

Using the New Mexico Humanities Council online grant application form

Please note that the instructions contained in this document are technical documentation for using the new online grant application form. It is intended to be a user-friendly, step-by-step guide to working through the application. For instructions on what is required, please download and read the full NMHC grant application instructions, or refer to the instructions provided on each page. A link to the instructions relevant to each part of the form can be found at the top of each page of the application form. These instructions can be found at the bottom of each page of the grant application form. Read them carefully before filling out your grant application.

Step 1. Register as a user.

Direct your browser to <http://nmhum.org/grants/application/>

If you are not already registered as a user, you can click on the link in the upper right hand corner to register.

The screenshot shows a web browser window with the URL <http://nmhum.org/grants/application/>. The page has a dark red header with navigation links: Home, Announcements, Calendar, Programs, Grants, NM Centennial, About Us, Contact, Scrapbook, and Support. A red arrow points to the 'Register (Why?)' link in the top right corner. Below the header, a message states: 'You must log in as an NMHC registered website user to begin, submit and access Grant Applications. If you have not already done so, please take a moment TO REGISTER WITH OUR WEBSITE.' The form includes sections for 'Login Now' (with Username and Password fields and a 'Login Now' button), 'Forgot your password?' (with a Username field and a 'Reset Password Now' button), and 'Forgot your user name?' (with an Email field and a 'Reset Password Now' button). A sidebar on the right contains the text: 'Seeking to understand Who we were Who we are Who we hope to be'. The footer of the page contains a 'Home' link.

Fill out the registration form. Your personal information will not be shared. You must fill out all fields marked with a double asterisk **. If you wish to read the NMHC privacy policy, click the Policies and Terms link on this form. When you have completed this form, click the button labeled "SUBMIT REGISTRATION NOW". You will get an email with a link to confirm your registration. Click the link, and you will be sent an email with the user name you chose and a computer-generated password.

New Mexico Humanities Council

http://nmhum.org/register/

BILLING Atlas KUNM Gmail Museum Admin MERDE!!! PLIC Admin Galisteo Admin WYTripAdmin AF.net Admin News (1818)

New Mexico Humanities Council

Home Announcements Calendar Programs Grants NM Centennial About Us Contact Scrapbook Support

[Login Now | Register (Why?)]

Register with our site

Please fill out the registration form below as completely as possible, and then click **SUBMIT REGISTRATION NOW** at the bottom of the form. Upon registering, you will be emailed a confirmation link, which will activate your account. Upon activation, you will be emailed your password.

Fields marked with a ** are REQUIRED

Account Information

** Choose a Username

** First Name

** Last Name

** Email

Organization

Title

Website

Tel

Fax

** Street Address

Street Address 2

** City

** State

** Zip/Postal Code

** Country

Additional Information

** I agree to the Policies & Terms (check for yes)

** Spam Preventer: enter the characters that appear in the black box

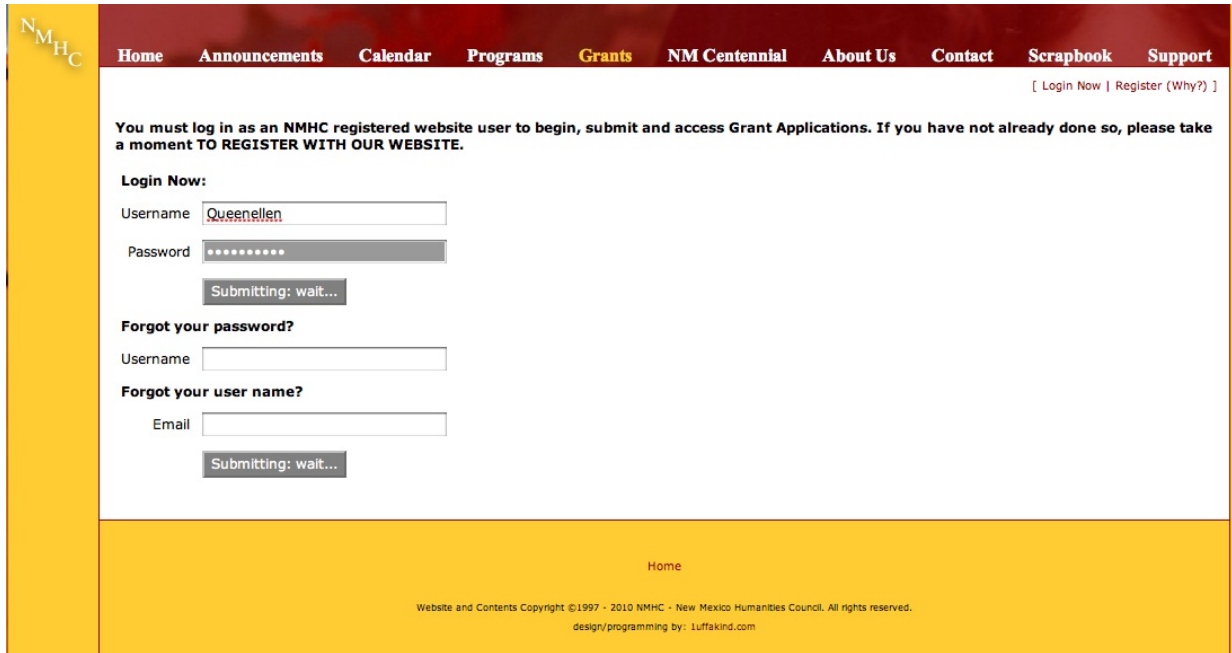
G C H t W

Comments

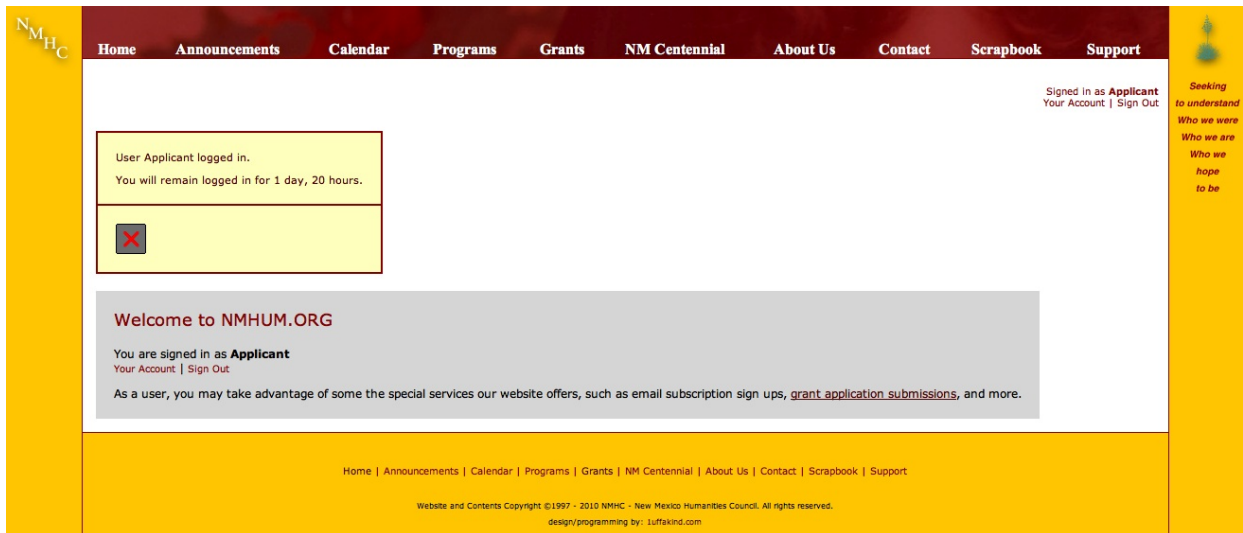
SUBMIT REGISTRATION NOW

Seeking to understand Who we are Who we hope to be

Use this user name and password to log in.



You will see the following confirmation message when you are logged in, except with the user name you selected in the registration process. You can click on the link for “grant application submissions” to go directly to the grant application home page.



If you wish to change your password to something easier to remember, click on the link for “Your Account” in the upper right hand corner. Fill in your desired password in the field labeled SET PASSWORD and again in the field labeled VERIFY PASSWORD. Click the button labeled “SUBMIT AND SAVE CHANGES NOW.”

Account Info

Fields marked with a ****** are REQUIRED

User Contact Info

**** Username**
 SET PASSWORD
 VERIFY PASSWORD
**** First Name**
**** Last Name**
**** Email**
 Website
 Organization
 Title
 Tel
 Fax
**** Street Address**
 Street Address 2
**** City**
**** State**
**** Zip/Postal Code**
**** Country**

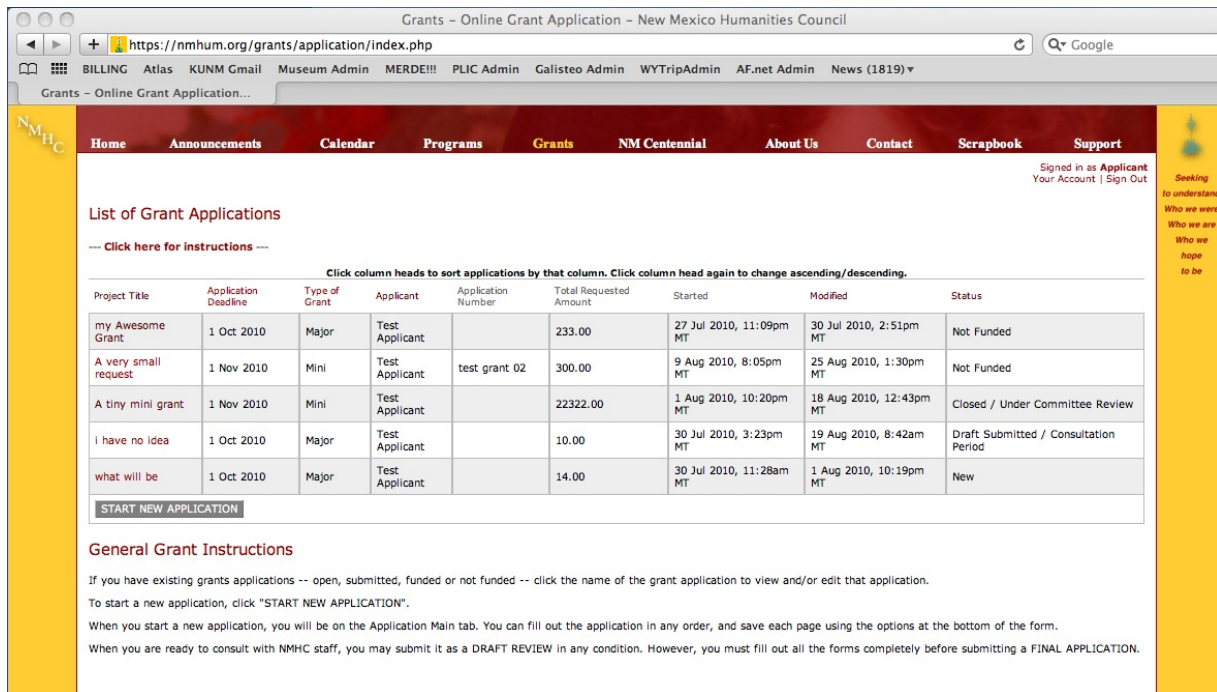
Additional User Info

I agree to the Policies & Terms YES, ACCEPTED
 Registered 25 May 2010, 8:44am MT
 Access Level User

--- SUBMIT AND SAVE CHANGES NOW ---

Step 2. Starting a grant application.

