click the link.
- Visit Project Grants: Guidelines > for information about what we fund, the goals of our grants program, and our definition of "the humanities".
- Visit Featured Grants > to view exemplary projects that the Council has recently funded.
- [Print Budget Form Instructions and Categories >](#) is a printable budget and a description of each category we fund.
- [Print Attachments List >](#) is a printable checklist for "Step 4: Attachments."

Step 1: Org Info

1. Instructions now appear to the left of the fields.

The screenshot shows the "Step 1: Organization Info" form. At the top, there are four tabs: "Step 1: Organization Info", "Step 2: Project Info", "Step 3: Project Budget", and "Step 4: Attachments". The "Step 1: Organization Info" tab is selected. The form is titled "Sponsoring Organization" and includes the text: "The New York State tax-exempt organization responsible for this project." The form fields are:

- Sponsoring Organization (required field)
- Address 1 (required field)
- Address 2
- City (required field)
- State (dropdown menu, currently set to "NY", with a note: "Only New York based organizations are eligible for grants")
- ZIP Code (required field)
- Phone (required field)
- Website
- Mission Statement (required field, with a word count of 1/50 word)

Step 2: Project Info

1. The focus of the narrative questions remains the same, but there are some slightly re-phrased questions.
2. Word counts are working properly.

Step 3: Project Budget

1. The main budget instructions are to the left of the fields. The match columns and budget categories are explained from the hover pop-up instructions.
2. The totals of the Grant Request column cannot exceed \$3,000 for Mini Grants, and \$1,500 for Planning grants.

Budget Form

Please complete this form fully including notes for all budget categories in which you show expenses. Council funds cannot be used for expenses incurred or paid out prior to the grant award.

All Council grants are matching grants. This means that the Council's award for the project must be equaled or exceeded by expenditures made by the organization in the form of cash, in-kind expenditures or a combination of the two. Please note that National Endowment for the Humanities grants may not be counted as part of the matching funds in the project budget, but may be funding source for Council-supported projects.

+ ALL NOTES

	Grant Request	Cash Match [?]	In-Kind Match [?]	
Staff Salaries -/+ NOTES	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Domestic Travel, Lodging, Per Diem -/+ NOTES	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Publications -/+ NOTES	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Equipment / Facility Rental -/+ NOTES	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Office Supplies -/+ NOTES	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Overhead Costs -/+ NOTES		\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Evaluation -/+ NOTES	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Other (explain in	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input style="background-color: #0070C0; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-size: 10px; font-weight: bold; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="?"/>
Budget Totals	\$ 0	\$ 0	\$ 0	

TOTAL MATCH: \$

Step 4: Attachments

1. Available from the "For Your Reference" section of all pages, there is a new checklist for what Attachments you need, including examples of sample materials.
2. All instruction text is now embedded in the page.
3. File size limits have been increased to 3MB.

For your Reference

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Step 1: Organization Info
Step 2: Project Info
Step 3: Project Budget
Step 4: Attachments

Sponsoring Organization

Attachments

Please attach the following PDF documents.

NOTE Files may not exceed 10 MB

Tax Exempt Status Proof

Please attach a copy of your Internal Revenue Service letter determining non-profit status or a copy of your organization's New York State Charities Registration Filing. *A form used for making tax-exempt purchase is not acceptable proof of tax-exempt status.*

CDP Funder Report

Please attach your organization's CDP Funder Report, which includes at least one year's budget data. To generate a CDP Funder Report, you will first need a Cultural Data Project profile, which requires some time for input and review, but which can be used for other funders as well. Visit the [CDP's New York State website](#) to create both your organization's CDP profile and the Council's CDP Funder Report. See [Common Questions](#) for more information about why we're requiring the CDP.