



How To Request Your \$2,000 Funds:

1. **Submit a one-page description of your project and programming activities** planned in your community in conjunction with the *Crossroads* statewide tour. This should include dates, times, and locations of program activities. **(See sample description on page 14.)**
2. **Provide a budget and budget narrative** showing the expenditures of the specific activities that HK money will be used to support. **(See sample request on page 15.)**
3. **List the name and phone number of the project bookkeeper** (this is the person who will be paying the bills). This can be the same person as the project director.
4. Within four weeks of receiving your complete request, HK will send you a check for up to \$2,000.

Request your funds when you are ready to start purchasing supplies for programs and exhibit materials.

What the \$2,000 CAN pay for:

- Exhibition specific to your community about your local *Crossroads* story
 - Photo mounts/enlargement
 - Research
 - Label writing
 - Label printing
 - Graphic design
 - Displays and mounts
 - Hands-on components
- Educational events and programs for adults
- Development of educational materials related to this project
- Educational activities held at coordinating institutions
- Publicity directly related to this project, such as the purchase of Facebook ads, newspaper ads, billboards, banners, invitations, and flyers.

What the \$2,000 CANNOT pay for:

- Refreshments or entertainment
- Grand opening refreshments or entertainment
- Salary for existing full-time staff
- Purchase of items for re-sale in your gift shop
- Durable equipment purchases such as computers, sound equipment, television, cameras, scanners, video cameras, and others.
- Renovation of building including paint supplies, handicap-accessible modifications, or other physical changes
- Rent and utilities
- Promotional giveaways (example: pencils, pens, coffee mugs, etc.)
- Fundraisers or advocacy
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical disabilities or sexual orientation

Questions? Contact Abigail Kaup, *Crossroads* Kansas tour coordinator, at 785-357-0359 or abigail@humanitieskansas.org



Sample Project and Programming Description

ORGANIZATION
PROJECT DIRECTOR
CONTACT INFORMATION

Companion Exhibit Title: Pumping Iron Instead of Gas
Exhibition Dates: August 29, 2020 – October 11, 2020

Exhibition Description:

The museum will create an exhibit exploring the story of a local fitness center recently installed in a former gas station. In 2016, community members began voicing concerns about limited healthy lifestyle options. With a population of 500, Moran, KS has few sidewalks and most people drive. Farming is the primary local industry, but with increased mechanization many residents worry about inactivity. A cooperative was formed, and the old Sinclair Gas Station was selected as the site for the new fitness center. Built in the 1950s, the gas station sits at a primary intersection between Hwy 54 and Hwy 59. After the station closed, a restaurant was opened where residents gathered to eat and discuss local news. The restaurant's closure in 2010 was a big loss. People had fond memories of the gas station, the restaurant, and felt they now lacked a gathering place. The fitness center has been successful thus far. Older residents meet regularly to chat while walking on treadmills. High school students use the facility and interact with older generations. The exhibit will include photos of the old Sinclair gas station, restaurant, and the renovation. When the exhibit closes at the museum, we will hang the photos in the fitness center so others can learn while getting fit.

Programs:

A. Grand Opening

When: Saturday, August 29, 2020 at 12:00 PM

Where: Example Museum of History

Grand opening of "Pumping Iron Instead of Gas" on August 29, 2020. The opening will feature a welcome from the mayor, comments from the museum director, and tours of the exhibit.

B. Panel Discussion

When: Friday, September 4, 2020 at 7:00 PM

Where: Public Library

We will host a panel discussion with people interviewed for the exhibit. We will talk about memories of the gas station and discuss why this site was selected. The event will be moderated by Dr. John Doe, history professor at Pittsburg State University.

C. Speakers

When: Wednesday, September 23, 2020 at 6:30 PM

Where: Example Museum of History

The museum will schedule a speaker from the *Crossroads* Conversations program catalog.

D. Community Project

When: Saturday, October 3, 2020 at 9:00 AM

Where: Moran Nature Trails

The community has recently begun developing a nature trail leading away from the gas station. We will work with the 4H Club to conduct "Gas to Grass," a day of clearing overgrowth in preparation for the trail. High school students will write essays and produce iPhone video answering the question, "What does Moran need next?" We will use the essays and videos to promote the exhibit.



**HUMANITIES
KANSAS**



Sample Request for Funds

ORGANIZATION
NAME OF BOOKKEEPER
CONTACT INFORMATION
DUNS # 123456789

<u>Companion Exhibition</u>	<u>Estimated Cost</u>
Hire part-time researcher to find photos & write labels \$15/hr x 40hrs	\$600
Duplicating and mounting photos	\$300
Label printing and mounting	\$200
Graphic Design	\$200
Artifact mounts	\$200
Total:	\$1,500
<u>Project Advertising</u>	<u>Estimated Cost</u>
2 downtown banners @ \$100	\$200
2 local newspaper ads @ \$100	\$200
Facebook ads	\$100
Total	\$500
TOTAL HK FUNDS REQUESTED	\$2,000*

**Your overall budget may be well over \$2,000. However, \$2,000 is the maximum amount available for funds through HK.*



**HUMANITIES
KANSAS**



Programming Opportunities

Humanities Kansas will provide *Crossroads* hosts with resources to expand their community conversations about rural America through special programming opportunities. *These opportunities are free and do not need to be included in your \$2,000 request for funds to HK. Organizations may request 2 Crossroads Conversations program catalog events **in addition to** regular HK programming (Movement of Ideas Speakers Bureau, Poet Laureate of Kansas, and TALK Book Discussions).*

Two FREE Presentations from the Crossroads Conversations program catalog

Kansas hosts of the *Crossroads* Smithsonian traveling exhibition receive **two free events from the Crossroads Conversations program catalog**, a collection of speakers and book and film discussions.

Crossroads Conversations program catalog will be made available to all host sites January 2020.

Questions? Contact Abigail Kaup, *Crossroads* Kansas tour coordinator, at 785-357-0359 or abigail@humanitieskansas.org