**2020 Culture Preservation Grant Guidelines**

**Humanities Kansas (HK)** is leading a movement of ideas. We believe that stories carry our culture and ideas change the world. Culture Preservation Grants support projects that preserve and create access to historical or cultural resources that document stories of life in Kansas.

**Goals of the program**
1. Preserve stories that document the human experience
2. Increase public access to our shared cultural heritage
3. Enhance organizational capacity

**What types of projects do we support?** Oral histories, digitization efforts, transcription, collections care, language preservation, hands-on training, and other creative preservation projects are eligible. Using the knowledge of a project consultant and implementing best practices are the keys to a successful application. This program is a partnership between Humanities Kansas and the Kansas Historical Society.

**Award Amounts:**
Grants are competitive with a maximum award of $3,500.

**Deadlines**

<table>
<thead>
<tr>
<th>Season</th>
<th>Draft</th>
<th>Due Jan 29, 2020</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Final Application</td>
<td>Due Feb 26</td>
</tr>
<tr>
<td></td>
<td>Notification by HK</td>
<td>By Apr 1. Projects can begin after Apr 15</td>
</tr>
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<table>
<thead>
<tr>
<th>Season</th>
<th>Draft</th>
<th>Due Apr 22, 2020</th>
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<tbody>
<tr>
<td></td>
<td>Final Application</td>
<td>Due May 20</td>
</tr>
<tr>
<td></td>
<td>Notification by HK</td>
<td>By Jul 1. Projects can begin after Jul 15</td>
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<table>
<thead>
<tr>
<th>Season</th>
<th>Draft</th>
<th>Due Aug 26, 2020</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Final Application</td>
<td>Due Sep 30</td>
</tr>
<tr>
<td></td>
<td>Notification by HK</td>
<td>By Nov 4. Projects can begin after Nov 18</td>
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</table>

**Who Can Apply.** In-state nonprofits are eligible, except colleges and universities. 501(c)3 status is not required, but applicants do need a DUNS number. Organizations with an open HK grant from a previous cycle are ineligible.

**Submit Applications to:** [https://www.humanitieskansas.org/grants-programs/culture-preservation-grants](https://www.humanitieskansas.org/grants-programs/culture-preservation-grants)

**For Information** contact Stefanie Torres-Maksimowicz, Grants & Outreach Officer, 785-357-0359, stefanie@humanitieskansas.org.

**Culture Preservation Grant Guidelines 2020, Humanities Kansas**

112 SW 6th Ave, Suite 400, Topeka, KS 66603
(785) 357-0359, [www.humanitieskansas.org](http://www.humanitieskansas.org)
GETTING STARTED

Talk to HK staff. Applicants are encouraged to speak with HK staff early via phone or email to discuss ideas or clarify guidelines.

Online Grants Chat. Organizations may attend an online grants chat to learn about the application process and gain tips for writing a proposal. Participation is not required and does not obligate an organization to apply. To register, email Stefanie Torres-Maksimowicz at stefanie@humanitieskansas.org.

Online Grants Chat, 1:00 PM
Summer: Apr 1
Fall: Aug 5

What makes a successful project? To be competitive for funding, the proposal should clearly define the scope of the work, explain the process, and articulate why the material is important. The best proposals focus on a specific story or collection of material. Eligible projects include, but are not limited to, the following:

- Oral History projects that involve interviewing and transcription
- Research projects that involve a historian or other skilled scholar
- Cataloging, indexing, or inventorying of a culturally relevant collection
- Digitization projects that involve photographs, film, audio, or video
- Transcription of diaries, letters, or audio/video recordings to preserve content and enhance public access
- Language preservation and translation projects
- Hands-on “best practices” training or planning that focuses on collections care
- Online endeavors that make cultural materials accessible to researchers and the public
- Other creative cultural preservation projects

Setting Goals
Projects must have at least 2 goals. Goals are simple statements that summarize what you hope to accomplish. Goals might:

- Identify the amount of material that will be included as part of the project
- Explore, document, and preserve a specific story or unique collection
- Develop skills that can be applied to future endeavors
- Enhance the involvement of volunteers, researchers, or collaborating organizations

Contact a Project Consultant. Every project must involve at least one scholar to serve as Project Consultant. Consultants are often museum curators, archivists, or professional historians. The consultant should ensure the methods proposed are consistent with best practices in the field. HK can help identify a consultant.

Before you submit your application, you and your consultant should:

- Talk about the project and discuss how to apply best practices
- Review the application to help clarify goals and process

During the grant project, your consultant may:

- Offer ongoing advice and guidance
- Conduct a site visit or provide hands-on training
- Provide an assessment of the project at its conclusion
Innovation. HK is interested in projects that document diverse perspectives, relate to contemporary issues, or lay groundwork for future projects. Grants are intended to get a project “off the ground.” HK cannot be expected to fund a similar project year after year.

