



New Hampshire
State Council on the Arts

Folklife and Traditional Arts Project Grant

Projects occurring between December 1, 2024 – November 30, 2025

Deadline: June 28, 2024 | Applications must be submitted by 11:59 pm EST

All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

Folklife and Traditional Arts Project Grants support projects that focus on presenting and preserving folklife and traditional arts in New Hampshire. The goals of this funding category are to deepen the appreciation for and understanding of folklife and traditional arts so that they continue to be a meaningful and visible part of our community life and to support traditional artists and cultural communities so that they can continue to preserve these living traditions for future generations to benefit from.

Projects funded under this category can include festivals, workshops, conferences, lecture/performance series, media programming, exhibits and ancillary publications, and video/film documentaries. All projects **are required to** be open to the public and include direct participation of traditional artists and appropriately compensate them at a professional level for performing, demonstrating, and/or teaching. The State Council on the Arts recognizes that traditional art forms are often preserved regionally. Therefore, half (50%) of the traditional artists for the project need to be New Hampshire traditional artists (and/or [NH Traditional Arts & Folklife Listing roster artists](#)) and the remaining half (50%) can be from our border states: Vermont, Maine, or Massachusetts.

FOLKLIFE AND TRADITIONAL ARTS

Traditional Arts and Folklife are artistic and cultural expressions actively passed down from one generation to the next within communities through observation, conversation, imitation and practice and are an important part of our living cultural heritage. Folklife and traditional arts can include music, dance, crafts, storytelling, foodways, celebrations, architecture, and way of doing things. They represent a sense of beauty, skills, knowledge and community values refined over generations. Communities can be defined in many ways, such as groups that share the same ethnic heritage, language, geographic area, religion, occupation, or way of life.

The State Arts Council's Traditional Arts Program seeks to be responsive to how communities define themselves and their traditions. For more information on traditional arts and folklife in New Hampshire, visit: [New Hampshire Folklife](#).

Note: We encourage organizations to refer to the [Traditional Arts & Folklife Listing](#) for information on cultural specialists, community scholars, and folklorists who may be available on a contract basis. Organizations may also contact the Traditional Arts Coordinator for suggestions. Applicants can include



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a request for funds to contract with a cultural specialist, community scholar, or folklorist as part of the project budget.

GRANT AMOUNT

Requests may be made for \$1,000 - \$8,000. Matching funds will be **waived** for Fiscal Year 2025 (July 1, 2024 - June 30, 2025) however, we encourage applicants to include in-kind and/or cash match as part of their budget to increase the strength of their application, collaboration with partners, and enhance the funding of their project. Please note: Matching funds cannot originate from any other federally financed program.

WHO MAY APPLY

Any organization with 501(c)(3) tax-exempt status from the IRS and not-for-profit incorporation in the State of New Hampshire; state, federal, county, municipal, or government agency; school; or unit of a post-secondary educational institution that meet the following conditions:

- Make their programs accessible to people with disabilities;
- Have submitted all required reports on past State Arts Council grants;
- Good standing with the N.H. Secretary of State's Office and the N.H. Attorney General's Office.
- **Arts organizations only:** at least one-year of arts programming prior to the application deadline.
- **All awardees will be required to submit a Unique Entity Identifier (UEI) issued through [SAM.GOV](https://sam.gov)**

Organizations incorporated in Maine, Vermont or Massachusetts may also be eligible if they meet all of the following conditions. Contact the grant coordinator with questions about eligibility.

- Physically headquartered within 50 miles of the New Hampshire border
- Can demonstrate that over 50% of the individuals who benefit from their work are N.H. residents
- Have a significant representation of N.H. residents on their Board

Restrictions

To allow for broad and equitable distribution of public funds, organizations may **receive ONE** grant in the following categories. *Public Value Partnership grant recipients may also receive funding in the Folklife and Traditional Arts project grant category. Exceptions may also be made*



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for organizations acting as fiscal agents; please contact the coordinator for approval prior to applying.

- [Arts for Community Engagement Grant \(ACE\)](#)
- [Public Value Partnership](#)
- [Youth Arts Project Grant \(YAP\)](#)
- [Artist Residencies in Schools \(AIR\)](#)

Please carefully consider your project and the grant category that best suits it. If you have any questions, contact the grant program coordinator.

This grant does **NOT** support:

- Commercially viable "for-profit" publications, recordings, or films.
- General operating expenses not directly related to the project.
- Lobbying or fundraising expenses.
- Contracted services of an organization's staff; (unless contract pertains to duties explicitly outside of their current job description).
- Contracted services of an organization's board member.
- Projects already receiving funds from another State Arts Council grant category for the same project.
- Arts programs that do not require the direct participation of an artist as a core element of the program.
- Projects/activities that support re-enactment or encampment.
- Projects/activities that are not open to the general public.
- Food and beverage expenses are ineligible using requested grant funds. If you have concerns, please contact the grants coordinator; Traditional Arts Foodways Projects: food may be allowable if it has a programmatic purpose and if authorized either in the approved budget or with prior written approval of the grant coordinator.
- Any cost item listed in the glossary under [ineligible expenses](#).

