

APPLICATION CHECKLIST

1. Proposal Requirements

- Application Cover (Complete Form)
- Event Information (Complete Form)
- Budget (Complete Form)
- Project Narrative (Answer All Questions Thoroughly)

2. Supplementary Material Requirements

- Sample marketing material (for all non-profit applicants) (Limit: One)
- Strongest work sample (all applicants for media projects) (Limit: One)
- Media Outlet Commitment Letter (all applicants for media projects)
- Current not-for-profit designation letter (for all non-profit applicants)
- Non-Profit Official's Commitment Letter (if the project director is not an employee)
- Resume or short CV's from Scholar(s) and Project Director with contact information (all applicants) (Tip: Search online)
- Key Personnel Commitment Letters from scholars and other participants (optional for all major grant applicants) Note: Although you may choose not to submit copies of commitment letters from key personnel, we strongly suggest you seek them for your own needs. Also, we may contact scholars or anyone else to verify their commitment to the project. We are especially likely to contact persons with a major role in the project and/or those you seek to pay more than \$500 from Council funds.

Hard Copies Required

- Prepare 1 original complete hard copy of Proposal (above) along with 15 copies for a major grant or 5 copies for a mini grant. Assemble a single copy of all required supplementary materials (above).
- Submit Proposal, Copies, and Supplementary Materials.

On-Line or Faxed Applications

Presently, applications cannot be submitted online or by fax. Hard copies are required (see below). If applying for a mini grant, however, 1 electronic copy (word file) of the proposal may be substituted in place of the required 5 hard copies; 1 complete hard copy of the application is still required.

Special Requirements for Media Projects

A work sample as well as a commitment to present in Rhode Island or produce companion humanities essays is required of all media production projects. In addition, statements of commitment or interest to present are required from media outlets.