Develop a plan of action with a timeline that lists all the work you hope to accomplish from planning stage to completion. Include:

- List of major project activities to be completed within 12 months or less
- Assign a date to complete each task
- Identify the key project staff and consider their role in accomplishing the activities. Key staff might include project director, oral history interviewer, cataloger, volunteers, etc.

Identify ways to share the project with the general public. This could include:

- Culminating open-house, community conversation, panel discussion, or special speaker
- Hands-on training or workshop
- Small temporary photo display
- Blog, social media, or promotional brochure

Grant recipients are required to offer a statewide archive an opportunity to duplicate materials produced with HK funds. To see a list of statewide archives, visit: https://www.humanitieskansas.org/grants-programs/culture-preservation-grants

Create a budget. The budget should show all anticipated expenses needed to accomplish the project. 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 companion events

Cash match is not required. Grant funds can only be used for direct costs. HK can only accept costs accrued after the official start date of the grant period. Contact HK for clarification.

Grant funds CAN BE used for:

- Salaries for temporary staff specifically hired to carry out the project
- Salaries for part-time staff with significant role in the project
- Honorarium for the project consultant and other scholars
- In-state travel reimbursement for staff and out-of-town consultants
- Archival material, digitizing services, duplication, program announcements, reports, etc.
- Cost of making copy prints of photographs or negatives
- Some publicity and promotions. No more than 40% of request.
- Non-durable supplies, such as CDs or DVDs. External drives are considered special purpose equipment and costs up to $200 are allowed.
- Rental of facilities or equipment such as cameras, projectors, or sound system

Grant funds CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- The cost of publishing a book
- Purchase of equipment (shelving, computers, HVAC), website hosting, or insurance
- Archiving or digitizing of church bulletins, school yearbooks, county records, or newspapers
- Individual research, courses for academic credit, or school projects. Students may be involved as volunteers.
- Purchase, restoration, or construction of a building
- Creation or purchase of a mural, memorial, monument, or plaque
• Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, or sexual orientation
• Food or beverages

**Past Successful Grant Applications** are available upon request.

**HOW TO APPLY**

**Step 1: Submit a Draft**
Organizations are strongly encouraged, but not required, to submit a draft. Prepare a draft by answering the questions below, which mirror the online application. Include preliminary budget details. HK staff will provide feedback to make the project more competitive for final submission. We understand the draft is a work-in-progress.

Drafts must be emailed as a Word document or PDF to Stefanie Torres-Maksimowicz, stefanie@humanitieskansas.org.

**Step 2: Submit Final Application**
Applications must be submitted online at [https://www.humanitieskansas.org/grants-programs/culture-preservation-grants](https://www.humanitieskansas.org/grants-programs/culture-preservation-grants) by 5:00 PM on the due date. Deadlines cannot be extended.

**Online Application Process**
- Applicants may browse the online application, but must register in order to enter data.
- The first step in the application is Registration. Once your have registered, you may immediately begin the application.
- Once registered, you will also immediately receive a registration confirmation email with a link to your application. Retain this email and use the link to return to the application at a later date.
- To progress through the application, click the “+” along to left to expand each section. Note the status of each section by viewing the “incomplete” or “complete” indicators along the right.
- Attachments to the application may be uploaded as a JPEG, PDF, or Word document.
- To generate a printable version, click “Print” in the final section.
- To submit, click “Submit” in the final section. Once submitted, the applicant will not longer have access to the application.

**APPLICATION CONTACT INFORMATION**

1. **Registration.** This is the person filling out the online application. This is typically the Project Director, but may be someone else.
   - Name, Organization, Email, Phone

2. **Sponsoring Organization.** This is the organization submitting the application. The sponsor organization is responsible for overseeing the grant. The organization must be a non-profit located in Kansas.
   - Organization Name, Address, City, State, ZIP, Phone, and Website
     *Please be advised that the federal government might require a SAM Number (System for Award Management) in order to receive Humanities Kansas grant funding, beginning in 2020. Organizations must have a DUNS number before a SAM number can be obtained. The decision on mandatory SAM numbers is still under review, but the HK grant application guidelines will be updated accordingly as soon as possible.
3. **Project Director.** This person is responsible for management of the project and will submit final reports. All official correspondence and contracts will be sent to this person.
   - Name, Title, Organization, Address, City, State, and ZIP
   - Phone and Email

