HUMANITIES KANSAS

Culture Preservation Grants
2025 Guidelines

Humanities Kansas 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. Expand existing exhibits, photograph collections, artifacts, and archives for easy online access
3. Enhance organizational capacity

Projects 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.

Award Amounts

Grants are competitive with a maximum award amount of $3,500.

Accessibility Funds

Additional funds 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. See the budget section of the guidelines for more details.

Who Can Apply, and What Is Required?

- In-state nonprofits are eligible.
- A determination letter of 501(c)(3) status is not required.
- A Unique Entity ID (SAM) from SAM.gov for sub-awardees is required. This 12-digit alphanumeric ID is used to track federal funding. (A full SAM.gov registration is not necessary for HK grants. Only the UEID number is required.) *How to get a UEID? Follow the Quick Start Guide.*
- ***NOTE:*** Organizations with an open grant from a previous grant cycle are ineligible.

Getting Started

Applicants are encouraged to speak with HK staff early to discuss ideas or clarify guidelines. Email Julie Mulvihill, Executive Director, julie@humanitieskansas.org.

2025 Deadlines

Spring	Draft	Due January 24, 2025
	Final Submission	Due February 28
	Notification by HK	By April 1; Projects can begin after April 15
Summer	Draft	Due April 18
	Final Submission	Due May 16
	Notification by HK	By July 1; Projects can begin after July 15
Fall	Draft	Due September 5
	Final Submission	Due October 3
	Notification by HK	By November 3; Projects can begin after November 15

Submit a Draft (Optional)

Applicants are strongly encouraged, but not required, to submit a draft. Prepare a draft by following the "Application Step-by-Step" below, which mirrors the online application. HK staff will provide feedback to make the project more competitive for final submission. Drafts should be emailed to julie@humanitieskansas.org (Do not use the online grants form to submit a draft.)

Successful Projects

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

Grant Requirements

Every HK grant proposal includes the following items: Two or more goals for the project, one or more project consultants, a project timeline, a marketing plan, and a budget.

Goals

Goals are simple statements that summarize what is hoped to be accomplished. 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.

Project Consultant(s)

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.

The role of the Project Consultant: Before submitting the application, the project director and the consultant should discuss the project and how to apply best practices, and review the application to help clarify goals and process. During the grant project, the consultant can

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

Timeline / Plan of Action

A timeline lists the work required 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 the project director, fiscal officer, marketing coordinator, volunteers, etc.

Community Engagement

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 is 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 can assist with contact information.

Budget

Grant applications are requests for funding, and the budget should not be left to the last minute. 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. HK only accepts costs accrued after the official start date of the grant period.

Grant funds CAN be used for:

- Salaries for temporary staff specifically hired to carry out the project
- Salaries for part-time staff with significant roles in the project
- Honoraria for the project consultant and other scholars
- In-state travel reimbursement for staff and out-of-town consultants including mileage, meals, and lodging
- Archival material, digitizing services, duplication, program announcements, reports, etc.
- Cost of making copy prints, photographs, or negatives
- Some publicity and promotions (cannot exceed 25% of the request)

- Non-durable supplies, including external drives, and some equipment. (Funds cannot be used exclusively for equipment purchases; however, a small portion of the grant request—less than 25%—can be for equipment if it will enhance the overall goal of cultural preservation.)
- Tools to support online programming, such as a Zoom license for virtual public events.
- Equipment rental such as video cameras
- 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 something is not listed, contact staff for clarification.

Grant funds CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- Purchase of major equipment (computers, shelves, HVAC), website hosting, or insurance
- Archiving or digitizing of newspapers, church bulletins, school yearbooks, school board minutes, or county records
- Conservation projects that strive to restore documents, photos, or artifacts to their original condition*
- 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

** A note on conservation versus preservation. Preservation projects work to reduce or prevent future damage to an item and extend its life expectancy. Conservation strives to restore an item to an improved state closer to its original form. HK supports preservation projects but cannot support conservation projects. The difference between preservation and conservation can be confusing. Contact HK staff for guidance.*

Humanities Kansas is supported by funds provided by the federal government through the National Endowment for the Humanities. Organizations receiving Humanities Kansas funding may not use the funds to:

- Promote a particular political, religious, or ideological point of view;
- Advocate for a particular program of social or political action; or
- Support specific public policies or legislation.

Past Successful Grant Applications are available upon request.

Follow the Application Step-by-Step Guide below for additional details as you develop your draft and final application.

APPLICATION STEP-BY-STEP
2025 Culture Preservation Grant

Submit Final Application by the Deadline Date
Applications must be submitted online at the HK grant portal by 11:59 PM on the due date. Deadlines cannot be extended.

Oral History and Photo & Document Digitization Projects require answering supplemental questions in addition to the main application. See the Culture Preservation website for tips, best practices, and guidelines for successful projects.

APPLICATION

1. **Does your project qualify for Humanities Kansas funding?** Eligibility questions ensure that your organization and project are eligible for HK funding before you complete the full application.
   - Is your organization a nonprofit in the state of Kansas?
   - Do you have a current Unique Identity ID (SAM) for sub-awardees from SAM.gov?
   - Do you have a grant currently open with Humanities Kansas?
   - Humanities content: Which disciplines are included in your grant project? (check all that apply)
     - History
     - Literature
     - Languages and Cultures
     - Law
     - Folklore
     - Gender Studies
     - Religious Studies
     - Philosophy
     - Art History
     - Archeology
     - Cultural Anthropology
     - Ethics

2. **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.