When you are logged in, the page <http://nmhum.org/grants/application/> will show a list of all previously submitted grants (if any). These grants can be sorted by clicking on the header titles at the top of each column. To start a new application, click the button labeled "START NEW APPLICATION."



Grants - Online Grant Application - New Mexico Humanities Council

https://nmhum.org/grants/application/index.php

BILLING Atlas KUNM Gmail Museum Admin MERDE!!! PLIC Admin Galisteo Admin WYTripAdmin AF.net Admin News (1819) ▾

Grants - Online Grant Application...

Home Announcements Calendar Programs **Grants** NM Centennial About Us Contact Scrapbook Support

Signed in as Applicant
Your Account | Sign Out

Seeking
to understand
Who we were
Who we are
Who we
hope
to be

List of Grant Applications

--- Click here for instructions ---

Click column heads to sort applications by that column. Click column head again to change ascending/descending.

Project Title	Application Deadline	Type of Grant	Applicant	Application Number	Total Requested Amount	Started	Modified	Status
my Awesome Grant	1 Oct 2010	Major	Test Applicant		233.00	27 Jul 2010, 11:09pm MT	30 Jul 2010, 2:51pm MT	Not Funded
A very small request	1 Nov 2010	Mini	Test Applicant	test grant 02	300.00	9 Aug 2010, 8:05pm MT	25 Aug 2010, 1:30pm MT	Not Funded
A tiny mini grant	1 Nov 2010	Mini	Test Applicant		22322.00	1 Aug 2010, 10:20pm MT	18 Aug 2010, 12:43pm MT	Closed / Under Committee Review
i have no idea	1 Oct 2010	Major	Test Applicant		10.00	30 Jul 2010, 3:23pm MT	19 Aug 2010, 8:42am MT	Draft Submitted / Consultation Period
what will be	1 Oct 2010	Major	Test Applicant		14.00	30 Jul 2010, 11:28am MT	1 Aug 2010, 10:19pm MT	New

[START NEW APPLICATION](#)

General Grant Instructions

If you have existing grants applications -- open, submitted, funded or not funded -- click the name of the grant application to view and/or edit that application.

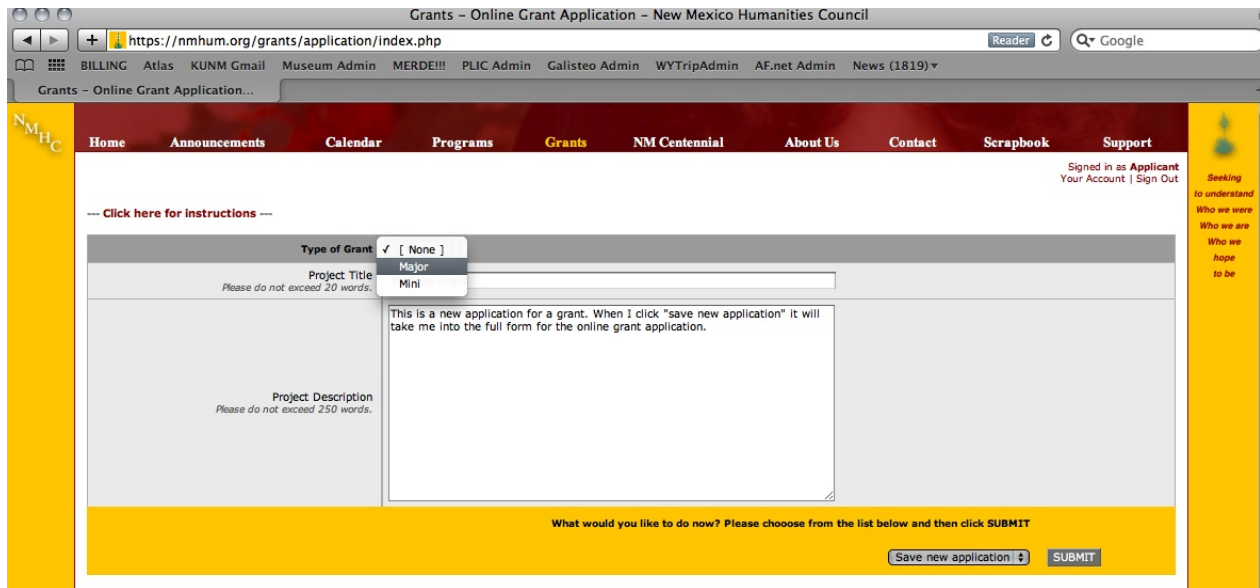
To start a new application, click "START NEW APPLICATION".

When you start a new application, you will be on the Application Main tab. You can fill out the application in any order, and save each page using the options at the bottom of the form.

When you are ready to consult with NMHC staff, you may submit it as a DRAFT REVIEW in any condition. However, you must fill out all the forms completely before submitting a FINAL APPLICATION.

Use the pulldown menu to select whether the grant is a mini grant (a request under \$2000) or a major grant, for larger amounts. Give your project a title and fill in the description. You will have the chance to edit this information later. Make sure the option to "Save new application" is selected in the pulldown menu at the bottom, and click the button marked "SUBMIT."

At the top of every page is a link that says "Click here for instructions." Clicking on this link will take you to the bottom of the page, where you will find full instructions for every page.



New Mexico Humanities Council documentation for online grant application
Version 1.0 August 31, 2010

Step 3. Filling out the main page of the grant application form.

You will be taken to the main page of the full grant application form. The next step is filling out the Sponsoring Organization information. If the Sponsoring Organization has sponsored a previously funded NMHC grant, it will be in the pulldown menu list. Use your cursor to scroll through the list to find it. After you click the Submit button on this page, you will be able to see all the contact information for this organization. You will still have to add a description of the organization and the organization's mission statement.

The screenshot shows a web browser window with the URL <https://nmhum.org/grants/application/index.php>. The page title is "Grants - Online Grant Application - New Mexico Humanities Council". The browser's address bar shows the URL and a search engine icon. The page content includes a navigation menu with links like "BILLING", "Atlas", "KUNM Gmail", "Museum Admin", "MERDE!!!", "PLIC Admin", "Galisteo Admin", "WYTripAdmin", "AF.net Admin", and "News (1819)".

The main form area is titled "Grants - Online Grant Application..." and contains the following fields and information:

- Created:** by Test Applicant on 30 Aug 2010, 9:53pm MT
- Last modified:** by on 30 Aug 2010, 9:53pm MT
- Type of Grant:** Major
- Application Number:** [empty]
- Status:** New
- Application Deadline:** 1 Oct 2010, 5:01pm MT
- Awarded:** [empty]
- Total Amount Requested:** 0.00
- Total Amount of Matching Contribution:** 0.00
- Project Title:** My New Grant (Please do not exceed 20 words.)
- Project Description:** This is a new application for a grant. When I click "save new application" it will take me into the full form for the online grant application. (Please do not exceed 250 words.)
- Sponsoring Organization(s):** Add Sponsoring Organization(s) (Please do not exceed 200 words.)

A dropdown menu is open, showing a list of organizations. The list includes:

- [None]
- (GEEKS) Graduates, Educators, and English Kenning Society
- 1uffakind.com
- Ad Hoc Committee - Gifts of the Land:NM Farm & Ranch Women
- Ad Hoc Committee - Gifts of the Land:NM Farm & Ranch Women
- Ad Hoc Committee - Human Experience Grant
- Ad Hoc Committee - SouthWest CoffeeHouse
- Ad Hoc Committee - SouthWest CoffeeHouse
- Ad Hoc Committee - The Curanderism Project
- Ad hoc Committee for "Navajo Customs-Then & Now"
- Ad hoc Committee for "Navajo Customs-Then & Now"
- Ad Hoc Committee for The Ghost Ranch Project, the
- Ad Hoc Committee Grants Area Miners Oral History
- Ad Hoc Committee/Martin Wagner & Thomas R. Wagner
- Ad Hoc Committee: Southwest Storytellers
- Ad-Hoc Committee for the Jemez School History Project
- Albuquerque Folk Festival
- Albuquerque Museum
- Albuquerque Museum Foundation
- Albuquerque Radio Theatre

If the Sponsoring Organization has NOT ever been funded for an NMHC grant, then click the text that says, "CLICK THIS TEXT TO ADD AN ENTIRELY NEW ORGANIZATION." Fill out this form as completely as possible.

Add Sponsoring Organization(s)

<input type="checkbox"/>	Name Organization NOT on the List
	Email ReaEmail@yourcompany.com
	Website yourcompany.com
	Phone 505-111-2222
	Fax
	Street 3 Johnson St.
	Street 2
	City Silver City
	State NM
	Zip/Postal Code 86952
	Country United States
	Description <i>Please do not exceed 200 words.</i>
	This company is sponsoring this grant for the following reasons. 1) Because we are 2) Because it conforms with our mission.
	Mission <i>Please do not exceed 500 words.</i>
	The mission of this organization or this ad hoc committee and how it dovetails with the purpose of this grant.

The next part of the form is adding a Fiscal Agent. The Fiscal Agent is essential personnel and the grant application can not be considered for funding without the signature of the Fiscal Agent on the final application. If the Fiscal Agent has served on a previously-funded NMHC grant, their name will appear in the pulldown menu list. Select their name. When you click the submit button, you should see full contact information for this person. Ensure that their email address is valid and active.

Grants - Online Grant Application...

Add Fiscal Agent

Click here to add Fiscal Agent

Fill out the form below to add a new person...

You may choose an existing person from the pulldown list at right or fill out the form below to add a new person.

Use the pulldown to add a fiscal agent who has already served on a funded grant project

[None]

Achenberg, Anya

Agoyo, Herman

Aguilar, Charles

Akeroyd, Richard

Akmajian, Paul

Alarid, Patrick

Alavi, Karima Diane

Aleman, Jesse

Alexander, Leah

Alhaj, Rahim

Alvarez, Maribel

Anaya, Rudolfo

Anderson, Beverlee

Anderson, Janeen

Anderson, John D.

