

# SHINE 2025/FY26 General Operating Support Grants

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*Maryland Humanities*

## *Instructions*

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### **Resources**

Before beginning this application, we strongly encourage all applicants to review the support materials and resources available.

- [SHINE Guidelines](#)
- [SHINE Rubric](#) for Narrative Questions
- [SHINE Questions to Consider for Narrative Answers](#)
- [SHINE Grants FAQ](#) (scroll down to "Frequently Asked Questions")
- [SHINE DEAI Toolkit](#)

### **Character Limits**

The character limits in this application are set to the highest allowed by the application software. The character limit is not a suggested response length and the length of an organization's response will not be considered in their application's evaluation. We are looking for responses that clearly and concisely answer the application questions, regardless of character length.

### **Definitions of Terms Used in Application**

- For an expanded definition of the humanities, refer to the "What are the humanities?" section of the [SHINE Guidelines](#).
- Diversity is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.
- Equity is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specific goals.
- Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.
- Inclusion refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

- Communities underrepresented and underserved by the humanities can include but is not limited to:
  - o Veterans
  - o Rural Populations
  - o BIPOC (Black, Indigenous, and People of Color)
  - o Low-income Individuals
  - o Currently and Formerly Incarcerated Persons
  - o LGBTQ+ Individuals
  - o Currently and/or Formerly Unhoused People
  - o Disabled People
  - o Immigrants and New Americans

## Organization Information

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### Grant Number\*

Internal Use Only

*Character Limit: 200*

### About the Applying Organization

### Organization Name\*

*Character Limit: 250*

### Telephone Number\*

*Character Limit: 250*

### Organization Street Address\*

*Character Limit: 250*

### City\*

*Character Limit: 250*

### State\*

*Character Limit: 250*

### Zip Code\*

*Character Limit: 250*

### County\*

#### Choices

Allegany

Anne Arundel

Baltimore

Baltimore City  
Calvert  
Caroline  
Carroll  
Cecil  
Charles  
Dorchester  
Frederick  
Garrett  
Harford  
Howard  
Kent  
Montgomery  
Prince George's  
Queen Anne's  
Saint Mary's  
Somerset  
Talbot  
Washington  
Wicomico  
Worcester

## Mailing Address

If your organization's mailing address is different from the organization address provided above, please include it here. **IMPORTANT:** Please ensure your organization's mailing address is accurate and up-to-date. Should we make any award payments by paper check, we will use the address information you provide in this application.

*Character Limit: 250*

## Organization Website

If you would like to link to a webpage, please provide the URL below.

*Character Limit: 2000*

## Congressional District\*

Please indicate the organization's Congressional district. To locate this information, visit this resource from the Maryland General Assembly. You may use the "Lookup" feature to find your district.

*Character Limit: 250*

## Legislative District\*

Please indicate your organization's Legislative district. In most cases, this will be a number. For some, this may be a number and a letter.

To locate this information, visit this resource from the Maryland General Assembly. You may use the "Lookup" feature to find your district.

*Character Limit: 250*

## Contact Information

### Primary Contact

The primary contact is the person who submits the grant application on behalf of the nonprofit organization. **They are the first line of contact with Maryland Humanities and will be sent all communication by email including follow up questions, signing grant agreements, and updates.** For most organizations, the primary contact is the executive director, president, or grants staff. The primary contact is usually responsible for requesting, receiving, and disbursing grant funds; keeping auditable accounting records; and preparing the final financial report.

### Primary Contact Salutation\*

#### Choices

Dr.  
Ind.  
Mr.  
Mrs.  
Ms.  
Mx.

### Primary Contact First Name\*

*Character Limit: 250*

### Primary Contact Last Name\*

*Character Limit: 250*

### Primary Contact Title/Position\*

*Character Limit: 250*

### Primary Contact Telephone Number\*

*Character Limit: 250*

### Primary Contact E-mail Address\*

*Character Limit: 250*

### Secondary Contact

The secondary contact is a second line of communication should the primary contact become unresponsive or unavailable.

### Secondary Contact Salutation

#### Choices

Dr.

Ind.  
Mr.  
Mrs.  
Ms.  
Mx.

## Secondary Contact First Name

*Character Limit: 250*

## Secondary Contact Last Name

*Character Limit: 250*

## Secondary Contact Telephone Number

*Character Limit: 250*

## Secondary Contact E-mail Address

*Character Limit: 250*

## Financial Information

### Tax Exempt Status\*

Enter the section of the Internal Revenue Code under which the sponsoring organization is tax-exempt, if applicable (Section 501(c)(3) for example).

*Character Limit: 250*

### 2024 Annual Operating Budget Form\*

Please provide a copy of your organization's 2024 annual budget including income and expenses. Organizations with income OR expenses over \$500,000 are not eligible for this grant.

If your organization does not have a standardized operating budget, you can utilize the Maryland Humanities [operating budget template](#). The income and expenses reported on your 2024 budget will be compared against your organization's 2024 990 form. If your organization's budget is \$0, you must still submit a budget form demonstrating this.

*File Size Limit: 2 MB*

### Annual Operating Budget Narrative (Optional)

This space must be used to explain any discrepancies between your organization's 2024 operating budget and your organization's 2024 990 Form. This space can also be used to explain any other discrepancies or information you would like reviewers to know about your organization's financial information.

