

2018 Humanities For All Grant Guidelines



Humanities Kansas (HK) is leading a movement of ideas. We believe that stories carry our culture and ideas change the world. Humanities For All grants support projects that draw on history, literature, and culture to engage the public with stories that spark conversation.

Goals of the program

1. Share stories that explore the human experience
2. Engage people in public discussions
3. Generate insights that cultivate a thriving democracy

What types of projects do we support? Humanities programs can take many forms. Formats include but are not limited to interpretive exhibits, community conversations, panel discussions, presentations, book discussions, short films, full-length documentary films, or podcasts.

Award Amounts: Grants are competitive. Applications can be submitted in two categories:

Mini Humanities For All Grants

Request: Up to \$3,500

Deadlines: Any time, but must be at least 6 weeks before first event.

Major Humanities For All Grants

Request: Up to \$10,000

Deadlines: 3 deadlines per year. See schedule below.

Deadlines for Major Humanities For All Grants

Spring	Draft	Due Jan 24, 2018
	Final Application	Due Feb 28
	Notification by HK	By Apr 4, Projects can begin after Apr 18.
Summer	Draft	Due Apr 25, 2018
	Final Application	Due May 30
	Notification by HK	By Jul 5. Projects can begin after Jul 18.
Fall	Draft	Due Aug 29, 2018
	Final Application	Due Sep 26
	Notification by HK	By Nov 7. Project can begin after Nov 14.

Who Can Apply. In-state nonprofits are eligible. 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 at: <https://www.humanitieskansas.org/grants-programs/humanities-for-all-grants>

For Information contact Murl Riedel, Director of Grants, 786-357-0359, murl@humanitieskansas.org.

Humanities For All Grant Guidelines 2018, Humanities Kansas

112 SW 6th Ave, Suite 400, Topeka, KS 66603
(785) 357-0359, www.humanitieskansas.org

GETTING STARTED

Talk to HK staff. Applicants are encouraged to speak with HK staff early to discuss ideas or clarify guidelines. Contact Murl Riedel, Director of Grants, 785-357-0359, murl@humanitieskansas.org.

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 Murl Riedel, murl@humanitieskansas.org.

Online Grants Chat, 1:00 PM

Jul 10, 2018

Apr 4

Aug 15

What makes a successful project? To be competitive for funding, the humanities must be central to the project. Projects should draw on our diverse history, literature, and cultures to explore a defined topic. Project must engage the general public, which primarily refers to an adult, out-of-school audience.

Humanities include the study of history, literature, ethnic studies, languages, linguistics, law, folklore, gender studies, religious studies, philosophy, art history, archeology, cultural anthropology, and ethics. Social sciences, such as political science and sociology, are also considered humanities.

Decide whether to apply for a Mini Grant or Major Grant. Major Grants offer more funds, but Mini Grants provide greater flexibility regarding submission deadlines. Mini grants must involve more than public event.

Innovation. HK is interested in new program formats, diverse perspectives, and creative methods for reaching an audience. Grants are intended to get a project “off the ground.” HK cannot be expected to fund a similar project year after year.

Setting Goals

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

- Connect people with information that broadens their perspective
- Spark discussion
- Strengthen relationships among groups or organizations

Contact a Humanities Scholar. Every project must involve at least one humanities scholar. Scholars are often faculty members, librarians, museum professionals, or independent experts. HK staff can help identify humanities scholars. Scholars must have least one of the following criteria:

- At least a Masters degree in a humanities discipline
- College-level teaching experience in a humanities discipline or proven record of scholarship in the humanities
- Museum curator, librarian, or other individuals with knowledge of a 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
- Consider the involvement of others scholars to add diverse perspectives
- Review the application to help clarify goals and methodology

During the grant project, your scholar may:

- Serve as a speaker, panelist, or lead a discussion about a book or film

- Offer ongoing advice and guidance
- Review an exhibition or short film script for authenticity and diversity of perspective
- Provide an assessment of the project at its conclusion

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, Fiscal Officer, marketing coordinator, volunteers, etc.

Develop a communications plan. This plan includes identifying your target audience and developing communications or marketing strategies to reach that audience. What are the characteristics or demographics of your 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 HK.

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 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 CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- Funds may be used for promotion, but should not exceed 40% of request
- Publishing a book or exhibition catalog
- Performance pieces such as plays, musical performances, storytellers or re-enactors
- Purchase of equipment, website hosting, or insurance
- Purchase, restoration, or construction of a building
- Courses for academic credit or school projects. Students may be involved as volunteers.
- Academic conferences or programs directed to a single profession
- Creation or purchase of a mural, memorial, monument, or plaque
- Individual research, scholarships, or fellowships
- Fundraisers or advocacy
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, or sexual orientation
- Food, beverages, entertainment, and promotional give-aways such as shirts or mugs

Past Successful Grant Applications are available upon request. Contact Murl Riedel, Director of Grants, 785-357-0359, murl@humanitieskansas.org.

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 Murl Riedel, murl@humanitieskansas.org.

Step 2: Submit Final Application

Applications must be submitted online at <https://www.humanitieskansas.org/grants-programs/humanities-for-all-grants>. Major Grant applications must be submitted by 5:00 PM on the due date. Deadlines cannot be extended. Mini Grant applications may be submitted at any time, but must be at least 6 weeks before the first event.

