**America 250-Ohio Grant Application Worksheet**

This worksheet contains all the information required to apply for an America 250-Ohio grant. Prospective grantees can use this worksheet offline to prepare a successful application. When you are ready to complete your submission through the online portal, you can copy and paste your answers from this document.

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| **Part 1: Sponsoring Organization** |
| The sponsoring organization is the nonprofit entity that submits the grant application, receives the grant award, sponsors the proposed humanities project, and is accountable for the appropriate use of grant funds.  |
| Organization: |  |
| Address: |  |
| Website: |  |
| Phone: |  | County: |  |
| IRS Determination: |  | EIN: |  |
| Name of the registered AM250-Ohio community: |  |
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| **Part 2: Project Summary** |
| Project Title: |  |
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| Project Summary: Provide an engaging summary of your project. (Max 1,000 characters) |
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| Project Timeline: Please address planning time and event activities. (Max 1,000 characters) |
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| **Part 3: Key Personnel** |
| Project Director |
| The project director is the person responsible for coordinating the project, serving as the liaison with AM250-Ohio staff, and preparing interim and final reports. |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
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| Authorizing Official |
| The authorizing official is the representative from the sponsoring organization who has authority to submit the grant application on behalf of that organization.  |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
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| Project Bookkeeper |
| The project bookkeeper is responsible for receiving, disbursing, and accounting for all grant and cost-share funds. The project bookkeeper may not serve as the project director. |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
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| **Part 4: Project Budget** |
| Please use the Excel file “Application Budget Spreadsheet” available on our website to draft your budget.  |
| Total Grant Request: |  | Total Cost-Share: |  |
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| **Part 5: Project Narrative** |
| Question 1: | What do you want to do in this project that will be carried out with AM250-OH funds? In your response, please address:* the specific details you have planned for the project (the who, what, where, and when of the project)
* why it’s important to address this topic now
* how you will evaluate the success of the project
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| Response 1: |  |
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| Question 2: | What are your goals and desired outcomes for this project? In your response, please address:* What are your community's goals for this project?
* How will the chosen project activations (full list below) contribute to achieving the community's goals?
* How does this project contribute to the celebration and commemoration of AM250 in Ohio?

***Storytelling Activations:**** Planting Heritage Trees
* Honoring local military veterans
* Honoring/recognizing Revolutionary War veterans buried in Ohio
* Telling local history stories, especially under-told stories
* Events and activities aligned to the 12 monthly themes for 2026

***Education Activations:**** Judicial/Judiciary process exploration
* iCivics Ohio programing
* Service-Learning projects
* History Pass
* Events and activities that explore America’s founding documents (Northwest Ordinance, Declaration of Independence, U.S. Constitution)
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| Response 2: |  |
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| Question 3: | Part 1. Identify the key individuals who will contribute to the success of the project. * This should include the project director, authorizing official, and project bookkeeper.
* It may also include other staff of the sponsoring organization that are essential to the success of the project, such as marketing and communications, program staff, and audio/visual professionals.

Part 2. (If relevant) Who are the experts involved in the program? * How is their background/expertise relevant to the content of the project?
* If it is a lecture series or similar, provide short biographies of each of the presenters.
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| Response 3: |  |
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| Question 4: |  Describe the intended audience for the project or organization.* What is the expected attendance for any public events or activities?
* What kind of outreach will be carried out to the intended audience?
* For media projects, how many individuals do you expect will view the finished work?
	+ Provide a timeline of outreach activities; be sure to allow for adequate time to reach the desired audience.
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| Response 4: |  |
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| Question 5: | Who is the sponsoring organization? * Describe the mission and purpose of the sponsoring organization that is requesting the funds
* Explain how the project will advance the celebration and commemoration of America's 250th anniversary in their community
* Provide a short description of the registered AM250-OH community.
* Identify all key community partners within the registered AM250-OH jurisdiction and explain how they will contribute to the success of the activities.
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| Response 5: |  |

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