*Character Limit: 10000*

### Federal Employer Identification Number\*

Enter your organization's Federal Employer Identification Number (EIN). If your organization has a fiscal sponsor, enter the fiscal sponsor organization's EIN. The Federal Employer Identification Number (EIN) is required solely for tracking purposes.

*Character Limit: 250*

### Fiscal Sponsorships\*

Organizations with fiscal sponsors are welcome to apply for a Hatza SHINE grant. If your organization has a fiscal sponsor, you are required to provide the following additional documentation by email to [eross@mdhumanities.org](mailto:eross@mdhumanities.org) before the application deadline:

- Fiscal Sponsorship Agreement between the sponsor and sponsored organization that demonstrates a fiduciary pass-through arrangement.
- 2024 annual budget of the sponsor organization
- Copy of 2024 990 form of the sponsor organization

### Choices

No, my organization does not have a fiscal sponsor

Yes, my organization has a fiscal sponsor and I will email the required documents by 9/15/2025

## *Introduction to Your Organization*

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### Humanities Disciplines\*

Please mark all of the humanities disciplines that your organization regularly engages with through its programming.

### Choices

Anthropology  
 Archaeology  
 Architecture  
 Art History or Criticism  
 Civics  
 Classics  
 Comparative Religion  
 Ethics  
 Historic or Cultural Preservation  
 History  
 Jurisprudence  
 Language  
 Language Access  
 Law  
 Linguistics  
 Literature  
 Oral History  
 Other  
 Philosophy

Poetry

**If you chose other to the question above, please describe in the space below.**

*Character Limit: 250*

**Primary Institution Type\***

Please choose the option that best describes your organization.

**Choices**

- Archive
- Arts-related Organization (including art museums)
- Community Organization or Center
- Cultural Heritage Organization
- Festival
- Foundation
- Historical Site/House
- Historical Society
- Independent Research Library or Center
- Indigenous Tribal Organization or Community
- Media Organization
- Membership Organization or Association
- Museum – History
- Museum - Other
- Nature Center/Botanical Garden/Arboretum
- Social Services or Health Organizations
- Other

**If you chose other in the question above, feel free to specify below.**

*Character Limit: 250*

**Additional Organization Demographic Information\***

Choose all that apply to your organization's leadership staff.

Leadership staff can include: founder, CEO, executive director, president, majority of board members.

**Choices**

- BIPOC-Led (Black, Indigenous, Person of color)
- Woman-Led
- Black-Led
- Veteran-Led
- Disability-Led
- Tribally-Led
- N/A
- Other

**If you chose other in the question above, feel free to specify below.**

*Character Limit: 250*

## What was your estimated annual audience for your public programming in 2023?\*

*Character Limit: 250*

## What was your estimated annual audience for your public programming in 2024?\*

*Character Limit: 250*

## What is your anticipated estimated annual audience for your public programming in 2025?\*

*Character Limit: 250*

### *Narrative Questions*

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#### **Organization Mission Statement\***

Please provide your organization's mission statement.

*Character Limit: 10000*

#### **Centrality of the Humanities to your Organization\***

Please describe how the humanities is central to your organization's mission and programming.

*Character Limit: 10000*

#### **Diversity, Equity, Access, and Inclusion in Organizational Culture\***

Please describe how your organization prioritizes Diversity, Equity, Access, and Inclusion (DEAI) principles within your organization's culture. Describe how your organization is striving to reflect Maryland's demographics.

*Character Limit: 10000*

#### **Organization Programming\***

Please describe up to five of your organization's most successful programs of the last few years. In addition, please describe the collaborative practices, like partnerships, involved in these programs.

*Character Limit: 10000*

#### **Organization's Audience\***

Please describe your organization's typical audience over the last five years.

*Character Limit: 10000*

### Representation of Diverse Narratives in Programming\*

Please describe how the narratives of underrepresented communities (including but not limited to BIPOC, disabled populations, LGBTQ+, and/or underrepresented gender identities) are represented within your organization's programming.

*Character Limit: 10000*

### Outreach Strategies\*

Describe the strategies, approaches, and specific actions your organization is utilizing to expand your current audience. Please include the ways in which your organization engages with communities traditionally underserved by the humanities. Describe any future plans to be inclusive to new audiences.

*Character Limit: 10000*

### Use of Funding\*

Describe how your organization intends to use all of the funding that would be provided through this grant between January 2026 to September 2026. Describe your organization's goals for sustainability and how this funding would contribute to them.

Please note: This is in no way binding. After the funds are distributed, your organization will have the flexibility to use the funds for any of the authorized general operating expenses.

*Character Limit: 10000*

## *Certification / Electronic Signature*

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### Primary Contact Name, Title, Date\*

Entering your information below indicates that the statements contained in this application are true and correct to the best of your knowledge and belief.

Your entered name also certifies that your Organization or Fiscal Sponsor is in compliance with the nondiscrimination provisions of federal and State law. This includes the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

The entered name also certifies Organization or Fiscal Sponsor is: (i) registered or qualified in accordance with the provisions of the Corporations and Associations article of the Annotated Code of Maryland to do business in the State of Maryland; (ii) is in good standing with the Maryland State Department of Assessments and Taxation or in the jurisdiction where it is currently organized; and (iii) has a registered agent in Maryland, whose name and address is filed with the Maryland State Department of Assessments and Taxation.

*Character Limit: 500*

