



Kansas Town Hall Programs: Supplemental Grant Guidelines

These guidelines for the creation of a Kansas Town Hall event are a supplement to the Action Grant guidelines.

The Kansas Town Hall program, a partnership between HK and the Eisenhower Presidential Library & Museum, encourages citizens to discuss public policy issues facing Kansans today. Kansas Town Hall (KTH) programs apply history, literature, and culture to spark respectful dialogue on public issues. Projects typically involve community conversations, panel discussions, public forums, and presentations, but may include elements such as exhibits or media productions.

Application to support a town hall discussion can only be submitted as an Action Grant, with the maximum award totaling \$3,500. Applicants should email topic ideas to Leslie VonHolten, Director of Grants & Outreach, at LVH@humanitieskansas.org, in advance of final application. The email should identify the sponsor organization and explain the tentative topic.

Special Guidelines

In preparing the grant application, follow the instructions for an Action Grant. A document that addresses the following items must be uploaded to the ATTACHMENTS section of the online application:

1. A brief description on how the proposed topic will use the humanities to inspire civic engagement and consider multiple perspectives for a balanced discussion.
2. Describe how the proposed topic is relevant to your community and how it has both historical roots and contemporary application.

Additional documents can be uploaded to the ATTACHMENTS section of the online application.

Recommendations for Selecting a Topic for Your Kansas Town Hall

The topic should have historical roots and contemporary reach. Topics should:

- Be relevant to the community or organization
- Encourage informed discussion and use questions to engage citizens
- Include multiple perspectives

Example topics:

- Changing communities: population shifts, diversity, or infrastructure
- Health care, opioid crisis
- Food deserts: local access to quality, affordable, or nutritious foods
- Broadband internet access

Recommendations for Selecting Speakers and Discussion Leaders

KTH programs are intended to enrich discussion by providing a depth of information in a balanced manner. This is accomplished by sharing the insights of scholars and experts. Speakers and discussion leaders may include scholars, subject matter experts, public policy experts, or community representatives. A humanities scholar must be involved with each event. HK can help identify these individuals.

Grant funds CAN be used for:

- Salaries for part-time staff employed by the sponsor organizations who play a significant role in the project
- Honorarium for the consultant, speakers, discussion leaders, and facilitators
- Civic engagement training
- Travel reimbursement for staff and out-of-town consultant, speakers, and facilitators
- Some publicity and promotions (cannot exceed 25% of the request.)
- Event or project handouts, such as brochures or discussion guides
- Rental of facilities or equipment, such as film projectors and a sound system

Grant funds CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- Fundraisers or programs that advocate one-sided political action
- Individual research, scholarships, or fellowships
- Academic conferences or programs directed to a single profession
- Purchase of major equipment, website hosting, or insurance
- Courses for academic credit. No school projects. Students may be involved as volunteers.
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, or sexual orientation or identity
- Any expenses incurred prior to the grant award
- Refreshments, entertainment, re-enactors, storytellers, or giveaways (t-shirt, mugs, etc.)

For More Information

Contact Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org