Anella, Anthony

Anella, Anthony

Anschuetz, Kurt F.

Anschuetz, Kurt

Aparicio-Blythe, Helen

Archuleta, Elizabeth

Archuleta, Margaret

Arellano, Juan Estavan

Armiijo, Federico

Arroyos-Jurado, Elsa

asdf, asdf asdf

Ash, Patricia

Atencio, Paulette

Atkinson, Charles M.

Aubrey, Elizabeth

Augustine, Katherine

Austin, Rhonda

Avedon, Lisa

Avila, Elena

Awalt, Barbara

Ayon, David

Baca, Dorothy

Baca, Jimmy Santiago

Bahe, Norman

Baker, David

Baker, John W.

Baker, Lou

Baker, Nancy

Balas, Glenda R.

Bali, Diane

Bali, Dunwood

Balmer, Marijo

Barger, Susan M

barbelby, richard

Bastea, Eleni

Project Format(s)

Conference

Exhibit

Lecture(s)

Radio Program

Reading/Discussion

Workshop

Film or Video Discussion

Symposium

Panel Discussion

Other (explain)

Does program respond to a NMHC

If OTHER, explain format
Please do not exceed 20 words.

If your designee for Fiscal Agent has not served on a previously-funded NMHC grant, then you must fill out the form as completely as possible. All personal information will be part of the public record if the grant is funded. You may wish to contact the Fiscal Agent to notify him/her to ensure he/she can receive emails from you. When this application is finalized, the Fiscal Agent will receive an email confirming his/her participation in this program.

<p>Add Fiscal Agent</p> <p>If your designated fiscal agent has not served on a previously funded grant, do NOT select a name from the pulldown menu. Instead, fill out this form as completely as possible.</p> <p>The email you use for the fiscal agent must be active, and you may additionally want to inform the fiscal agent to unblock any email from your email address.</p> <p>The fiscal agent will be required to sign the completed application via email.</p>	<div style="text-align: right;"> Click here to add Fiscal Agent </div> <p>Fill out the form below to add a new person...</p> <p>You may choose an existing person from the pulldown list at right or fill out the form below to add a new person.</p> <p>[None]</p> <p>Social Title: Mr.</p> <p>First Name: John</p> <p>Middle Name: Q.</p> <p>Last Name: Smith</p> <p>Email (Private - for NMHC communication only): johnsmith@smith.com</p> <p>Email (Public - may be displayed to web visitors) (optionally replaces primary email address when publicly displayed with funded program material):</p> <p>Website: http://johnsmith.com</p> <p>Organization: John Smith Accounting</p> <p>Title: Owner</p> <p>Home Phone:</p> <p>Work Phone: 505-111-2222</p> <p>Fax:</p> <p>Cel Phone:</p> <p>Street: 12 Applewood Lane</p> <p>Street 2:</p> <p>City: Santa Fe</p> <p>State: NM</p> <p>Zip/Postal Code: 85105</p> <p>Country: USA</p>
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Identify the format or formats of the program you are proposing. Use the pulldown menu at the bottom to select whether you want to

- “Save changes and remain on this page” (recommended when you want to keep editing this information);
- “Save changes and go to the NEXT page: Application Narrative Form” (recommended when the information on this page is more or less complete); or
- “Submit application as is for DRAFT REVIEW to the Grants Administrator AND notify associates to electronically sign their forms. This option is not recommended until the scholar’s forms have been completed, but if you wish to start consultation to see if your program conforms to NMHC funding guidelines before contacting scholars, you may select this option at any time.

Consultation is required and a final application can not be submitted without submitting your application as a draft.

Work Phone	505-111-2222
Fax	
Cel Phone	
Street	12 Applewood Lane
Street 2	
City	Santa Fe
State	NM
Zip/Postal Code	85105
Country	USA

Project Format(s)

- Conference
- Exhibit
- Lecture(s)
- Radio Program
- Reading/Discussion
- Workshop
- Film or Video Discussion
- Symposium
- Panel Discussion
- Other (explain)
- Does program respond to a NMHC request for proposals (RFP)?

If OTHER, explain format
Please do not exceed 20 words.

What would you like to do now? Please choose from the list below and then click **SUBMIT**

- [None]
- Save changes and remain on this page
- Save changes and go to the NEXT page: Application Narrative Form
- Submit application as-is for DRAFT REVIEW to the Grants Administrator AND notify associates to electronically sign their forms

SUBMIT

Application Form Main Page Inst...

STEP ONE: FILL OUT THE FORMS

Fill out this application as completely as possible. To complete this page, you must be able to describe the humanities program you are planning, and which people will be involved in what ways. You must involve the following essential personnel:

Step 4) The Grant Application Narrative.

If you choose to move to the second page, you will see a long list of text-entry fields for typing in your application narrative. Please answer all answers as completely as possible. If you are using another word processing program to control word length (such as Microsoft Word), please be aware that special characters may not translate if you “copy and paste” the text directly into these fields. Special characters include em dashes and accents in non-English alphabets. You can still use special characters, but you must use the keyboard strokes defined by your operating system (Windows, Mac or Unix). Refer to the documentation for your computer to find out how to do this. Windows systems usually require activating a foreign language keyboard.

Please note that you can move from page to page by clicking on the tabs at the top of the grant application form. You will get a warning message to save your information by clicking the “SUBMIT” button at the bottom of the form on each page. If you have already saved your information, you may click the button marked “OK” on the warning message. If not, click the button marked “CANCEL,” scroll down to the bottom of the form and save your changes.

All Applications						
Application: My New Grant						
Application Main	Application Narrative	Budget Form	Scholar's Forms	Supporting Documents	Print-Ready PDF of Application	

--- [Click here for instructions](#) ---

<p>1. What is planned? <i>Please do not exceed 1000 words.</i></p>	<p>This will describe the program fully.</p>
<p>2. When will it take place? <i>Please do not exceed 200 words.</i></p>	<p>This will describe when it will take place including multiple venues, if applicable.</p>
<p>3. Where will it take place? <i>Please do not exceed 200 words.</i></p>	<p>This will describe where it will take place, including multiple venues if applicable.</p>
<p>4. Who are the managers, planners, and humanities scholars? Please provide names, titles, and brief identifications. <i>Please do not exceed 500 words.</i></p>	<p>This is a brief summary of the scholars involved in the project, their duties relating to this project, and why they are involved. The applicant is required to fill out an additional form for each scholar with detailed information about their relevant experience, so this is really a BRIEF summary.</p>

Narrative questions 5-9

<p>5. How does this project involve the humanities disciplines? <i>Please do not exceed 750 words.</i></p>	<p>Describe how this project involves the humanities disciplines. A full description of the humanities disciplines can be found under the FAQs section of this website. In short: The humanities are the study of human culture with particular emphasis on the liberal arts; the cultural implications of the natural sciences, social sciences, and associated professions; and individual philosophic self-expressions. Within their traditional university setting, the humanities encompass and by no means restricted to the disciplines of: anthropology, archeology, comparative religion, ethics, fine arts, history, jurisprudence and philosophy. The humanities also include other interdisciplinary fields such as American Studies, Latin American Studies, Womens Studies, Native American Studies, and African American Studies. The most important public mission of the humanities is the improvement of the quality of civic discourse.</p>
<p>6. What are the evaluation criteria for this project? <i>Please do not exceed 250 words.</i></p>	<p>An outside evaluator must be designated for this project, but the project director can dictate the evaluation criteria. Criteria might include program attendance, reaching out to under-served or non-traditional audiences, or bringing humanities programming to under-served communities.</p>
<p>7. What is the role of the humanities scholar(s) in this project? <i>Please do not exceed 250 words.</i></p>	<p>Additional forms will be required for each designated scholar associated with this project, but the general contribution of each should be described in this section.</p>
<p>8. Who are the proposed audience/participants? Estimate of audience size? <i>Please do not exceed 250 words.</i></p>	<p>While the New Mexico Humanities Council seeks to reach a broad audience, using conservative estimates is always appreciated. Use attendance at past/similar programs to reach your estimate.</p>
<p>9. What kind of publicity is planned to reach the audience? <i>Please do not exceed 250 words.</i></p>	<p>Describe how you will be promoting this event, on radio, television, through articles, ads, or online. Expenses related to publicity can be detailed in the budget.</p>

If you fail to fill out any of the narrative questions and click the submit button to save this information, you will get the following error message. The grant cannot be submitted as a final application if there are any “red flags” like this:

The screenshot shows the New Mexico Humanities Council (NMHC) website. The navigation menu includes: Home, Announcements, Calendar, Programs, Grants, NM Centennial, About Us, Contact, Scrapbook, and Support. The user is signed in as an Applicant. The main content area shows a breadcrumb trail: All Applications > Application: My New Grant. Below this are tabs for: Application Main, Application Narrative, Budget Form, Scholar's Forms, Supporting Documents, and Print-Ready PDF of Application. A red error banner at the bottom states: "There are problems with your application that must be corrected before it may be submitted as a 'Final' grant request." The specific error is: "1: Question number 11 was not filled out. [go there now]". On the right side, there is a vertical banner with the text: "Seeking to understand Who we were Who we are Who we hope to be".

Likewise, if you submit answers to the narrative questions that exceed the word count you will also get a “red flag.” Click on the link provided to take you to the area that has been “flagged” as

needing correction.

The screenshot shows the NMHC website's application management page. The top navigation bar includes links for Home, Announcements, Calendar, Programs, Grants, NM Centennial, About Us, Contact, Scrapbook, and Support. A user is signed in as an Applicant. The main content area shows a breadcrumb trail: All Applications > Application: My New Grant. Below this are tabs for Application Main, Application Narrative, Budget Form, Scholar's Forms, Supporting Documents, and Print-Ready PDF of Application. A red error banner is displayed, stating: "There are problems with your application that must be corrected before it may be submitted as a 'Final' grant request." The error details are: "1: The maximum length for the field 11. Now that you have answered all the above questions,... is 100 words. The current entry is 560 words too long. [go there now]".

The text to the left of the field that needs correction will be highlighted in red. Correct the information according to the text of the error message and click the button marked "SUBMIT." On this page, you also have the option to use the pulldown menu to move to the next page.

At the bottom of this page is a PDF of the Application Rating form used by the NMHC reviewers. You can use this form to assess the strength of your application.