4. **Fiscal Officer.** This person is responsible for accounting of grant funds and cost share. The Fiscal Officer cannot be the Project Director.
   - Name, Title, Organization, Address, City, State, and ZIP
   - Phone and Email

PROJECT NARRATIVE

5. **Project Title:**

6. **Audience Size.** Culture Preservation projects can have a larger public impact. That might be done through involving volunteers, serving researchers, a culminating public event, access to web-based material, or a combination of these. At least one public event is required. Provide numbers in the following categories:
   - In Person (culminating open-house or panel discussion, photo display, volunteers, etc)
   - Media (television or radio broadcasts)
   - Web (website downloads, research requests, YouTube views, social media engagements, etc)

7. What unique story do you want to preserve with this project? Discuss how best practices in collections, archives, preservation, and heritage interpretation are central to the project? Describe the nature of the project (example: oral history, cataloging, digitization, language preservation, or other. [500 words]

8. What are your goals for this project? Why is this project important to your organization or community? [500 words]

9. What do you hope to accomplish during the funding period? Provide a detailed timeline from planning state to completion. [500 words]

10. List the key project staff and describe their responsibilities to the project? This may include Project Director, Fiscal Officer, specialty staff hired for the project, or volunteers. [500 words]

11. How will you share this project with the public? (Social media, public event, radio, etc.) [500 words]

12. If applicable, describe the involvement of partner organizations. [250 words]

SCHOLARS

13. Every grant must involve at least one scholar to serve as the Project Consultant. The Project Director cannot serve as the Consultant. For each scholar, provide the information below.
   - Scholar Name
   - Title, Department, Organization (if applicable)
   - Address, City, State, ZIP
   - Phone and Email
   - List their academic degrees and disciplines or explain their professional background. [250 words]
   - Describe their role in the project (site visit, training session, hands-on workshop, speaker at culminating event). [250 words]

SCHEDULE OF PUBLIC EVENTS OR ACTIVITIES
14. At least one public event is required, to share the results of your project. The event might include an open-house, workshop, or other culminating public events. Include details for activities such as small photo displays or online digital archives. Include tentative dates, times, location, and estimated attendance for each. [500 words]

15. Target Audience. Describe the overall target audience for your project. (Check all that apply.)
   - Families
   - AGE: 18-24
   - AGE: 25-40
   - AGE: 40-65
   - AGE: 64+

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. Applicants must provide cost share that is equal to or greater than the grant amount requested. Cost share is goods or services contributed to the project by the sponsor organization (or parties involved) that are not funded with the grant.

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
   - Honoraria
   - Travel
   - Promotion
   - Supplies
   - Equipment and Facilities
   - Other Expenses

What Do These Budget Categories Mean?

Project Staff is the value of time for people who administer the project, both paid and volunteer. Staff may include project director, marketing coordinator, or specialty staff hired for the project. 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 $15/hr and should be listed as cost share

Honoraria includes payment to the Project Consultant. The consultant’s role typically involves phone calls, emails, and at least one site visit. The standard honorarium is $200; however, the amount may be more if multiple site visits and training are anticipated. Consultants should be paid with HK funds, unless they are employees of the Kansas Historical Society (KHS). Honorarium for KHS employees is donated in-kind and should be listed as cost share.

Travel includes mileage, lodging, and meals for both project staff and consultants. Projects may require consultants to travel to meetings with the sponsor organization, or staff travel to research sites in Kansas. Only out-of-town travel can be funded by the grant. In-town travel, as well as out-of-state 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, or posters for public events to share the results of the project. It may also include the cost of mailings or promotion through newspapers, radio, or social media. The use of social media is encouraged.

Supplies includes the detailed costs of archival supplies, such as boxes, folders, photograph sleeves, or cotton gloves. This category also includes estimated costs for office supplies needed for the project, such as pens, paper, printer ink, etc. Include quantity and unit cost.

Equipment and Facilities includes rental costs for meeting rooms, public venues, cameras, or other items needed for a project. Grant funds cannot be used to purchase equipment, but you can place a fair market value on its use as cost share. Fair market value is based on the cost of renting similar equipment.

Other includes the expense of duplicating photographs, digitizing services, or other costs essential to the project not previously identified. Food and beverages must be listed as cost share. Be specific. HK rarely funds “miscellaneous” costs.

SAMPLE BUDGET: The sample below only shows details for select categories and is not intended to be a complete budget.

