



Spark! Short Documentary Films Initiative: Call for Applications Humanities Kansas offers up to \$10,000 for short films that spark conversations

Application Deadline
September 1, 2022



Since its founding in 1972, Humanities Kansas has explored bold stories and big ideas in every corner of Kansas—ideas about what it means to be human, to be part of a democracy, and to strengthen our communities.

As we celebrate our first 50 years, HK remains committed to Kansas stories by offering the ***Spark! Short Documentary Films Initiative, special grants for short films that will carry Kansas culture forward into the next 50 years.*** We are looking for documentary films that reflect the diversity of experience found in today's Kansas. We encourage fresh takes, dynamic interpretations, and a focus on overlooked experiences.

Have a story but need help making a film? Talk to us! HK staff can connect you with a Kansas filmmaker.

Spark! Short Films must include

- Local nonprofit organization to serve as the sponsor
- Humanities scholar (*Need a scholar consultant? HK can connect you with the right person.*)
- Professional filmmaker (*Have a story but need a filmmaker? We can help.*)
- Humanities-based approach that explores broad human stories through history, literature, and traditions
- Public premiere with a panel discussion

Please note that the following productions are NOT eligible:

- Projects exclusively focused on script research and development
- Recording of conferences, events, or lectures
- Commercials or informational promotions for your organization
- Art installations and introductory pieces for museums or other institutions
- Docudramas or productions that involve re-enactors or actors

Applicants will demonstrate the following

- A strong humanities story based in Kansas
- A designated local coordinator to serve as the point-person for the project
- Engagement with an HK scholar to develop the project
- A plan to publicize and promote the project locally
- Initial plans for a public screening and Q&A event (in-person or online)
- Agreement to attend an HK planning meeting in Topeka (date TBD)
- Understanding that a project evaluation and cost share report at the project's conclusion is required

Selected organizations will receive

- Up to \$10,000 to support the film project and public program
- Statewide publicity and promotion of the project
- Networking and training with a cohort of selected organizations

Eligibility

- In-state nonprofits are eligible. 501(c)(3) status is not required, but applicants do need a Unique Entity ID from SAM.gov. *How do you get a UEID? Follow the [Quick Start Guide](#).*
- **NOTE:** Organizations with an open HK grant are not eligible. Universities and colleges are not eligible.

HK will select up to 4 project hosts based on the strength of the application, accompanying plans, geographic distribution, community partnerships, and enthusiasm for the project.

How to Apply

- Applications are submitted to the online portal.
- It is recommended that you type your answers into a Word document and cut & paste your answers into the application fields.
- A concise narrative and budget are required. More detailed instructions are available in the grant guidelines below.

Important Dates

| | |
|-------------------------|-------------------------------------|
| Submission Deadline | Thursday, September 1 (11:59 PM) |
| Notification by HK | Friday, September 30 |
| Project Cohort Workshop | TBD |
| Project Event Dates | November 1, 2022 – October 31, 2023 |

Contact

Leslie VonHolten, Director of Grants & Outreach, at LVH@humanitieskansas.org. Email is the quickest method of communication. Follow up phone calls can be arranged.

Spark! Short Documentary Films Initiative: HOW TO APPLY

Talk with HK staff. Applicants are encouraged to speak with HK staff early to discuss ideas or clarify guidelines. Email Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org.

Submit a Draft. Organizations are strongly encouraged, but not required, to submit a draft by answering the questions below. HK staff will provide feedback to make the project more competitive for final submission. Email drafts to LVH@humanitieskansas.org. Please do not use the online grant portal for your draft submission.

Know what makes a successful short documentary film. Aim to do the following:

- Draw on our diverse history, literature, and cultures to explore a defined topic, keeping the humanities central to the project
- Engage the general public, which primarily refers to an adult, out-of-school audience.
- Premier the film in Kansas with an in-person event and discussion, or with participatory online platforms or other formats

Humanities must be central to the project. Humanities include the following disciplines:

- History
- Literature
- Languages and cultures
- Law
- Folklore
- Gender studies
- Social sciences, such as political science and sociology, are also considered humanities.
- Religious studies
- Philosophy
- Art history*
- Archeology
- Cultural anthropology
- Ethics

* *A note regarding the arts:* HK does not support arts projects, defined as creation and display of visual art or performance (drama, dance, music, etc.). However, as noted above, projects that focus on the analysis and contextualization of art are eligible (for example, art history and post office murals in Kansas). The difference between humanities and art can be a fine line; contact HK staff for guidance.

Set Goals. Goals are simple statements that summarize what you hope to accomplish with your short film. Goals might connect people with new information and points-of-view, spark discussion and new ideas, or strengthen relationships among groups or organizations.

Contact a Humanities Scholar. Every project must involve at least one humanities scholar to support a humanistic perspective and provide in-depth knowledge. *Need a scholar for your project? We can help!* Scholars must have at least one of the following criteria:

- At least a Master's degree in a humanities discipline helpful to the success of the project
- College-level teaching experience in a humanities discipline or proven record of scholarship in the humanities
- Museum curator, librarian, or other individuals with exceptional knowledge of the relevant topic
- Culture bearers – tribal or community elders, or practitioners of traditional cultural forms

Before you submit your application, you and your scholar should discuss the project and formulate ways to strengthen the humanities aspects. During the project, your scholar will review the film script for authenticity and diversity of perspective, offer ongoing advice and guidance, and serve as a speaker during the premiere event.