The screenshot shows the Application Rating form. It consists of two main sections for providing feedback. The first section is for question 10: "Of what value is this project to the audience? Please do not exceed 300 words." The second section is for question 11: "Now that you have answered all the above questions, please condense it all into a three sentence description or blurb that NMHC can use for publicity and to put on the NMHC web site. Be sure to include funding support credits for NMHC and NEH in the three sentence description. Please do not exceed 100 words." Below these sections is a yellow bar with the text: "What would you like to do now? Please choose from the list below and then click SUBMIT". There are two buttons: "Save changes and remain on this page" and "SUBMIT". At the bottom left, there is a clipboard icon and a "+ VIEW" button, with the text: "download this Application Rating Sheet pdf to evaluate your application".

Step 5. Fill out the budget form.

The budget form will automatically calculate your budget for you. Fill out the budget as completely as possible, indicating the source of funding for each item. Each budget item requires a written justification, which you will enter in the text field for each section.

Home Announcements Calendar Programs **Grants** NM Centennial About Us Contact Scrapbook Support

Signed in as **Applicant**
Your Account | Sign Out

All Applications

Application: My New Grant

Application Main Application Narrative **Budget Form** Scholar's Forms Supporting Documents Print-Ready PDF of Application

--- Click here for instructions ---

I. Services & Supplies

	Direct Grant	Challenge Grant	Sponsor's Matching Cash & In-Kind Donations	Third Party Cash	Project Income	Total
Telephone	0.00	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	100.00	0.00	0.00	100.00
Rentals	0.00	0.00	0.00	0.00	0.00	0.00
Other	50.00	0.00	0.00	0.00	0.00	50.00
Subtotal: I	50.00	0.00	100.00	0.00	0.00	150.00


Basis for Services & Supplies
Please do not exceed 250 words.

For any items you have listed under the budget, you must justify these expenses in this area. It can be brief like \$100/ postage: for mailing out documents related to the program (expenses related to publicity can be detailed below); this cost will be supported by the sponsoring organization \$50/ Other: The sponsoring organization will need to purchase 5 staplers @ \$10/ each.


If your budget does not contain justifications for any funds (whether from NMHC or another source, you will get a “red flag” error when you submit. The fields that must be filled out will be highlighted in red.

If you fail to show matching contributions equal to or greater than the amount requested from NMHC, you will get a “yellow flag” warning. This will not prevent you from submitting your final application but it may prevent consideration for full funding.

II. Publicity						
	Direct Grant	Challenge Grant	Sponsor's Matching Cash & In-Kind Donations	Third Party Cash	Project Income	Total
Ads	4000.00	0.00	0.00	0.00	0.00	4000.00
Flyers/Posters	0.00	0.00	0.00	0.00	0.00	0.00
Brochure	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: II	4000.00	0.00	0.00	0.00	0.00	4000.00
Basis for Publicity Please do not exceed 250 words.						



[Home](#)
[Announcements](#)
[Calendar](#)
[Programs](#)
[Grants](#)
[NM Centennial](#)
[About Us](#)
[Contact](#)
[Scrapbook](#)
[Support](#)




Signed in as **Applicant**
[Your Account](#) | [Sign Out](#)

All Applications

Application: My New Grant


Application Main
Application Narrative
Budget Form
Scholar's Forms
Supporting Documents
Print-Ready PDF of Application

--- Click here for instructions ---



There are warning "flags" associated with this application that may prevent full consideration for funding

1: The budget must show total matching contributions greater than or equal to the amount requested from NMHC!



There are problems with your application that must be corrected before it may be submitted as a "Final" grant request

1: The field *Basis for Publicity* was left blank. [go there now]

Seeking
to understand
Who we are
Who we are
hope
to be

Matching contributions do not have to be in the same category as the funds requested.

II. Publicity						
	Direct Grant	Challenge Grant	Sponsor's Matching Cash & In-Kind Donations	Third Party Cash	Project Income	Total
Ads	4000.00	0.00	0.00	0.00	0.00	4000.00
Flyers/Posters	0.00	0.00	0.00	0.00	0.00	0.00
Brochure	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	100050.00	0.00	0.00	100050.00
Subtotal: II	4000.00	0.00	100050.00	0.00	0.00	104050.00
Basis for Publicity <i>Please do not exceed 250 words.</i>	<p>Full page ads will run in local newspapers for two days to promote the event Full page ad/ Jal, Pie Town, Silver City, Farmington newspapers \$500/ each ad fees based on rates as published at the newspaper websites</p> <p>In Clayton, Sarah Palin will roam the streets with a bullhorn, blaring out news of the program. Bullhorn donation \$50 Sarah Palin's speaking fee (waived) \$100,000</p>					

III. Travel						
	Direct Grant	Challenge Grant	Sponsor's Matching Cash & In-Kind Donations	Third Party Cash	Project Income	Total
Mileage (limited to \$.375 per mile of NMHC funds)	0.00	0.00	940.00	0.00	0.00	940.00
Airfare	0.00	0.00	0.00	0.00	0.00	0.00
Per Diem (per person daily limit: food - \$24; lodging - \$70)	940.00	0.00	0.00	0.00	0.00	940.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: III	940.00	0.00	940.00	0.00	0.00	1880.00
Basis for Travel <i>Please do not exceed 250 words.</i>	<p>Include a brief justification for the travel expenses here, e.g.:</p> <p>The 2 scholars associated with this project will be traveling a total of 2507 miles in their own vehicles, to 5 program locations (Silver City, Jal, Clayton, Farmington, Pie Town). They will support the cost of travel, but we are requesting per diem expenses for food and lodging in each location. 2 scholars X \$24/day X 5 days= \$240 2 scholars X \$70/night X 5 nights=\$700</p>					

When you have completed the budget, you can select the option from the pulldown menu to "Save changes and go to the NEXT page: Scholar's Forms." Click the button marked "SUBMIT."

You can also choose to "Save changes and remain on this page." Click the button marked "SUBMIT" to save.

IV. Honoraria

	Direct Grant	Challenge Grant	Sponsor's Matching Cash & In-Kind Donations	Third Party Cash	Project Income	Total
Scholars (Please explain if over \$350 per scholar, per event)	700.00	0.00	0.00	0.00	0.00	700.00
Other Participants	350.00	0.00	0.00	0.00	0.00	350.00
Project Director	350.00	0.00	0.00	0.00	0.00	350.00
Evaluator	350.00	0.00	0.00	0.00	0.00	350.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: IV	1750.00	0.00	0.00	0.00	0.00	1750.00

Basis for Honoraria
Please do not exceed 250 words.

The scholars, project director, evaluator, and fiscal agent will not be compensated in any other way for their participation in this project, so honoraria will be awarded to each.

Note that the total sum of the matching cash and in-kind donations is high enough in other categories that it does not have to matched item-for-item.

	Direct Grant	Challenge Grant	Sponsor's Matching Cash & In-Kind Donations	Third Party Cash	Project Income	Total
GRAND TOTAL I, II, III, IV	6740.00	0.00	101090.00	0.00	0.00	107830.00 (rounded up to nearest dollar)

What would you like to do now? Please choose from the list below and then click **SUBMIT**

- [None]
- Save changes and remain on this page
- Save changes and go to the NEXT page: Scholars Forms

SUBMIT

Budget Instructions

The budget summary form requires you TO INDICATE ALL PROJECTED INCOME AND EXPENDITURES for your project. Below you will find step-by-step instructions for filling out the form. Please note that a space is provided to explain all budget items in the summary.

will get the opportunity to complete and/or correct his/her information.

My New Grant - Grants - Online Grant Application - New Mexico Humanities Council

Country	US
Institutional Affiliation (if any) <i>Please do not exceed 100 words.</i>	This is the scholar's affiliation
Education and degrees <i>Please do not exceed 100 words.</i>	This is the scholar's education & degrees
Please specify your contribution to this project <i>Please do not exceed 250 words.</i>	This is the scholar's contribution to the project
Experience relevant to this project <i>Please do not exceed 250 words.</i>	This is the scholar's experience relevant to the project
Publications, Products, Awards & Recognition relevant to this project <i>Please do not exceed 250 words.</i>	These are the scholar's relevant awards & publications

Remove Check this box to delete upon save -- **no warning**

Add Humanities Scholars Who Will Participate [Click here to add Humanities Scholars Who Will Participate](#)

Evaluator

Make changes by editing the fields in the form below.

Social Title	Dr.
First Name	Michael
Middle Name	

Run script: "toggle_Edit(ppl_feditsch_add)"

If you do not include a scholar's form for at least one participant for each required position, you will see a "red flag" upon clicking the "SUBMIT" button at the bottom of the form.

Click on the links provided to go directly to the scholar's form for that participant's position.

When you have added all required personnel, you may select the option in the pulldown menu at the bottom to “Save changes and go to the NEXT page: Supporting Documents.” Click the button marked “SUBMIT” to save your information at any time.

Step 7: Add optional supporting documents

You may wish to include supporting documents, such as letters of support, scholar resumes, etc. These are not required, but may strengthen the grant application. Use this part of the application form to upload supporting documents. Click the button marked “Choose File” to browse for files saved to your computer, or on removable media on your computer (e.g. a CD or external drive).

Home Announcements Calendar Programs Grants NM Centennial About Us Contact Scrapbook Support

Signed in as Applicant
Your Account | Sign Out

All Applications

Application: My New Grant

Application Main Application Narrative Budget Form Scholar's Forms **Supporting Documents** Print-Ready PDF of Application

--- Click here for instructions ---

There are no supporting documents attached to this application.

Upload a New Supporting Document: no file selected

Description:

What would you like to do now? Please choose from the list below and then click **SUBMIT**

How to Attach Supporting Documents to Your Application

If you have additional documents that support your application, such as photos or text or graphic documents, you may want to include those documents along with your grant application. Such attached documents are *not* required.

Use the "browse for file" button to select a file on your local computer (see below for allowed file types and sizes). Enter a brief description of the content and/or relevance of the file in the corresponding text field. Click the "save changes" button ONCE and be patient. When the page finishes refreshing your file should be uploaded and shown with your application.

If you want to delete file(s), check the corresponding "delete" box for the file(s) you wish to remove and click the "save changes" button.

You will have the option to browse your computer to find the file you wish to upload. You may select one file at a time. Only certain file types under a certain size are permitted, due to server limitations. If you have nonconforming documents you wish to include, you may mail them to the Humanities Council. Please contact the grants administrator first if you plan to do this.

Select the file you wish to upload and click the button marked “Choose.”