Making the Project Accessible to All

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description, or large- print labeling) in the early planning stages of a project is the key to



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ensuring that persons with disabilities will be able to participate. For further information and resources see the [Making Your Programs and Services Accessible](#) page on the NHSCA website.

HOW TO APPLY

Applicants are strongly encouraged discuss their proposals with the appropriate grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) relevant to State Arts Council grants. The grant program coordinator will review and provide feedback on drafts of narrative questions and budgets if submitted **by email at least two weeks prior to the application deadline. First time applicants are especially encouraged to submit drafts and discuss the process with their grant coordinator. The NHSCA grants team prioritizes one-on-one support during the grant application process.**

Submitting the Application

NHSCA uses an online application system, [Submittable](#). Please [visit the grant page](#) for instructions. **The online system cannot be used to submit drafts.** Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully. We recommend you **keep a copy for your files.**

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

Deadline

Applications must be completed online by 11:59 pm on **June 28, 2024**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit.

REVIEW PROCESS

A panel with expertise in the focus area of the grant category meets to review and rank applications according to the funding criteria listed. Whenever possible, a State Arts Councilor attends the meeting. After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors, a volunteer 15-member advisory council appointed by the Governor, for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's



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evaluation of your application, so please follow instructions and prepare your application carefully.

RECEIVING AN AWARD

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website). At that time, applicants will receive official notification of the Council's action, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks or longer after the application deadline.

Please note if you are awarded and accept this grant, the applicant and grant details will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expensed. If you have any questions, please reach out to the grant coordinator.

Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks or longer. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

Recipients of grant awards will be required to provide the following along with the signed grants paperwork:

- Proof of general liability insurance
- Proof of worker's compensation insurance (unless recipient organization is all volunteer)
- Current Certificate of Good Standing from the NH Secretary of State (*For 501 (c) 3 non-profits only*)
- Unique Entity Identifier (UEI) from [SAM.gov](#).
- Certificate of Board Resolution



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- Resume and Annual Salary of Administrator
- Geographic Areas Served by Organization
- A one-page financial statement of organization's most recently completed fiscal year
- List of Board of Directors (*For 501 (c) 3 non-profits only*)

Important: All grant agreements must be returned no later than January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. *Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.*

Project Changes and/or Amendments(s)

You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grant coordinator for review and approval, and include changes to dates, budgets, project scope or content, personnel or artists involved, or other changes that differ from the original application. Changes must be approved prior to implementation.

Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

GRANT PERIOD AND REPORTING

A [final report](#) is due 30 days after the completion of your project, but no later than December 31, 2025. An extension of up to one month may be requested. The request for extension must be made *in writing* to the grant coordinator *before* the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted. Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.



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FUNDING CRITERIA

Reviewers will use the [Folklife & Traditional Arts Project Grant Evaluation Criteria and Scoring Guide](#) to rank and recommend applications for funding. Please review the Folklife & Traditional Arts Project Grant Evaluation Criteria and Scoring Guide for full details.

Artistic Quality of Programming (40 pts.)

- Creativity in proposed project's concept, design, and execution
- Project contributes to the traditional arts and folklife in New Hampshire including the form of the tradition(s)
- Fulfillment of the organization's mission
- Quality of traditional artists and/or cultural specialist(s), community scholar(s), and/or folklorist(s)
- Traditionality and/or cultural significance of the art form(s) to New Hampshire

Community Support, Representation, and Benefit (35 pts.)

- Contribution to the enrichment and education of the community it serves
- Community support
- Ease of access
- Geographic location and reach of an applicant
- Intentionally reaches and serves populations [underserved](#) by the arts

Administrative Capacity (25 pts.)

- Financial information
- Key personnel
- Promotion and publicity plan
- Feasibility of project
- Project measurements and outcomes

REQUIRED UPLOADS

Upload required documents to the [online system](#). Please keep a copy for your files.