Contact a Professional Filmmaker. The filmmaker must have demonstrated experience filming and editing completed documentary films. Links to past films, trailers, and visual production work is required.

Develop a plan of action. A monthly timeline lists the work you hope to accomplish from planning stage to completion.

- Include a list of major project activities to be completed within 12 months
- Assign a date to complete each task
- Identify the key project staff and consider their role in accomplishing the activities.

Develop a communications plan. This plan identifies your target audience and presents strategies to reach that audience. Press releases submitted to local newspapers and use of social media are effective methods. Publicity must not be released prior to the funding decision or without acknowledgement of Humanities Kansas.

Create a budget. Grant applications are requests for funding, and the budget should not be left to the last minute. Show all anticipated expenses needed to accomplish the project. Provide details.

In addition to grant funds, applicants are asked to contribute goods and services equal to or greater in value than the amount requested. This is called *cost share* and can include:

- Staff and volunteer time devoted to the project
- Donated use of office space, venue facility, equipment, and supplies
- Social media, public service announcements, and other free publicity
- Refreshments at events

Cash match is not required. HK only accepts costs accrued after the official start date of the grant period.

Examples of items grant funds CAN be used for:

- Salaries for filmmakers and temporary staff specifically hired to carry out the project
- Salaries for part-time staff with significant roles in the project
- Honoraria for scholars
- In-state travel reimbursement for staff, scholars, and filmmakers, including mileage, meals, and lodging
- Non-durable supplies and some equipment. (Funds cannot be used exclusively for equipment purchases; however, a portion of the grant request—up to 50%—can be for equipment if it will enhance the overall goal of providing public humanities programming.)
- Tools to support online programming, such as a Zoom license for virtual public events.
- Rental of facilities or equipment such as projectors and audio systems
- Some publicity and promotions (cannot exceed 25% of the request)
- Funds *in addition to* the grant project can be requested to assist with increasing access to the project, including support for a sign language interpreter, Spanish language interpreter, audio tours for digital and in-person exhibits, rental of handicap accessible ramps, etc. (Accessibility funds are only available to enhance the humanities content as proposed in the project application. HK cannot fund projects that retroactively make existing humanities content accessible.)

If you don't see something listed, contact staff for clarification.

Grant funds CANNOT be used for:

- Projects exclusively focused on script research and development
- Recording of conferences, events, or lectures
- Art installations and introductory pieces for museums or other institutions
- Docudramas or productions that involve re-enactors or actors

- Filming of performance pieces such as plays, musical performances, storytelling, or re-enactors
- Salaries for full-time staff employed by the sponsor organization
- Purchase of major equipment, website hosting, or insurance
- Courses for academic credit or school projects
- Fundraisers, advocacy, or lobbying
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, sexual orientation or identity
- Food, beverages, entertainment, and promotional giveaways such as shirts or mugs

Spark! Short Documentary Films Initiative grant recipients are required to attend a 1-hour post-award online meeting. Topics will be compliance rules, deadlines, and Q&A. Date and time of the meeting will be determined after grant awards are announced.

APPLICATION STEPS

Applications must be submitted online by 11:59 PM on Thursday, September 1, 2022. Deadlines cannot be extended. [Click here for the Submission Portal.](#)

Online Application Tips:

- You can complete the form all at once or save your responses by clicking Save at the bottom of each page. Clicking Save will kick you out of the form.
- You do not need to create a Jotform account to save your work. In the pop-up window, click “Skip Create an Account.” Then click, “Send link.” You can later return to the form by clicking the link that is emailed to you.
- To Submit, click Submit at the end of the form. A confirmation and a copy of your form will be emailed to you.

CONTACT INFORMATION

1. **Project Director.** This person is responsible for the management of the project and will submit final reports. All official correspondence and contracts will be sent to this person.
2. **Sponsoring Organization.** The organization must be a non-profit located in Kansas.
3. **Unique Entity ID (SAM)** from SAM.gov for sub-awardees is required. This 12-digit alphanumeric ID is used to track federal funding. (You do not need a full SAM.gov registration for HK grants. Only the UEID number is required.) *How do you get a UEID? Follow the [Quick Start Guide here.](#)*
4. **Fiscal Officer.** This person is responsible for accounting of grant funds and cost share. The Fiscal Officer cannot be the Project Director.
5. **Authorizing Official** is the person, such as the board president or executive director, who is authorized to approve an application on the organization’s behalf.