Desktop

Name	Date Modified
4747440725_09fed08e38.jpg	8/16/10
Antrak - Reservations - Confirmation.pdf	7/24/10
BeforeAppraisal.rtf	8/28/10
BronzeAward.doc	8/11/10
Camino Real draft RFP 11-HPD-7000-001.doc	8/27/10
Cinnabar Books- How much does it cost to write a book?	7/28/10
documentary_script.pdf	7/28/10
GNARPA nominations RFP 11-HPD-7000-004.doc	8/27/10
historicaldocume02banduoft.pdf	11/17/08
Membership info sheet.doc	8/21/10
nrb16a.pdf	4/24/09
QueenellenEnterprises-2010-043.pdf	8/26/10
Read In Free Time	9/25/09
RockArtPriests.pdf	7/10/10
Solis8irthdayinviteOne2010.pdf	8/25/10

Submit and remain on this page

Cancel Choose

How to Attach Supporting Documents to Your Application

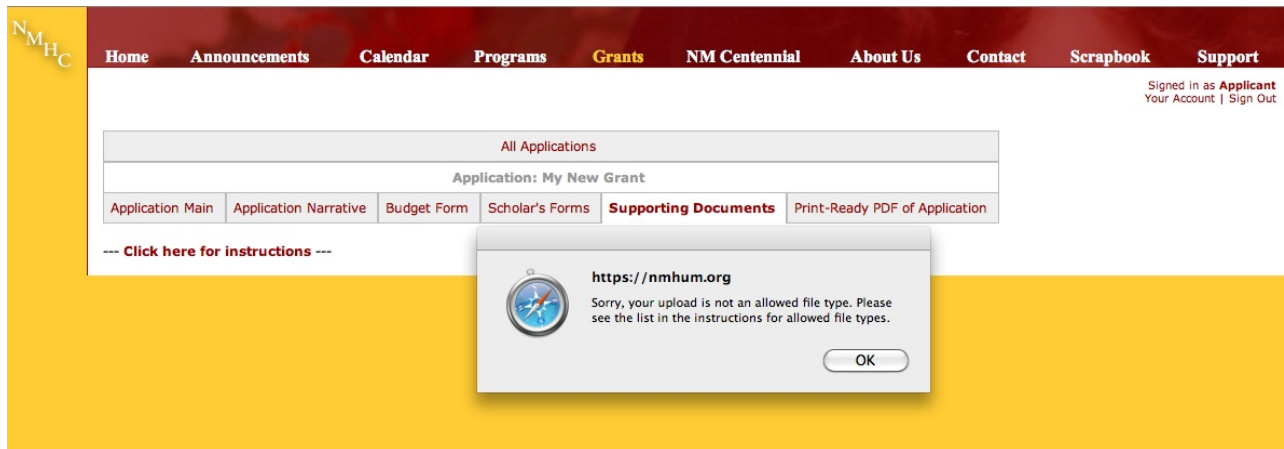
You may add a short description to the file you have selected. Click the button marked "SUBMIT" to save and stay on this page if you wish to upload additional documents. If you wish to move back to the main page, you may select that option as well.

The screenshot shows the 'Supporting Documents' section of the online grant application. At the top, there is a navigation menu with links: Home, Announcements, Calendar, Programs, Grants, NM Centennial, About Us, Contact, Scrapbook, and Support. The user is signed in as 'Applicant' and can view their account or sign out. The main content area shows 'All Applications' and 'Application: My New Grant'. Below this, there are tabs for 'Application Main', 'Application Narrative', 'Budget Form', 'Scholar's Forms', 'Supporting Documents', and 'Print-Ready PDF of Application'. A link for instructions is provided. The main area contains a message: 'There are no supporting documents attached to this application.' Below this is a form to 'Upload a New Supporting Document' with a 'Choose File' button and a file name '4747440725...d08e38.jpg'. A 'Description' field contains the text: 'Here is a JPG image to support this grant application.' At the bottom, there is a dropdown menu with the option 'Submit and remain on this page' and a 'SUBMIT' button.

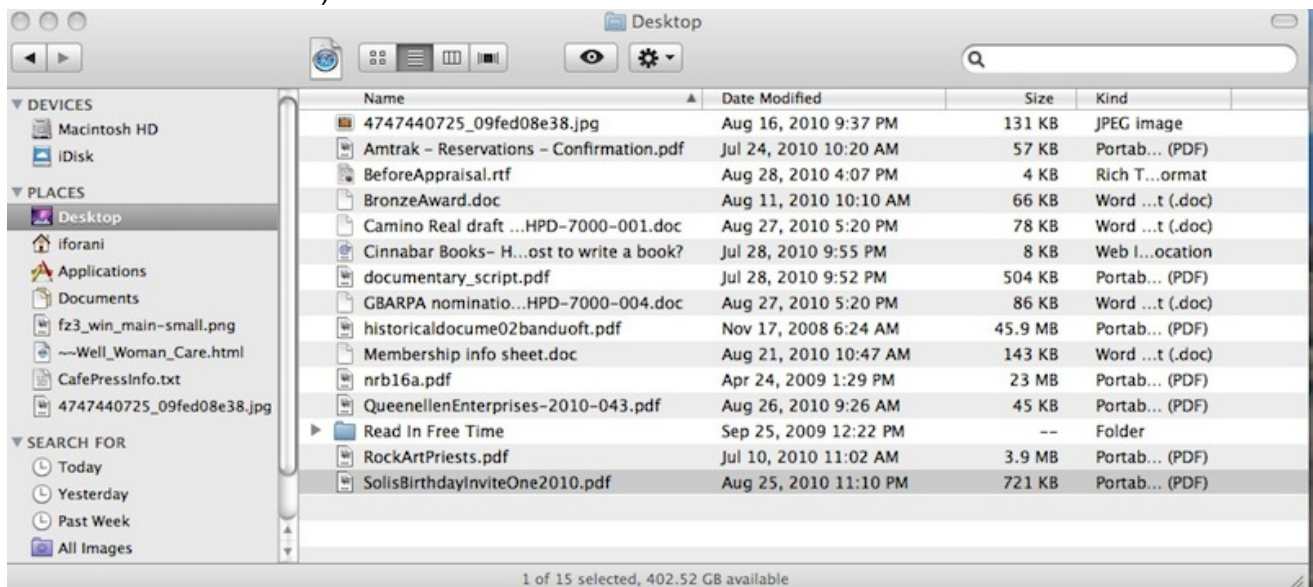
If your file is too large, you will see the following error message.

The screenshot shows the same online grant application interface as above, but with an error message dialog box displayed. The dialog box has a title bar with the URL 'https://nmhum.org' and an 'OK' button. The message inside the dialog box reads: 'Could not upload SolisBirthdayInviteOne2010.pdf. File was probably too large! 500k is the maximum allowable file size.' The background of the application interface is dimmed.

If your file is not a type supported by this system, you will see the following error message.



To ensure your files are the right type and size, you can use the “list view” or “detail view” option on your computer to see all the relevant information for a given file (look under columns labeled “size” and “kind”).



When a file has successfully uploaded, you will see a link to that file, along with the short description you wrote. You will also see the option to upload another supporting document. There is no limit to the number of supporting documents you can upload with your application.

To delete a file, click the check box next to the line of text that says “Check box and submit form to delete.” Click the button marked “SUBMIT.”


The screenshot shows the NMHC website's grant application interface. The top navigation bar includes links for Home, Announcements, Calendar, Programs, Grants, NM Centennial, About Us, Contact, Scrapbook, and Support. The user is signed in as 'Applicant' and can view their account or sign out. The main content area is titled 'All Applications' and shows the details for 'Application: My New Grant'. A tabbed interface allows navigation between 'Application Main', 'Application Narrative', 'Budget Form', 'Scholar's Forms', 'Supporting Documents', and 'Print-Ready PDF of Application'. The 'Supporting Documents' tab is active, displaying a list of documents. The first document is '474744072509fed08e38.jpg', which is a JPG file. A message states: 'This is a JPG to support this grant application. Attached to grant on 30 Aug 2010, 11:04pm MT. Check box and submit form to delete '. Below this, there is a section for 'Upload a New Supporting Document' with a 'Choose File' button and a text input field for the description. At the bottom, a prompt asks 'What would you like to do now? Please choose from the list below and then click SUBMIT', with options 'Submit and remain on this page' and 'SUBMIT'.

You will get the following confirmation message when your file has been deleted.

This screenshot shows the same NMHC website interface as above, but with a confirmation dialog box overlaid. The dialog box has a title bar with the URL 'https://nmhum.org' and contains the message: '474744072509fed08e38.jpg has been deleted!'. There is an 'OK' button at the bottom right of the dialog box. The background interface is partially visible, showing the 'Supporting Documents' tab and the 'Click here for instructions' link.

Step 8. Looking at the printable version of the application.

At any time, you may click on the link to generate a "Print Ready PDF" of your application. This is a good way to proofread your application, and also to see at a glance whether the participating scholars have approved their roles. You will need to have the free Acrobat Reader to see this document, or some other application (like Preview, on Mac OSX) that can open and interpret PDF documents. This document cannot be edited.

 New Mexico Humanities Council Grant Application Form (Mini or Regular Grant)	
NMHC Use Only	Total Amount Requested: 6740.00
Application Number:	Total Amount of
Application Deadline: 1 Oct 2010, 5:01pm MT	Matching Contribution: 101090.00
Award:	PDF Generated: 30 Aug 2010, 11:06pm MT

Project Title: My New Grant
Project Description: This is a new application for a grant. When I click "save new application" it will take me into the full form for the online grant application.

Sponsoring Organization:

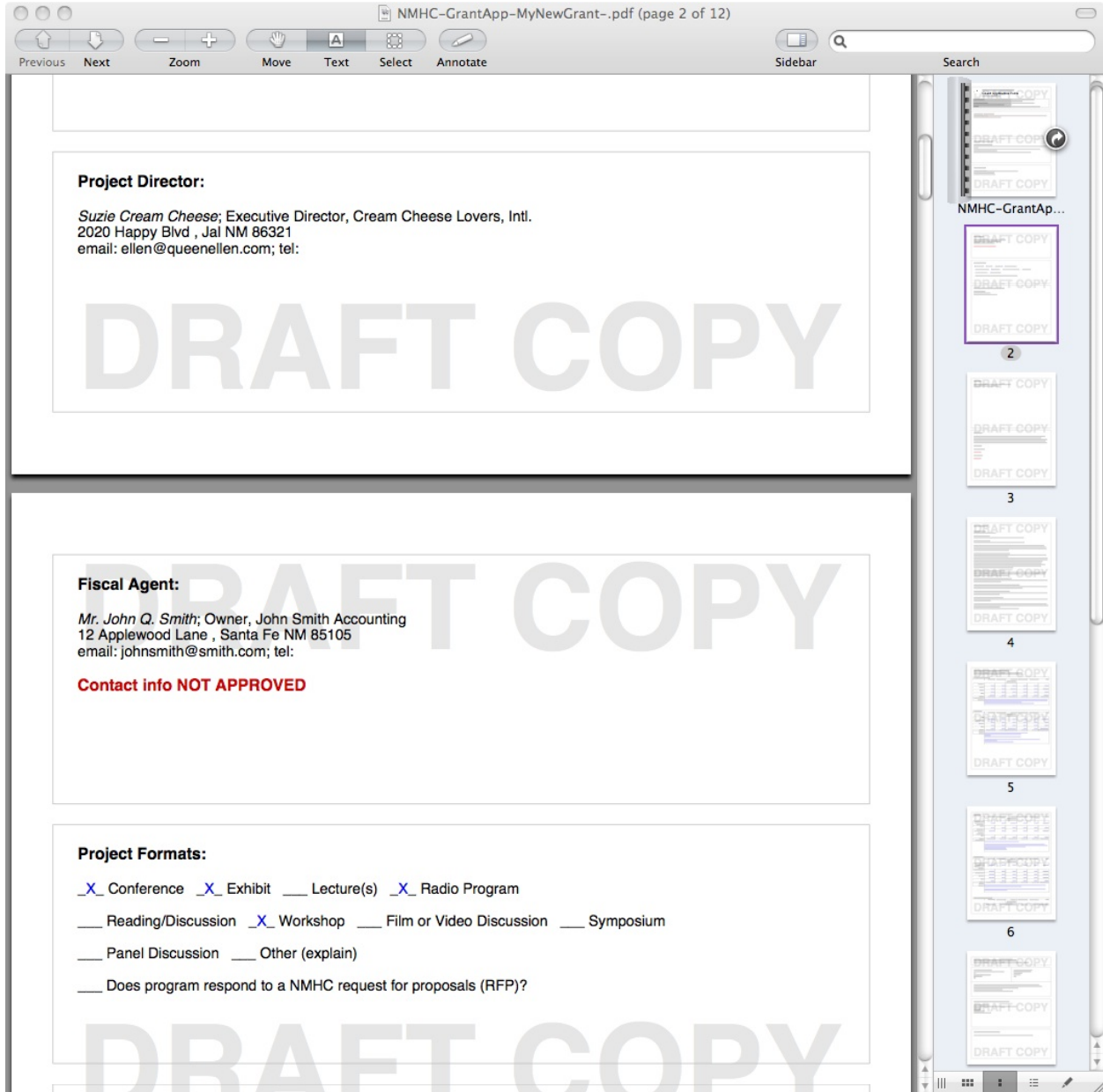
Organization NOT on the List
Description: This company is sponsoring this grant for the following reasons. 1) Because we are 2) Because it conforms with our mission.
Mission: The mission of this organization or this ad hoc committee and how it dovetails with the purpose of this grant.
3 Johnson St. , Silver City NM 86952
email: ReaEmail@yourcompany.com; tel: 505-111-2222; website: http://yourcompany.com

Project Director:

Suzie Cream Cheese; Executive Director, Cream Cheese Lovers, Intl.
2020 Happy Blvd , Jal NM 86321
email: ellen@queenellen.com; tel:

If a scholar or other participant has not approved their role in your program, you will see a red warning message. If a request for approval has been sent, that information will also be included as well as the time the request for verification was sent.

Links to all supporting documents will be listed on the final page of this print-ready PDF.



Step 9. Submitting the grant as a draft for consultation.

Consultation with the NMHC Grants Administrator is a required step of the grant application process. Whenever you are ready for the Grants Administrator to review your application, you

may submit this application for consultation by navigating to the Application Main Page and selecting the appropriate item from the pulldown menu at the bottom of the page, the clicking the button marked "SUBMIT."

This action will notify the Grants Administrator to look over your application in progress and also notify any listed scholars or program participants to approve their roles. If you add more scholars to your application after the first time you submit this application as a draft for consultation, you must submit it as a draft again to ensure that each participant receives an email notice to approve his/her role. Each participant receives only one email. If a participant does not receive an email for approval (or accidentally deletes it), you must delete that participant from your application, add him/her again, and submit the application as a draft again.

My New Grant – Grants – Online Grant Application – New Mexico Humanities Council

to the Scholar's Forms page by clicking the Scholar's Form tab at top.

Email (Private – for internal communication only) education@publiclands.org

Institutional Affiliation (if any)
Please do not exceed 100 words. this is the evaluator's institutional affiliation

Education and degrees
Please do not exceed 100 words. this is the evaluator's education and degrees

[None]
Save changes and remain on this page
Save changes and go to the NEXT page: Application Narrative Form
✓ Submit application as-is for DRAFT REVIEW to the Grants Administrator AND notify associates to electronically sign their forms

Application Form Main Page Instructions

STEP ONE: FILL OUT THE FORMS

Fill out this application as completely as possible. To complete this page, you must be able to describe the humanities program you are planning, and which people will be involved in what ways. You must involve the following essential personnel:

When you click the "SUBMIT" button to submit the application as a draft for consultation, you will see the following message:

Home Announcements Calendar Programs **Grants** NM Centennial About Us Contact Scrapbook Support

Signed in as **Applicant**
Your Account | Sign Out

All Applications

Application: My New Grant

Application Main Application Narrative Budget Form Scholar's Forms Supporting Documents Print-Ready PDF of Application

--- Click here for instructions ---

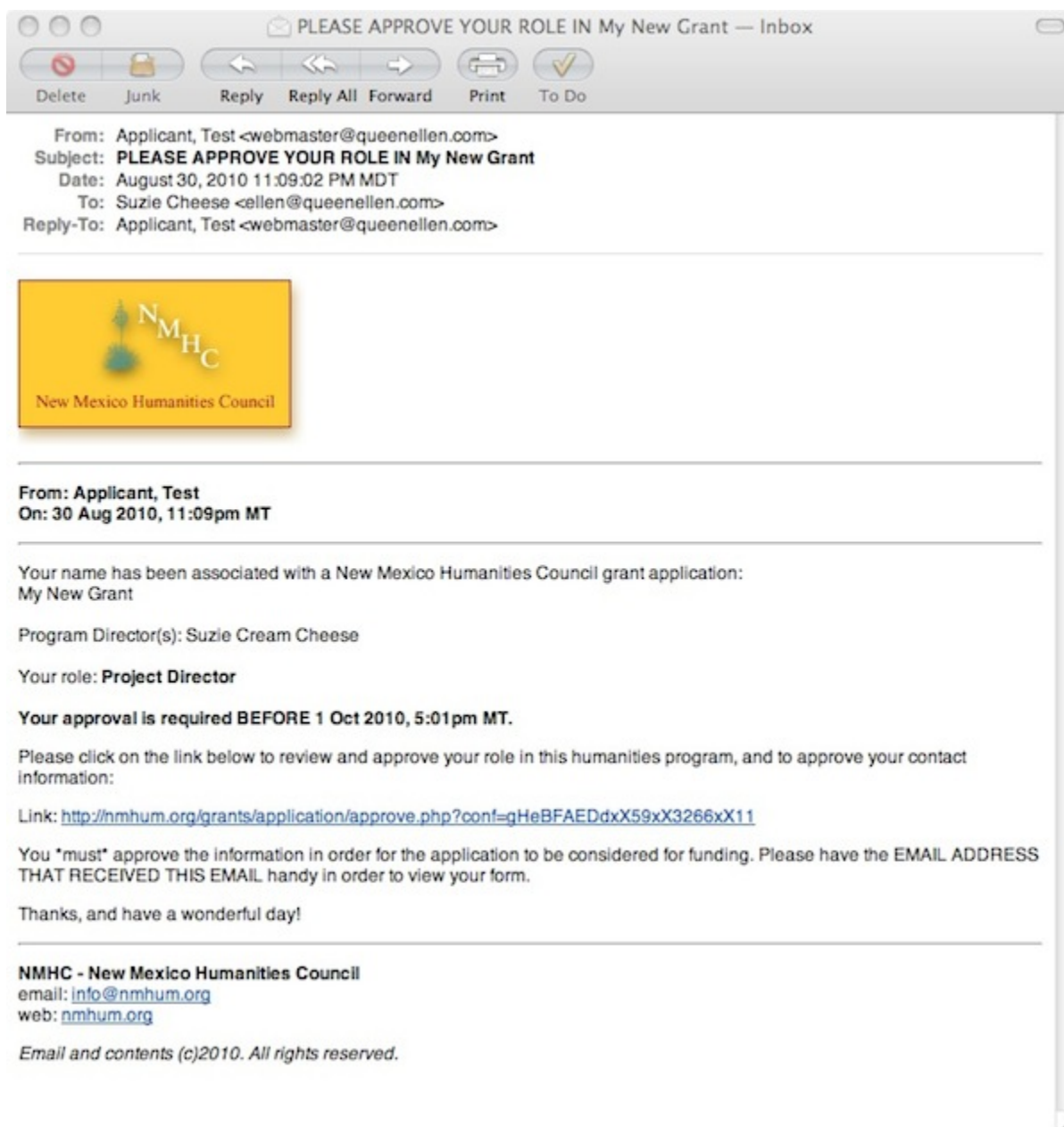
<https://nmhum.org>

Grant Application changes submitted and saved. Your DRAFT application has been submitted and the Grants Administrator has been notified to review the application. Additionally, emails requesting signatures from the people associated with the application have been sent.

OK

Step 10. Participants must approve their roles and verify their information.

Each person you have listed will receive an email similar to this one. He or she must click on the link before the grant submission deadline, and follow the instructions in the email and at the destination webpage to “sign” the application.



The link will take the participant to the following page. The scholar, fiscal agent, or project director must enter the email address at which they received their email, then click on the button labeled “Click to Submit.”

NMHC Home Announcements Calendar Programs Grants **NM Centennial** About Us Contact Scrapbook Support [Login Now | Register (Why?)]

Please enter the email address that received the approval notification link:
ellen@queenellen.com **1**

Click to Submit **2**

How to approve contact information

Update your contact information, educational and insitutional affiliations as needed, then click the submit button to save the information.

When you are satisfied that the information is perfect, check the "approve contact information" box and click submit. This will "lock in" your contact info for all NMHC applications, speaker's catalogue, etc.... wherever your contact info may be necessary.

You will not be able to alter this record after signing it.

Note that your contact info may be part of PUBLIC RECORD when you are associated with any funded projects, so keep that in mind when filling out physical addresses in particular.

Note also that two email address fields are provided -- one is "private" and will only be available to NMHC Staff and other people associated with your project. The other email field is "public" and may be used in publicly available web pages. You do not need to fill out both -- it is strictly an option for those who may wish to keep their personal email out of the public realm.

How to approve "Scholar's" information (if applicable)

Update the three "scholars contribution" fields (if they are applicable and shown) then click submit to save the information. When you are satisfied that the information is perfect, check the "sign/approve scholars" box and click submit.