<table>
<thead>
<tr>
<th>Category</th>
<th>Grant</th>
<th>Cost Share</th>
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<tbody>
<tr>
<td><strong>1. PROJECT STAFF Example</strong></td>
<td></td>
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</tr>
<tr>
<td>Sarah Jones, Project Director</td>
<td>$1,000</td>
<td>$280</td>
</tr>
<tr>
<td>80 hrs @ $16/hr = $1,280</td>
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<td></td>
</tr>
<tr>
<td>James Smith, Transcriptionist</td>
<td>$630</td>
<td>$0</td>
</tr>
<tr>
<td>6 interviews @ 3 hrs ea @ $35/hr = $630</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob Smith, Fiscal Officer</td>
<td></td>
<td>$120</td>
</tr>
<tr>
<td>6 mo @ $2,000/mo @ 1% = $120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 volunteers @ 20 hrs ea @ $15/hr = $900</td>
<td></td>
<td>$900</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$1,630</td>
<td>$1,300</td>
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<tr>
<td><strong>2. HONORARIA Example</strong></td>
<td></td>
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<tr>
<td>Jane Doe, Project Consultant</td>
<td>$350</td>
<td>$0</td>
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<tr>
<td>Speaker for 1 program @ $150</td>
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<td></td>
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<tr>
<td>Consulting, $200</td>
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<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$350</td>
<td>$0</td>
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<td><strong>3. TRAVEL Example</strong></td>
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<tr>
<td>Jane Doe, Project Consultant, Site Visit</td>
<td>$335</td>
<td>$0</td>
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<tr>
<td>400 mi @ $.50/mi = $200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging, 1 night @ $100/night = $100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals, 1 day @ $35 = $35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Jones, Project Director</td>
<td>$0</td>
<td>$20</td>
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<tr>
<td>In-town travel, 40 mi @ $.50/mi = $20</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$335</td>
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<td><strong>4. PROMOTION Example</strong></td>
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<tr>
<td>Printing, 200 flyers @ $.15 ea = $30</td>
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<td>$0</td>
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<tr>
<td>Invitation postage, 50 @ $.40 ea = $20</td>
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<tr>
<td>Local newspapers, 4 articles @ $100 ea = $400</td>
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<td>$400</td>
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<tr>
<td>Social Media Invites, 2 events @ $25 ea = $50</td>
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<td>$50</td>
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<td><strong>TOTAL</strong></td>
<td>$50</td>
<td>$450</td>
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5. SUPPLIES Example

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<tr>
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<th>Cost Share</th>
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<tbody>
<tr>
<td>Archival boxes, 25 @ $10 ea = $250</td>
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<td>$0</td>
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<tr>
<td>Cotton gloves, 2 pkg (12 pair) @ $30 ea = $60</td>
<td>$60</td>
<td>$0</td>
</tr>
<tr>
<td>Display photos, printing and framing 10 @ $40 ea</td>
<td>$0</td>
<td>$400</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$310</td>
<td>$400</td>
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6. EQUIPMENT & FACILITIES Example

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<tbody>
<tr>
<td>Audio microphones rental, 6 days @ $25/day = $150</td>
<td>$150</td>
<td>$0</td>
</tr>
<tr>
<td>Audio recorder, 6 days @ $50/day = $400</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Office space, 3 mo @ $200/mo = $600</td>
<td>$0</td>
<td>$600</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$150</td>
<td>$900</td>
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</table>

**GRANT TOTAL:** $2,825  
**COST SHARE TOTAL:** $3,070

17. **Additional Funding** - List additional funding that you have requested, plan to request, or have secured for this project. Provide amount(s) and funding source(s). [250 words]

18. **Admission** – Are you charging admission for anything related to the project? Yes or No.

19. If you are charging admission, state the amount that will be charged per person and describe how proceeds will be used. Grant-funded projects are not intended to be fundraisers. Projected revenue from admission fees cannot be counted toward cost share. [250 words]

ATTACHMENTS

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

21. **Special Attachments:** Additional information is required for oral histories, photo preservation projects, and digitization efforts. Please consult the supplemental guidelines on HK’s website: https://www.humanitieskansas.org/grants-programs/culture-preservation-grants. Documents should be a maximum of 1MB in size. (PDF or Word)

22. **Letters of Support** are not required, but can explain the broader community impact. Letters provided by a partner organization, mayor, or convention & visitors bureau help demonstrate local interest. No more than three letters of support. Documents should be a maximum of 1MB in size. (PDF or Word)

23. **Additional Material** that has not been previously addressed. Documents should be a maximum of 1MB in size. (PDF or Word)

AUTHORIZING OFFICIAL

24. **Authorizing Official** is the person, such as president, dean, or executive director, who is authorized to approve an application on the organization’s behalf.
   - Name, Title, Organization, Address, City, State, and ZIP
   - Phone and Email
Acknowledgement of Humanities Kansas  All material developed with a 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.