3. **Fiscal Officer.** This person is responsible for accounting of grant funds and cost share. The Fiscal Officer cannot be the Project Director.

BRIEF PROJECT DESCRIPTION

4. **Project Name.**

5. **Describe your project in 1-2 sentences.** This brief description is for communication purposes. You will have an opportunity to describe your project in more detail below.

6. **What is the format for your humanities project?** Check all that apply. For example, exhibition, presentation, reading series, etc.

PROJECT NARRATIVE

7. **Audience Type.** How will you share your project with your community?
   In Person
   Online
   Hybrid (in person and online)

8. **Estimated Audience Size.** Estimate combined total for in-person and online events.

9. **What unique story do you want to preserve with this project?** Include in your answer how best practices in collections, archives, preservation, and/or heritage interpretation are central to the project. [3,000 characters]

10. **What are your goals for this project?** Include in your answer why this project is important to your organization or community. [3,000 characters]

11. **Supplemental Questions. Is your project one of the following?**
    Oral History
    Photo or Document Digitization
    None of the Above

If the project is an Oral History, *answer the following supplemental questions:*

Who do you plan to interview, and why?

Provide sample interview questions.

How will the interviews be conducted?
- Audio
- Video

Where will the interviews take place?
- Home
- Office
- Other

Describe the role your consultant will play in training interviewers and offering feedback on interview techniques

How will the interviews be transcribed, and when will transcription be completed?

Identify the local archive that will house the materials upon completion.

Name the statewide archive that will be offered the opportunity to copy materials.

ATTACHMENT: Attach a sample Oral History Release Form at the end of the application. (An example is available on the Culture Preservation Grants page of the HK website.)

If this is a Photo or Document Digitization project, *answer the following supplemental questions:*

Describe the proposed digital formats.

How many (approximately) photographs and/or documents will be digitized?

Briefly describe their condition.

Describe your current cataloging system.

How will the collection be stored after the project is complete?

Name of the statewide archive that will be offered the opportunity to copy material.

ATTACHMENT: Provide 2–3 example images from the collection, with captions. Attach as a PDF at the end of this grant application.

All applicants continued…

12. **Provide a detailed timeline from planning stage to completion.** Include in your answer what you hope to accomplish during the funding period. Provide a month-by-month outline of steps from beginning to end of the project. [1,250 characters]

13. **Key Project Staff.** List the key project staff, other than humanities scholars, and describe their responsibilities to the project. [1,250 characters]

14. **Describe your marketing and promotions strategy.** How will you reach your audience? (Check all that apply.)

15. **If applicable, describe the involvement of partner organizations.** [1,250 characters]

PROJECT CONSULTANT

16. 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 (if applicable)
    - Phone and Email
    - Address, City, State, ZIP
    - Credentials. List academic degree(s) and disciplines or explain the scholar's professional background.
    - Consultant's role in the project. (Check all that apply.)

    If your project has more than three consultants, provide the above information in a Word or PDF document and attach to the end of the application.

PUBLIC EVENTS & ACTIVITIES

17. Provide a list of all public events, such as lectures, panel discussions, and opening receptions. Include activities such as exhibitions, television broadcasts, or online formats. Tentative dates, times, locations, and estimated attendance for each event and activity are helpful for reviewers to understand the full scope of your project. [1,250 characters]

BUDGET

18. **Budget Form.** Use the budget form to provide a clear description of all the anticipated expenses throughout the course of the project. Remember that applicants must provide cost share that is equal to or greater than the total grant amount requested.

    Cost share is a way to document local contributions. It is the goods and services contributed to the project by the sponsor organization (or other partners involved) that are not funded by the grant. Everything used or done in support of the project once the grant has been awarded has a value.

    These local contributions ensure that Humanities Kansas is able to meet its requirements to the National Endowment for the Humanities.

    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. Reviewers expect a clear understanding of where funds are being allocated.

- 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 $29/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 $300–$500, although the amount should be more if the Consultant makes multiple sites visits or provides training.

Travel includes mileage, lodging, and meals for both project staff and the Consultant. Projects may require the 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: $.67/mi for private vehicles. Rental cars with economy rates are allowed.
- Lodging: Up to $135/night. Expenses beyond this rate must be cost share.
- Meals: Up to $45/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 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, but purchase must be vital to the project (cannot exceed 25% of the overall grant request).

Accessibility Costs assist with increasing access to the project: sign language interpreters, Spanish language interpreters, audio tours for digital and in-person exhibits, rental of accessible ramps, etc. Costs must be directly related to the grant project. (HK cannot fund projects that retroactively make existing humanities content accessible.)

Indirect Costs can be added to the grant request to support the overhead costs of the project. The de minimis rate is 15% unless your organization has a federal Negotiated Indirect Cost Rate Agreement (NICRA).

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.

19. **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). [1,500 characters]

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

AUTHORIZING OFFICIAL

21. **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 and Title / Role in Organization

ATTACHMENTS

22. **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)

23. **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)

24. **Additional Material** that has not been previously addressed, or additional scholars. Combine letters into one file to upload. Documents should be a maximum of 1MB in size. (PDF or Word)

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.