



2020 Culture Preservation Grant Guidelines

Updated June 16, 2020

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 Culture Preservation grants:

1. Preserve stories that document the human experience
2. Pivot existing exhibits, photograph collections, artifacts, and archives for easy online access
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 key to a successful application. The Culture Preservation grants program is a partnership between Humanities Kansas and the Kansas Historical Society.

Of special interest are projects that pivot existing collections, archives, and exhibits to online or other formats not reliant on the traditional drop-in visit. The primary purpose of Culture Preservation grants is to enhance public access and preserve local cultural resources, but what does access look like if the public cannot visit in person?

Award Amounts:

Grants are competitive with a maximum award amount of \$3,500. There have been updates to the submission process, but the process remains competitive. Please read carefully.

Summer 2020

- Drafts for the summer grant round are due May 28 and should be emailed to Leslie VonHolten, director of grants & outreach, at LVH@humanitieskansas.org. Do not use the online grants form.
- Final applications for the summer grant round are due June 26 and must go through the online grants form found on the Humanities Kansas website www.humanitieskansas.org

Fall 2020

- The fall grant round has been replaced with new rolling deadlines. Beginning July 1, 2020, applications will be reviewed monthly through October.
- If you would like staff to review the application before submission, drafts are due by the 15th of each month (July, August, September, October). Email the draft directly to LVH@humanitieskansas.org. Do not use the online grants form for your draft.
- Final applications are due July 31, August 31, September 30, and October 30. All final applications must use the online grants form found on the Humanities Kansas website www.humanitieskansas.org
- Notifications will occur one month after the deadline and projects may begin once the grant agreement is signed and returned.

Who Can Apply?

- In-state nonprofits are eligible, except colleges and universities.
- A determination letter of 501(c)(3) status is not required.
- Applicants are required to have a DUNS number.
- Organizations with an open grant from a previous grant cycle are ineligible.

For information, contact Leslie VonHolten, director of grants & outreach, at LVH@humanitieskansas.org. HK staff is working remotely so currently email is the quickest method of communication. Follow up phone calls can be arranged.

GETTING STARTED

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

Participate in an online Grants Chat. Humanities Kansas regularly schedules online grants chats to provide opportunities for applicants 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. Future grant chats will be announced on HK's social media platforms and the online calendar of events.

Know what makes a successful project. To be competitive for funding, the proposal should clearly define the scope of work, explain the process, and articulate why the material is important and unique. For projects intended to increase accessibility, the audience must be the general public, which primarily refers to an adult, out-of-school audience. For preservation projects, the best proposals focus on a specific story or collection of material. Eligible projects include, but are not limited to, the following:

- Online projects that make cultural materials accessible to researchers and the public
- Oral history projects that involve interviewing and transcription
- Research projects that include a historian or other skilled scholar
- Cataloging, indexing, or inventorying a culturally relevant collection
- Digitization projects that include photographs, film, audio and/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 collection care or other preservation techniques
- Other creative cultural preservation projects

Consider the format. HK is interested in projects that respond to needs and community interests. HK grants are intended to get a project "off the ground," but HK cannot be expected to fund a similar project year after year.

Set Goals. Projects must have at least two 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 work; and enhance the involvement of community members.

Contact a Project Consultant. Every project must involve at least one scholar to serve as a project consultant. Consultants are often museum curators, archivists, professional historians, library professionals with technical expertise, or independent cultural experts with expertise in a specific subject field. The consultant will ensure the methods proposed are consistent with best practices in the field. HK staff can help identify possible consultants.

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

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

During the grant project, your consultant could:

- Offer ongoing advice and guidance
- Conduct a site visit or provide hands-on training
- Provide an assessment of the project at its conclusion

Develop a plan of action with a timeline that 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. Key staff might include project director, fiscal officer, marketing coordinator, volunteers, etc.

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

- An open house, community conversation, panel discussion or special speaker at the conclusion of the project
- A Zoom presentation or Facebook Live with a curator
- Digital slide show of photographs online or on the exterior of a building after dark
- Outdoor temporary project display (for example, images on yard signs)
- Hands-on training or workshop
- Small, temporary photo display of what was accomplished and why it's important
- Blog, social media, or promotional brochure

Grant recipients are required to offer a statewide archive an opportunity to duplicate materials produced with HK funds (examples include the State Archives at the Kansas Historical Society or a state university library collection). HK staff will assist you with contact information.

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.

Grant funds CAN be used for:

- Salaries for temporary staff hired specifically to carry out the project
- Salaries for part-time staff with significant role in the project

- Honoraria 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 or photographs or negatives
- Some publicity and promotions. (No more than 40% of request)
- Non-durable supplies, including external drives
- Equipment rental such as video cameras

Grant funds CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- Purchase of equipment (computers, shelves, HVAC), website hosting, or insurance
- Archiving or digitizing of church bulletins, school yearbooks, school board minutes, 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, monument, memorial, or plaque
- Publishing a book or catalog
- Attendance at a conference
- Individual research, scholarships, or fellowships
- 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

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 should be emailed to LVH@humanitieskansas.org. Please do not use the online grant portal for your draft submission.