This is the equivalent of SIGNING YOUR SCHOLARS FORM and approving your association with this particular grant project. Your electronic "signature" is REQUIRED by the time the grant application is due, or the program may not receive funding. If you have questions, please contact the Program Director(s) for this grant application, or the NMHC Grants Administrator.

Back to top

Seeking to understand Who we are Who we hope to be

The scholar will be directed to this page. At the top of the page is their name and role, the grant title, and the full description. There is also an email link for contacting the applicant with any questions. The scholar must ensure this form is complete and correct.

Grants – Online Grant Application – New Mexico Humanities Council

[Login Now | Register (Why?)]

Suzie Cream Cheese
 Role: Project Director
 Grant: **My New Grant**

Grant-writer: Applicant, Test (webmaster@queenellen.com)
 Description: This is a new application for a grant. When I click "save new application" it will take me into the full form for the online grant application.
 Program Director(s):
 Suzie Cream Cheese

--- Click here for instructions ---

Make changes by editing the fields in the form below.

Social Title	(Dr. <input type="text"/>)
First Name	Suzie
Middle Name	Cream
Last Name	Cheese
Email (Private - for NMHC communication only)	ellen@queenellen.com
Email (Public - may be displayed to web visitors) (optionally replaces primary email address when publicly displayed with funded program material)	ellen@queenellen.com
Website	http://creamcheese.com
Organization	Cream Cheese Lovers, Intl.
Title	Executive Director
Home Phone	
Work Phone	505-666-4444
Fax	505-443-5754
Cel Phone	
Street	2020 Happy Blvd.
Street 2	
City	Jal
State	NM
Zip/Postal Code	86321
Country	US
Institutional Affiliation (if any) <i>Please do not exceed 100 words.</i>	Suzie is a regent of the University of Cream Cheese. She is the executive director of Cream Cheese International and serves on the board of the Cream Cheese Experts of the World.
Education and degrees <i>Please do not exceed 100 words.</i>	BA- Cheesiness, University of Cream Cheese MS- Cheese Eating, Université de Neufchatel PhD- Advanced topics in Creaminess, University of Wisconsin
Please specify your contribution to this project <i>Please do not exceed 250 words.</i>	As the project director, Dr. Cheese will perform the following duties: 1) this duty 2) that duty 3) the other thing 4) Watch your word count!!!
Experience relevant to this project <i>Please do not exceed 250 words.</i>	Relevant to this project is your key phrase. Again, don't exceed the word count. We'll tell you!!

This information summarizes the grant and allows the applicant to contact the project director with questions before signing

The applicant can edit any of this information. Upon signing this form, the applicant or project director can make no further changes. If changes are desired, the applicant must delete this scholar's form and create a new one from scratch.

At the bottom of the page, the scholar must check the box to approve and “sign” the form, then click the button labeled “Click to Submit.” If the scholar does not choose to check the box to sign the form, he or she can still click the “Click to Submit” button, and it will save but not finalize the changes. The participant can use the same process to approve this scholar’s form at a later date, using the link provided in the original email.

<p>Experience relevant to this project <i>Please do not exceed 250 words.</i></p>	<p>Relevant to this project is your key phrase. Again, don't exceed the word count. We'll tell you!!</p>
<p>Publications, Products, Awards & Recognition relevant to this project <i>Please do not exceed 250 words.</i></p>	<p>Again, RELEVANT is the key phrase. Since this grant is for a humanities program, Dr. Cheese's highly-touted studies on creaminess published in the journal The Physics of Cream may not be relevant, but her cheese-based poetry might be.</p>
<p>Confirmation Code</p>	<p>Request for "signature" sent: 30 Aug 2010, 11:09pm MT</p>

Electronic "Signature": Check this box and click submit to electronically approve and "sign" your form.
 Request for general approval sent: 30 Aug 2010, 11:09pm MT

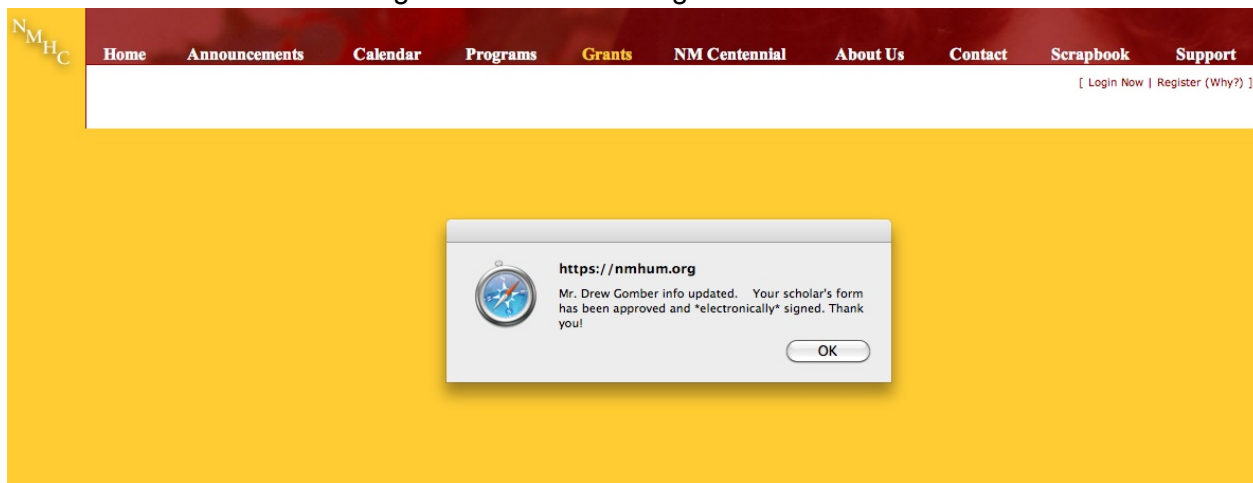
How to approve contact information

Update your contact information, educational and insitutional affiliations as needed, then click the submit button to save the information. When you are satisfied that the information is perfect, check the "approve contact information" box and click submit. This will "lock in" your contact info for all NMHC applications, speaker's catalogue, etc.... wherever your contact info may be necessary. You will not be able to alter this record after signing it. Note that your contact info may be part of PUBLIC RECORD when you are associated with any funded projects, so keep that in mind when filling out physical addresses in particular. Note also that two email address fields are provided -- one is "private" and will only be available to NMHC Staff and other people associated with your project. The other email field is "public" and may be used in publicly available web pages. You do not need to fill out both -- it is strictly an option for those who may wish to keep their personal email out of the public realm.

How to approve "Scholar's" information (if applicable)

Update the three "scholars contribution" fields (if they are applicable and shown) then click submit to save the information. When you are satisfied that the information is perfect, check the "sign/approve scholars" box and click submit. This is the equivalent of SIGNING YOUR SCHOLARS FORM and approving your association with this particular grant project. Your electronic "signature" is REQUIRED by the time the grant application is due, or the program may not receive funding. If you have questions, please contact the Program Director(s) for this grant application, or the NMHC Grants Administrator.

He or she will see the following confirmation message.



When the participant has signed the form, the signature with a time and date stamp appears in green at the bottom. This form can no longer be edited. If edits are needed, then the entire scholar's form can be deleted from the application and re-entered from scratch.

Grants - Online Grant Application - New Mexico Humanities Council

Home Announcements Calendar Programs Grants NM Centennial About Us Contact Scrapbook Support

[Login Now | Register (Why?)]

Dr. Suzie Cream Cheese
 Role: Project Director
 Grant: **My New Grant**

Grant-writer: Applicant, Test (webmaster@queenellen.com)

Description: This is a new application for a grant. When I click "save new application" it will take me into the full form for the online grant application.

Program Director(s):
 Dr. Suzie Cream Cheese

Name	Dr. Suzie Cream Cheese
Email (Private - for NMHC communication only)	ellen@queenellen.com
Email (Public - may be displayed to web visitors) (optionally replaces primary email address when publicly displayed with funded program material)	ellen@queenellen.com
Website	http://creamcheese.com
Organization	Cream Cheese Lovers, Intl.
Title	Executive Director
Home Phone	
Work Phone	505-666-4444
Fax	505-443-5754
Cel Phone	
Street	2020 Happy Blvd.
Street 2	
City	Jal
State	NM
Zip/Postal Code	86321
Country	US
Institutional Affiliation (if any) <i>Please do not exceed 100 words.</i>	Suzie is a regent of the University of Cream Cheese. She is the executive director of Cream Cheese International and serves on the board of the Cream Cheese Experts of the World.
Education and degrees <i>Please do not exceed 100 words.</i>	BA- Cheesiness, University of Cream Cheese MS- Cheese Eating, Université de Neufchatel PhD- Advanced topics in Creaminess, University of Wisconsin
Please specify your contribution to this project <i>Please do not exceed 250 words.</i>	As the project director, Dr. Cheese will perform the following duties: 1) this duty 2) that duty 3) the other thing 4) Watch your word count!!!
Experience relevant to this project <i>Please do not exceed 250 words.</i>	Relevant to this project is your key phrase. Again, don't exceed the word count. We'll tell you!!
Publications, Products, Awards & Recognition relevant to this project <i>Please do not exceed 250 words.</i>	Again, RELEVANT is the key phrase. Since this grant is for a humanities program, Dr. Cheese's highly-touted studies on creaminess published in the journal The Physics of Cream may not be relevant, but her cheese-based poetry might be.
Confirmation Code	"Signed" on 30 Aug 2010, 11:14pm MT

Electronic "Signature": Signed on 30 Aug 2010, 11:14pm MT.

[Back to top](#)

Seeking to understand who we were who we are who we hope to be

As each scholar signs their scholar's form, the applicant will see the green "signatures" on the online application and in the print-ready PDF.

If the scholar's form is correct and complete, but unsigned, the applicant can still print the appropriate pages of the PDF document and have the scholar sign the paper copy. The paper copies can be scanned and included as supporting documents, mailed to the NMHC, or turned in in person. Contact the Grants Administrator if this is the case. Likewise if a scholar does not have an email address, he or she can sign the printable PDF and the applicant can submit the scholar's forms as hard copies.

Step 11. Submit the final, complete application for review by NMHC reviewers.

When all participants have signed to approve their roles as scholars and there are no “red flag” warnings, the applicant will see a new option on the pulldown menu at the bottom of the form on the Application Main page. This option is “Submit entire application as a COMPLETE APPLICATION to NMHC AND notify Project Director and Fiscal Agent to sign the application.” Select this option and click the button labeled “SUBMIT.”