PROJECT NARRATIVE

6. **Project Title.**
7. **Specific Expenses** that you wish to spend the grant funds. For example: “We request grant funds to pay a filmmaker, purchase a microphone and hard drive, rent one camera, and boost event ads on Facebook.” [100 words]

8. **Project Story.** What story do you want to tell with this film? Provide a film/production treatment or summary that explains how the project will incorporate the insights of the humanities. List individuals who might be interviewed and potential locations for filming/recording. [500 words]
9. **Goals.** Why is this project important to your organization or community? [300 words]
10. **Timeline.** What do you hope to accomplish during the funding period? Provide a monthly timeline from planning to completion. Assign a date to complete each task and identify the key project staff and their role in accomplishing the activities. [200 words]
11. **Filmmaker.** Provide a short description of the filmmaker or production company.
12. **Film Links.** Provide links to online samples of the filmmaker's work.
13. **Scholar.** Every grant must involve at least one humanities scholar. The Project Director cannot serve as a project scholar. List academic degrees and disciplines or explain their professional background. Describe their role in the project (advisor, speaker, panelist, script reviewer) and indicate the topics they will address. [250 words]
14. **Film Premiere.** Include plans for a film premiere and at least one public discussion with a Kansas audience at the conclusion of the project. [250 words]
15. **Closed Captioning.** Explain plans for providing captioning to make the film accessible to the hearing impaired. Additional grant funds may be requested to support this work. [100 words]
16. **Distribution.** Explain plans for distribution or strategies for making the project accessible to Kansas audiences after the public event(s). [100 words]

BUDGET FORM

16. BUDGET

The budget shows all anticipated expenses throughout the course of the project and indicates what is to be funded with the HK grant or with *cost share*.

Cost share is a way to document local contributions. Cost share is the goods and services contributed to the project by the sponsor organization (or other partners involved) that are not funded by the grant. Cost share demonstrates community support for the project and is required. Remember: Applicants must provide cost share that is equal to (or greater than) the grant amount requested from Humanities Kansas. Everything used or done in support of the project once the grant has been awarded has a value.

Include detailed notes for each expense that explains how the amount was determined. Round totals to the nearest dollar. Provide details in the following categories:

- Project Staff (Includes Filmmaker)
- Scholar Honoraria
- Travel
- Promotion
- Supplies
- Equipment and Facilities
- Other Expenses

What Do These Budget Categories Mean?

Project Staff is the value of time for the filmmaker and others who administer the project, both paid and volunteer. For each person, estimate the total hours dedicated to the project and multiply by a comparable wage.

- Fiscal Officer's services must be a cost share contribution.
- Grant writing or other activities prior to the grant award cannot be included
- Volunteer time may be valued at \$25/hr and should be listed as cost share

Honoraria are payments made to humanities scholars who serve in roles such as speakers or consultants. Honoraria should be proportional to the work and qualifications of each scholar. Honorarium is typically \$300-\$500. Speakers not paid with grant funds should be listed as cost share.

Travel includes mileage, lodging, and meals for project staff. Only out-of-town travel can be funded by the grant. In-town travel must be counted as cost share. HK allowable rates:

- Mileage: \$.50/mi for private vehicles. Rental cars with economy rates are allowed.
- Lodging: Up to \$100/night. Expenses beyond this rate must be cost share.
- Meals: Up to \$35/day

Promotion includes the costs of creating invitations, flyers, and posters for public events and costs associated with mailings. It may also include paid advertising such as online media, newspaper, radio, and television. The use of social media is encouraged.

Supplies includes detailed costs of what's needed for the specific project.

Equipment and Facilities includes rental costs for meeting rooms, public venues, sound equipment, projectors, or other items needed for a project. Grant funds cannot be used to purchase major equipment, but you can place a fair market value on its use and count cost share. Fair market value is based on the cost of renting similar equipment. Small equipment purchases are allowable (up to 50% of the overall grant request), but the purchase must be vital to the project.

Other includes costs essential to the project not identified above like rights to photographs, digitizing services, accessibility expenses, or other costs essential to the project not previously identified. Be specific. HK rarely funds "miscellaneous" costs. Items such as refreshments should be listed as cost share.

ATTACHMENTS

17. Promotional Image. All applicants must upload a photograph or image related to the project that can be used in HK publications. Images of people and faces are preferred. Avoid logos. Historical photographs are acceptable. Images should be a maximum of 1 MB in size. (JPG, PNG, GIF, PDF)

Acknowledgement of Humanities Kansas. All material developed with an HK grant, including associated publicity and promotional materials, shall include the HK logo and credit funding by Humanities Kansas. All projects must include a disclaimer statement to the effect that views expressed are not necessarily those of Humanities Kansas or the National Endowment for the Humanities.

Copyright and Distribution

Once HK approves a film project for funding, the applicant receives an agreement that includes policies on copyright, distribution, credits, and other matters. HK reserves the right to place additional conditions

or stipulations on a grant award. Unless stated otherwise, the following policies apply to media projects and the use of material produced with HK grant funds:

1. Ownership, copyright, distribution, exhibition, and use rights for all media projects developed with HK grant funds shall be vested in the producer, writer, artist, or other originator of the work.
2. HK will receive one print, copy, set, or other appropriate unit of each media product. Grant funds may be requested for providing this copy. HK reserves the nonexclusive right to distribute or exhibit its copies for noncommercial purposes, as it deems appropriate.
3. The National Endowment for the Humanities reserves a nonexclusive, royalty-free license to use and reproduce for government purposes all media materials, including copyrighted matter, produced through HK grants.