- Answers to Narrative Questions (grant guideline pages 10-11)
- Completed Budget Form – **use the notes column to detail how funds will be used**
- Work plan with comprehensive timeline (1-2 pages)
- For 501 (c) 3 non-profits only:* Board-approved financial statement for applicant's most recently completed fiscal year



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- For arts organizations embedded within an institution (e.g., an art gallery in a university):* Financial statement for the past two years, approved by a financial officer of the supervisory institution. Statement should detail financial support to the arts organization from internal and external sources, as well as expenditure of those funds. These organizations should also submit a balance sheet, if available.
- For 501 (c) 3 non-profits only:* List of current Board or arts advisory committee members, including address and primary employer/occupation
- One-page resume of project leader(s)
- Letters of Support by community members and/or participating partners relevant to the proposed project (up to three recommended)
- Samples of relevant evaluation forms, assessments or rubrics (*note: while it is important to evaluate the financial success of projects, e.g. number of tickets sold, NHSCA is particularly interested in learning how projects will assess their community impact*)
- Selected organization program materials such as reviews, season performance schedule, exhibition catalogues, etc. of previous programming
- Participating Traditional Artist List. Please provide a list of all participating traditional artists and/or groups, both proposed and committed. Please note their art form(s), geographic location, if they are committed or proposed for the project, and a link to their website/bio, alternatively you can upload work samples as described below.
- Artist bio/resume and work samples. If possible, we prefer that you include a link to the artist's website or CreativeGround profile in the narrative or in the Participating Traditional Artist List. If links are not an option, please upload artist bio/resume and work samples with a [work](#) sample index that identifies the artist, art form, corresponding work samples, and description of the work. If the project employs multiple artists, please provide bios/resumes and work samples for no more than 12 participating artists and/or groups. **Applications will be deemed ineligible if submitted without work samples.** Work samples should be relevant to the artistic disciplines being proposed in the project and must be provided in an appropriate format (i.e., audio files for musical artists, video files for theatre artists). *Note: [CreativeGround](#) is a free resource and provides a web presence for artists who do not have a website.*
- National Endowment for the Arts [Brief Accessibility Checklist](#)



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QUESTIONS

Questions about the grant program?

Please contact Kayla Schweitzer, Program Coordinator at kayla.m.schweitzer@dncr.nh.gov, 603-271-0795

Questions about the online application system at Submittable?

Submittable Technical Support support@submittable.com
<https://submittable.help/>



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NARRATIVE QUESTIONS

Please answer the following narrative questions on **no more than five typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please respond to the following questions **noting the section titles in bold**.

Introduction: Provide a brief profile of your organization including its mission, goals, geographic location and reach, and role within the community. *Please keep in mind that some panelists may not be familiar with your organization or its importance to the arts in New Hampshire.*

1. MAJOR PROJECT ACTIVITIES

Describe your project, including:

- Major project activities, including project goals, when and where the project will occur, and desired outcomes.
- How does this project contribute to the traditional arts and folklife in New Hampshire including the form of the tradition(s)?
- Explain the relevance and importance of the tradition(s) to New Hampshire. What is the potential impact the project will have on the tradition(s) and the community from where the tradition came from?
- Participating traditional artist(s). What experience, skills, and connection does your project artist(s) have to the tradition? Why are they appropriate for this project? If the artist(s) you have chosen are not from NH, please describe why they are the most qualified to lead or participate in your project.

Please note: Half (50%) of the traditional artists for the project need to be New Hampshire traditional artists (and/or [NH Traditional Arts & Folklife Listing roster artists](#)) and the remaining half (50%) can be from our border states: Vermont, Maine, or Massachusetts.

- Participating cultural specialist(s), community scholar(s), and/or folklorist(s). What background, experience, and/or community connection does your specialist(s) have to participate in this project? Why are they appropriate for this project? If the individual(s) you have chosen are not from NH, please describe why they are the most qualified to lead or participate in your project. (if applicable)
- *For projects previously funded by an NHSCA grant ONLY:* explain how your project has evolved in response to community input, evaluation outcomes, and organizational learning since it was last funded.



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2. COMMUNITY SUPPORT, REPRESENTATION, AND BENEFIT

- Describe how your project will benefit your target audience and/or community(ies) you serve.
- Describe how your project will be programmatically and physically accessible to ensure that individuals with disabilities (developmental, cognitive, physical, and sensory) and other underserved populations are able to participate in a meaningful way. This should be reflected in your project design, materials, physical location, fee structures (if any), and budget.
- Explain how your project will reach, welcome, and engage populations underserved by the arts.

3. KEY ORGANIZATIONAL PARTNERS

An organization partner is an outside entity that will provide resources (other than money) to support the project. Who are your community partners? Describe their role and how their partnership will strengthen the project. Indicate if they are committed or proposed.

4. ADMINISTRATIVE CAPACITY

Describe the strengths in your organization, project leadership, and past project experience that demonstrate your organization's capacity to undertake this project. Who are your lead project coordinator(s) and key project team members? What qualifications and experience do they bring to this project?

5. PROMOTION & PUBLICITY

Describe the promotion/publicity plan to attract and build audiences for this project.

6. PERFORMATIVE MEASUREMENT & OUTCOMES

Describe how you will measure the success and impact of your project, including tools and indicators. *These should align with your project goals and desired outcomes.* How will you use your evaluation to inform future programming?