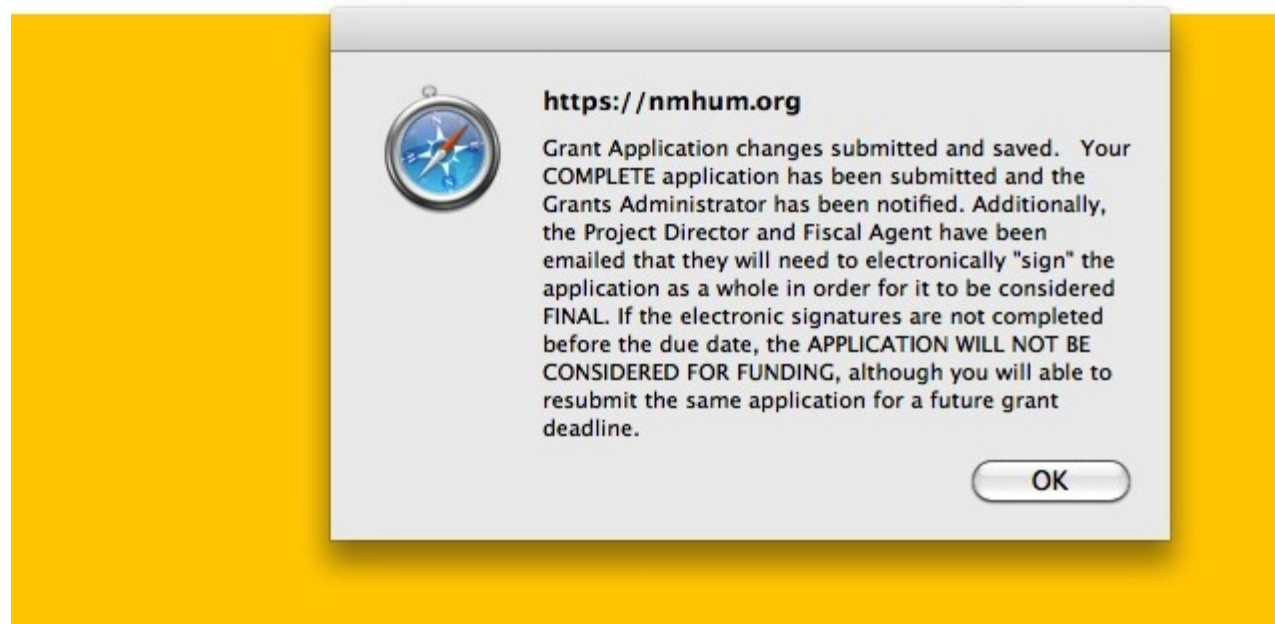
The screenshot shows a web browser window titled "My New Grant - Grants - Online Grant Application - New Mexico Humanities Council". The form is filled out with the following information:

- Sponsoring Organization(s):** Organization NOT on the List. Check here to delete upon save -- no warning!
- Add Sponsoring Organization(s):** Click on this text or the "+" button to add Sponsoring Organization(s)
- Project Director(s):**
 - Name: Dr. Suzie Cream Cheese
 - Email (Private - for NMHC communication only): ellen@queenellen.com
 - Institutional Affiliation (if any): Suzie is a regent of the University of Cream Cheese. She is the executive director of Cream Cheese International and serves on the board of the Cream Cheese Experts of the World.
 - Education and degrees: BA- Cheesiness, University of Cream Cheese; MS- Cheese Eating, Université de Neufchâtel; PhD- Advanced topics in Creaminess, University of Wisconsin
 - Electronically Signed/Approved: "Signed" on 30 Aug 2010, 11:14pm MT
- Fiscal Agent:**
 - Click here to edit Mr. John Q. Smith
 - Confirmation Code: Request for "signature" sent: 30 Aug 2010, 11:09pm MT
 - Remove: Check this box to delete upon save -- no warning
- Project Format(s):**
 - Conference (checked)
 - Exhibit (checked)
 - Lecture(s) (unchecked)
 - Radio Program (unchecked)
 - Reading/Discussion (unchecked)
 - Workshop (checked)
 - Film or Video Discussion (unchecked)
 - Symposium (unchecked)
 - Panel Discussion (unchecked)
 - Other (explain) (unchecked)
 - Does program respond to a NMHC request for proposals (RFP)? (unchecked)
- Humanities Scholars Who Will Participate:**
 - Name: Mr. Drew Gomber
 - Email (Private - for NMHC communication only): visitorcenter@publiclands.org
 - Institutional Affiliation (if any): This is the scholar's affiliation
 - Education and degrees: This is the scholar's education & degrees
 - Electronically Signed/Approved: "Signed" on 30 Aug 2010, 11:16pm MT
- Evaluator:**
 - Name: Dr. Michael Golston
 - Email (Private - for NMHC communication only): education@publiclands.org
 - Institutional Affiliation (if any): this is the evaluator's institutional affiliation
 - Education and degrees: this is the evaluator's education and degrees
 - Electronically Signed/Approved: "Signed" on 30 Aug 2010, 11:15pm MT

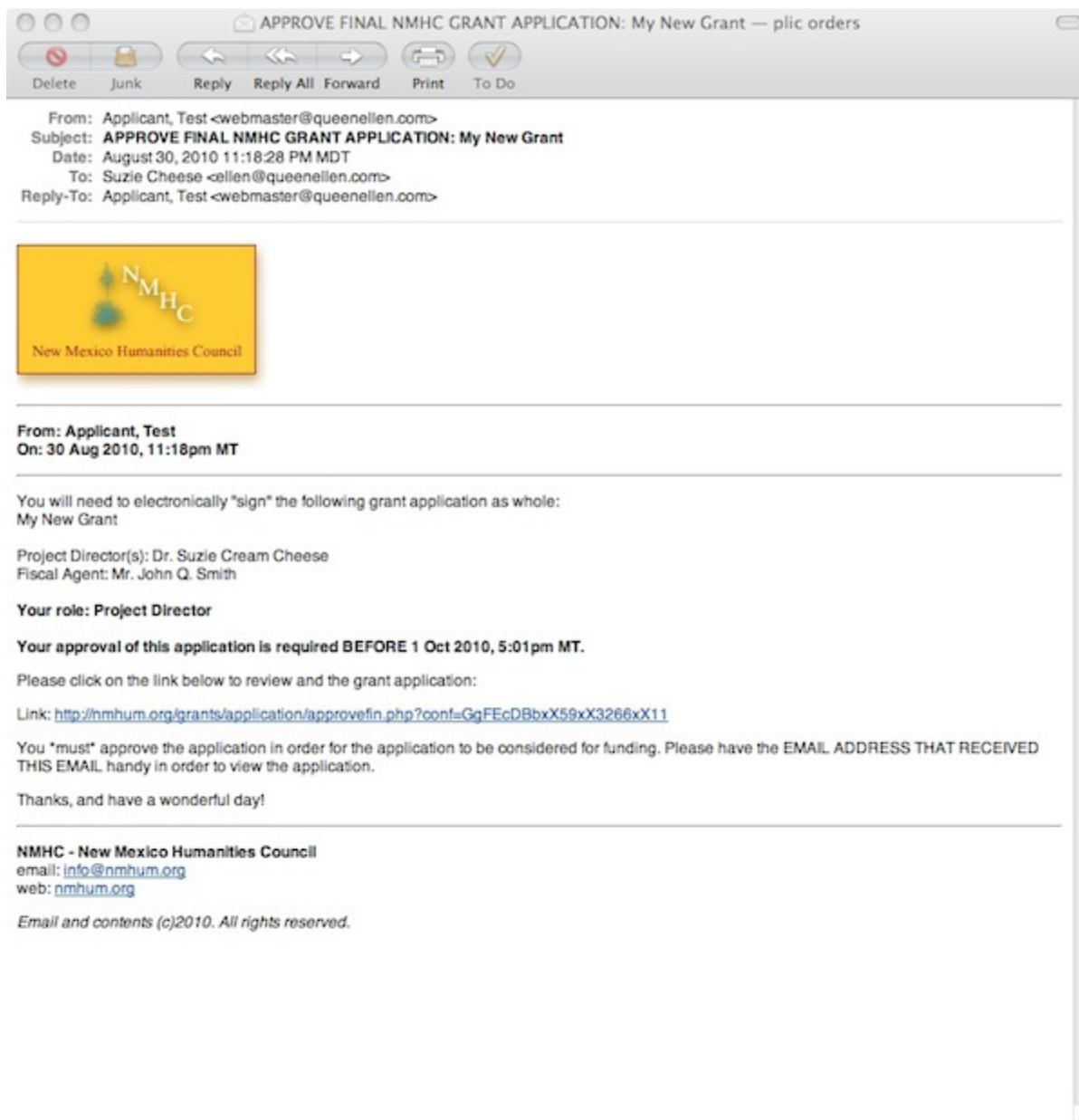
At the bottom of the form, there is a dropdown menu with the selected option: "Submit entire application as a COMPLETE APPLICATION to NMHC AND notify Project Director and Fiscal Agent to sign the application". A "SUBMIT" button is located to the right of the dropdown menu.

Upon submitting your final application, you will receive the following confirmation message:

All Applications				
Application: My New Grant				
ive	Budget Form	Scholar's Forms	Supporting Documents	Print-Ready PDF of Application



The Project Director and Fiscal Agent will receive emails notifying them that their signatures are required before the grant deadline to be considered for funding. This process is similar to, but simpler than, approving a scholar's form. The application must be signed by both participants before the grant deadline. If you are submitting close to the deadline, ensure you are allowing enough time for both participants to receive and respond to these emails.



The grant cannot be edited at this point, but the Fiscal Agent and the Project Director can download a completed application for their records. If additional changes are required to the grant before the grant deadline, please contact the Grant Administrator for help. If the final application is not signed or completed by the grant deadline, then the grant will automatically "roll over" to the next deadline for that type of grant.

Grant: My New Grant

You: Dr. Suzie Cream Cheese
Your Role: Project Director

Grant-writer: Applicant, Test (webmaster@queenellen.com)

Grant Description: This is a new application for a grant. When I click "save new application" it will take me into the full form for the online grant application.

Program Director(s):
 Dr. Suzie Cream Cheese

[Click here to download and view the complete grant application as a PDF document.](#)

Agreement: By signing and submitting this application, the authorizing official of the applicant organization, the project director, and the fiscal agent are 1) providing the required certifications regarding disbarment and suspension, and compliance with the nondiscrimination statutes as set forth in the **INSTRUCTIONS OF CERTIFICATION**, indicating that the applicant is eligible to receive federal funds, and 2) agreeing that any funds awarded by NMHC will be used for the purposes set forth herein, unless changes or revisions are subsequently approved in accordance with applicable policies of the New Mexico Humanities Council.

Signatures: Project Director:
 Dr. Suzie Cream Cheese Date: 30 Aug 2010, 11:20pm MT

Fiscal Agent:
 UNSIGNED

[Back to top](#)