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 you 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
 - Nine-digit DUNS Number. Request a DUNS number free-of-charge by visiting <http://fedgov.dnb.com/webform>.
- 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.** Provide an estimated number(s) that indicates how many people this project will impact overall. This might be done through in-person public events, media broadcasts, web-based activities, or a combination of the three. At least one public event is required. Provide numbers in the following categories:
- In Person (panel discussion, speaker, film premiere, exhibition visitation, etc)
 - Media (television or radio broadcasts)
 - Web (downloads, research requests, social media engagements, etc)
7. What unique story that engages the public will you explore with the project? How will the humanities be central to its success? Describe the nature of the project (exhibition, book discussion, film, etc.). [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, other than humanities scholars, and describe their responsibilities to the project? This may include Project Director, Fiscal Officer, Marketing Coordinator, volunteers, etc. [500 words]
11. Describe your target audience and the marketing and communications strategies you will use to reach this audience? (Explain plans for promotion using social media, flyers, radio, etc.) [500 words]
12. If applicable, describe the involvement of partner organizations. [250 words]

SCHOLARS

13. Every grant must involve at least one humanities scholar. The Project Director cannot serve as a project scholar. For each scholar, provide the information below. If your project involves more than 10 scholars, upload a separate document at the end of the application.
- 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 (advisor, speaker, panelist, script reviewer, etc) and indicate the topics they will address. [250 words]

SCHEDULE OF PUBLIC EVENTS OR ACTIVITIES

14. At least one public event is required for all projects. Provide a list of all public events, such as lectures, panel discussions, opening receptions, etc, or activities such as exhibitions, television broadcasts, or online endeavors. Include tentative dates, times, locations, 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, promotions director, or specialty staff hired for the project. For each person, estimate the total hours dedicated to the project and multiply by a comparable wage. Project staff should not exceed 40% of total grant request.

- 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
- Fringe benefits may only be shown as cost share

Honoraria are payments made to humanities scholars that serve in roles such as speakers, panelists, or consultants. Honoraria should be proportional to the work and qualifications of each scholar. A major talk by a recognized expert involving research demands a higher payment than participation on a panel requiring minimal advance preparation. Honorarium is typically \$100-\$200 per event, but should not exceed \$500. Speakers not paid with grant funds should be listed as cost share.

Travel includes mileage, lodging, and meals for both project staff and scholars. 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
- Airfare: Economy rate only

Promotion includes the creation of brochures, invitations, flyers, posters, 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 material costs for aspects such as exhibits or book discussions, or production of program agendas and gallery brochures. This category may include estimated costs of expendable items or office supplies needed for the project, such as pens, paper, or printer ink.

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 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.

Other includes costs essential to the project not identified above. Be specific. HK rarely funds “miscellaneous” costs. Items such as refreshments, group meals, and bus rental should be listed as cost share. Institutions may include a standard rate for indirect expenses only as cost share and only after consultation with HK staff.

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

	Grant	Cost Share
1. PROJECT STAFF Example		
Sarah Jones, Project Director	\$480	\$160
40 hrs @ \$16/hr = \$640		
Bob Smith, Fiscal Officer	\$0	\$120
6 mo @ \$2,000/mo @ 1% = \$120		
3 volunteers @ 5 hrs ea @ \$15/hr = \$225	\$0	\$225
TOTAL	\$480	\$505
2. HONORARIA Example		
Jane Doe, Humanities Consultant	\$350	\$0
Speaker for 1 program @ \$150		
Consulting @ \$200		
Ray Rodriguez, Panel Moderator, \$75	\$75	\$0
Lana Lang, local historian, Speaker for 1 program	\$0	\$150
TOTAL	\$425	\$150
3. TRAVEL Example		
Sarah Jones, Project Director	\$0	\$20
In-town travel, 40 mi @ \$.50/mi		
Jane Doe, Speaker	\$335	\$0
400 mi @ \$.50/mi = \$200		
Lodging, 1 night @ \$100		
Meals, 1 day @ \$35		
TOTAL	\$335	\$20
4. PROMOTION Example		
Printing	\$150	\$0
1000 flyers, printed @ \$.15 = \$150		
Postage	\$70	\$0
200 flyers, mailed @ \$.35 = \$70		
Media Advertising	\$0	\$500
2 articles in The Daily News @ \$100 ea = \$200		
10 announcements on KWQ Radio @ \$30 ea = \$300		
Social Media Marketing	\$15	\$15
2 days @ \$15/day = \$30		
TOTAL	\$235	\$515

5. EQUIPMENT & FACILITIES Example	Grant	Cost Share
Sound system rental, 2 days @ \$75/day = \$150	\$150	\$0
Video Camera, 2 days @ \$50/day = \$100	\$0	\$100
Meeting Room Usage, 1 meeting @ \$100 ea = \$100	\$0	\$100
Auditorium Usage, 2 events @ \$200 ea = \$400	\$0	\$400
TOTAL	\$150	\$600

GRANT TOTAL: \$1,625

COST SHARE TOTAL: \$1,790

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 exhibitions, book discussions, short films, outdoor interpretive signs, and media projects. Please consult the supplemental guidelines on HK’s website: <https://www.humanitieskansas.org/grants-programs/humanities-for-all-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 AND SUBMIT

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

Submit. Major Grant applications must be submitted by 5:00 PM on the due date. Mini Grant applications may be submitted at any time, but must be at least 6 weeks before the first event.

Acknowledgement of Humanities Kansas

All material developed with a HK grant, including associated publicity and promotional materials, shall include the HK logo and carry a statement indicating it was funded by the 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.