

# Discretionary (or Open) Grant Program

*Virginia Foundation for the Humanities*

## **Project Title\***

Name of Project

*Character Limit: 100*

## **Project Description\***

Description of Project

*Character Limit: 1500*

## **Requested Amount\***

*Character Limit: 20*

## **Congressional District\***

District where the sponsoring organization is located. [Look it up.](#) Enter 0 if you are outside of Virginia.

*Character Limit: 2*

## **Virginia Senate District\***

District where the sponsoring organization is located. [Look it up.](#) Enter 0 if outside VA.

*Character Limit: 2*

## **Virginia House District\***

District where the sponsoring organization is located. [Look it up.](#) Enter 0 if outside VA.

*Character Limit: 3*

## **Cost Share\***

Cost share must be equal or greater than the amount requested from VFH. [More...](#)

*Character Limit: 20*

## *Project Details*

### **Full Project Narrative\***

Type directly into the text box and/or upload your narrative from an existing file.

## Supplementary Materials

Materials of a similar nature (such as CVs, resumes or letters of support) may be uploaded as a single, combined file. Either combine them as a single document on your own computer and upload below, or use the Fax to File feature (See left hand column.)

### Resumes/CVs

Resumes and curriculum vitae of personnel associated with the project.

*File Size Limit: 2 MB*

### Letters of Support

*File Size Limit: 2 MB*

### Additional File Upload 1

jpg, mp3, pdf, doc, xls, etc.

*File Size Limit: 2 MB*

### Additional File Upload 2

jpg, mp3, pdf, doc, xls, etc.

*File Size Limit: 2 MB*

Bound or non-digital accompanying materials may be mailed. Please send 16 copies of each supplementary item for reviewers along with the required cover sheet and one printout of your final online application to:

Virginia Foundation for the Humanities Grants Program 145 Ednam Drive Charlottesville, VA 22903

### Project Start Date\*

Enter the date (or month & year) you expect the VFH-funded portion of your project to begin.

*Character Limit: 200*

### Project End Date\*

Enter the date (or month & year) you expect the VFH-funded portion of your project to end.

*Character Limit: 200*

### Estimated Audience\*

(event attendance, web visitors, broadcast viewers, publication distribution, etc.)

## Choices

No Audience 1-20 21-50 51-250 251-500 greater than 500 greater than 1000 greater than 10,000

## Project Planners & Participants

### Project Planners\*

Include prefix (eg Mr./Ms.), name, address, telephone, email and academic discipline or professional field for each person involved in planning this project.

*Character Limit: 10000*

### Participants\*

Include prefix (eg Mr./Ms.), name, address, telephone, email and academic discipline or professional field for all humanities scholars, consultants, resource personnel and speakers.

*Character Limit: 10000*

## Financial Information

### Budget\*

Download the [VFH budget table](#). Once it has been completely filled in, upload it here. Please do not substitute a different budget format or table. We thank you for recognizing that is important that all applicants use this same VFH form.

*File Size Limit: 1 MB*

### Funds Sought Elsewhere?\*

Select "Yes" if project planners have, or expect to, seek other funds outside of the sponsoring organization to support this project.

#### Choices

Yes No

### If Yes, From Where?

*Character Limit: 5000*

## **Fee**

Give an estimate of any fee to be charged to participants. If the project will result in a product, such as a CD or publication, indicate its likely retail cost.

*Character Limit: 100*

## *Preferred Contact*

### **Preferred Email**

*Character Limit: 200*

### **Preferred Postal Address for Grant Mailings**

Provide the preferred mailing address for grant correspondence.

*Character Limit: 1000*

After you have completed your application and submitted it electronically, you need to print your application using the "Print Packet" feature at the top of the application screen. Use white, letter-size paper. Staple the complete copy in the upper left-hand corner. Do not use binders, covers or title pages.

Make a copy for your own files and one to mail along with the [required cover sheet](#). The cover sheet should bear original signatures of both the Project Director and the Fiscal Officer.

If you have oversized documents, bound materials, sample CDs or DVDs that could not be attached electronically, send copies of those along with your printed application. Mail to:

Virginia Foundation for the Humanities Grants Program 145 Ednam Drive Charlottesville, VA 22903