Step 2: Submit Final Application

Applications must be submitted online at <https://www.humanitieskansas.org/grants-programs/culture-preservation-grants> by 5:00 PM on the due date. Deadlines cannot be extended. See information about deadlines on page one of these guidelines.

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 are registered, you may immediately begin the application.
- Once registered, you will 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 "+" on the left to expand each section. See the status of each section by viewing the "incomplete" or "complete" indicators on 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, you will no 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 the 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 public impact. This might be done through the involvement of volunteers and researchers in the project, an in-person public event, access to web-based materials, or a combination. All Culture Preservation grants must host at least one public event either in person or online to showcase the work completed. Provide numbers in the following categories:
 - In Person (panel discussion, speaker, film premiere, exhibition visitation)
 - Media (television or radio broadcasts)
 - Web (downloads, website views, research requests)
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 project and, if applicable, describe how the COVID-19 shutdown created the need for it. [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 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, part-time staff hired for the project, volunteers, etc. [500 words]
11. How will you share this project with the public? 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 scholar to serve as the Project Consultant. The Project Director cannot serve as the Consultant. For each consultant, provide the information below.
 - Name
 - Title, Department, Organization (if applicable)
 - Address, City, State, ZIP
 - Phone and Email
 - List academic degrees and disciplines or explain their professional background and why this person is especially suited for this project. [250 words]
 - Describe their role in the project (ex: site visit, training, hands-on workshops, speaker). [250 words]

SCHEDULE OF PUBLIC EVENTS OR ACTIVITIES

14. At least one public event is required to share the results of your project. This can be done in-person or online and likely depends on the nature of the project. The event might include an open house, workshop, or other culminating events. Describe alternative plans for the public event if a shutdown or stay-at-home order is issued. Include details for activities such as small photo displays or online digital archives. [500 words]

15. **Target Audience.** Describe the overall target audience for your project. (Check all that apply.)
- a. Families
 - b. AGE: 18-24
 - c. AGE: 25-40
 - d. AGE: 41-65
 - e. AGE: 66+

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. These local contributions

ensure that Humanities Kansas is able to meet its requirements to the National Endowment for the Humanities. 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
- 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 Consultant. The Consultant's role typically involves phone calls, emails, and at least one site visit. The standard honorarium is \$200 although the amount should be more if the Consultant makes multiple sites visits or provides training. Consultants should be paid with HK funds, unless they are employees of the Kansas Historical Society (KHS). Honoraria 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 consultant. Projects may require consultant 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 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. Supplies are usually non-durable goods or things that are consumed during the life of the project like archival supplies (such as boxes, folders, photograph sleeves, or cotton gloves). 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 as cost share. Fair market value is based on the cost of renting similar equipment.

Other includes costs essential to the project not identified above like duplicating photographs, digitizing services, 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.

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

	HK Grant	Cost Share
PROJECT STAFF		
Sarah Jones, Project Director 80 hrs @ \$16/hr = \$1,280	1000	280
Jim Smith, Transcriptionist 6 interviews @3hrs ea @ \$35/hr = \$630	630	0
Bobbi Smith, Fiscal Officer, 6 mo @ \$2,000/mo @ 1% = \$120	0	120
3 volunteers @ 20 hrs ea @ \$15/hr = \$900	0	900
-Total	\$1,630	\$1,300
HONORARIA		
Jane Doe, Consultant, Speaker for 1 program @ \$150 and Consulting @ \$200	350	0
Total	\$350	\$0
TRAVEL		
Jane Doe, Consultant, Site Visit, 400 mi @.50/mi = \$200. Lodging, 1 night @\$100. Meals, 1 day @\$35	335	0
Sarah Jones, Project Director in-town travel 40 mi @ \$.50/mi = \$20	0	20
Total	\$335	\$20
PROMOTION		
Printing, 200 flyers, printed @\$.15 = \$30	30	0
Postage for invitations, 50 @ \$.40 = \$20	20	0
Local newspapers, 4 articles @\$100 ea= \$400	0	400
Social Media Marketing 2 events @ \$25 ea = \$50	0	50
Total	\$50	\$450
SUPPLIES		
Archival boxes, 25 @ \$10 ea = \$250	250	0
Cotton gloves, 2 pkg (12 pair) @ \$30 ea= \$60	60	0
Display photos, printing and framing 10 @\$40 ea= \$400	0	400
Total	\$310	\$400
EQUIPMENT AND FACILITES		
Audio microphone rental, 6 days @ \$25 day = \$150	150	0
Audio recorder, 6 days @ \$50 day = \$300	0	300
Office space, 3 mo @ \$200/mo = \$200	0	600
Total	\$150	\$900

GRANT REQUEST TOTAL: \$2,825.00
COST SHARE TOTAL: \$3,070.00

- 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. Historical 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

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.