HUMANITIES KANSAS

A Movement of Ideas

Action Grants
2025 Guidelines

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

Goals of the Action Grants

- Share stories that explore the human experience
- Actively engage and involve the general public with the humanities, in-person or through other formats. Humanities projects are most often centered around dynamic discussions.
- Generate insights that cultivate a thriving democracy
- Create projects that are grounded by current scholarship and lived experiences

Projects We Support

Humanities programs can take many forms: new interpretive exhibits, community conversations, panel discussions, presentations, book discussions, short documentary films, or podcasts are examples—and we are open to new and innovative projects as well.

Each project must engage out-of-school adults as the primary audience. Events can be planned for in-person, online, or some other creative format.

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: sign language interpreters, Spanish language interpreters, audio tours for digital and in-person exhibits, rental of accessible ramps, etc. See the budget section of the Application Step-by-Step for more details.

Who Can Apply, and What Is Required?

- In-state nonprofits are eligible, including public libraries and other cultural nonprofits that receive some county or city funding.
- The primary audience for projects must be the out-of-school audience (the general public).
- A determination letter of 501(c)(3) status is not required.
- A Unique Entity ID (SAM) from SAM.gov for sub-awardees is required and must be set “public” for HK staff confirmation.
  (This 12-digit alphanumeric ID is used to track federal funding. A full SAM.gov registration is not required 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 not eligible.

Getting Started

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

Deadline

Applications can be submitted at any time, but must be *at least* 6 weeks before the first event.

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

- **Have humanities central to the project.** History, literature, and cultural studies are humanities disciplines, as are philosophy, law, ethics, and art history.
- **Engage adult, out-of-school audiences.** Events are designed for in-person discussions or through participatory online platforms.
- **Involve multiple ways to engage beyond one public event.** For example, a request for a keynote speaker is usually not considered a competitive proposal unless there are additional engagement opportunities such as an exhibit, book discussions, film screening, etc.
- **Have a strong community partner.** Projects with a community focus must formally partner with a nonprofit organization within that community. Ideally, the community organization will be the grant sponsor. At the very least, a letter of support from the partner organization is required.

Humanities include the following disciplines:

- History
- Literature
- Languages and cultures
- Law
- Folklore
- Gender studies
- Religious studies
- Philosophy
- Art history*
- Archeology
- Cultural anthropology
- Ethics

- Social sciences, such as political science and sociology, are also considered humanities.

* *A note regarding the arts:* Humanities Kansas does not support arts projects, defined as creation and display of visual art, creative workshops, or performance (drama, dance, music, etc.). However, projects that focus on the *analysis and contextualization of art,* such as a panel discussion moderated by an art historian, are eligible. The difference between humanities and art can be a fine line. If the project includes arts components, contact HK staff for guidance. The Kansas Arts Commission is also a resource for arts grant funding.

Grant Requirements

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

Goals

Goals are simple statements that summarize what is hoped to be accomplished. For example, connect people with new information and points-of-view**,** spark discussion and new ideas, or strengthen relationships among groups or organizations.

Humanities Scholar(s)
Every project must involve at least one humanities scholar to apply the tools of the humanities and provide in-depth knowledge. HK staff can help identify humanities scholars. Scholars must have at least one of the following criteria:

- At least a Master's degree in a humanities discipline helpful to the success of the project
- College-level teaching experience in a humanities discipline or proven record of scholarship in the humanities
- Museum curator, librarian, or other individual with exceptional knowledge of the relevant topic
- Culture bearers—tribal or community elders, or practitioners of traditional cultural forms

The role of the Scholar: Before submitting the application, the project director and the scholar should discuss the project, formulate ways to strengthen the humanities aspects, and consider multiple perspectives. They can offer feedback about the humanities content and suggest additional resources. During the grant project, the scholar can

- Serve as a speaker, panelist, or lead a discussion
- Offer ongoing advice and guidance
- Review an exhibition script or short film script for authenticity and multiple perspectives
- Provide an assessment of the project at its conclusion

Timeline / Plan of Action
A monthly timeline lists the work required from planning stage to completion. This helps demonstrate an understanding of the work involved in a successful project.

- 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.

Communications / Marketing Plan
The primary audience for all Action grants is the out-of-school public. How will the organization reach this audience with this project? What are the characteristics or demographics of the 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 Humanities Kansas.)

Budget
Grant applications are requests for funding, and the budget should not be left to the last minute. Show all anticipated expenses needed to accomplish the project. Provide details.

Cost share: In addition to grant funds, applicants must 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. 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 scholars
- In-state travel reimbursement for staff and scholars including mileage, meals, and lodging
- Non-durable supplies and some equipment. Funds cannot be used exclusively for equipment purchases; however, a small portion of the grant request can be for equipment if it will enhance the overall goal of providing public humanities programming (cannot exceed 25% of the request)
- Tools to support online programming, such as a Zoom license for virtual public events.
- Rental of facilities or equipment such as projectors and audio systems
- Some publicity and promotions (cannot exceed 25% of the request)

- 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
- Film projects longer than 20 minutes in length. (Beginning in 2025, HK no longer supports long-form or full-length film projects.)
- Publishing a book or catalog
- Performance pieces such as plays, musical performances, storytelling, or re-enactors
- Purchase of major equipment, website hosting, or insurance
- Purchase, restoration, or construction of a building
- Salaries for students for a class, school project, internship, or work study. Students may be involved as volunteers and their time counted toward cost share.
- Courses for academic credit or school projects
- 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, 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
- Introductory videos or films for museums and other institutions

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 Action 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. See information about deadlines on page one of these guidelines.

APPLICATION

1. **Does the project qualify for Humanities Kansas funding?** Eligibility questions ensure that the organization and project are eligible for HK funding before you complete the full application.
   - Is the organization a nonprofit in the state of Kansas?
   - Does the organization have a current Unique Identity ID (SAM) for sub-awardees from SAM.gov?
   - Does the organization 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.

PROJECT NARRATIVE

7. **Audience Type.**
   - In Person (panel discussion, speaker, film premiere, exhibition visitation)
   - Online
   - Hybrid (in person and online)
   - Media Broadcast (television or radio broadcasts)

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

9. **What unique story will you explore with the project?** Include in your answer an explanation of how the public will engage with the project and how the humanities will be central to its success. [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?

- Exhibitions
- Media Projects (short films, podcasts, media broadcasts, etc.)
- Book Discussions
- None of the above *(If none, skip to question 12 below)*

If the project is an Exhibition, *answer the supplemental question and provide the following attachment:*

Provide a brief explanation about the interpretation of the exhibition topic.

ATTACHMENT: Attach the following as a Word or PDF at the end of the grant application:

- An exhibit walk-through that summarizes the proposed content of each major section.
- Wording for at least one label,
- Graphic layout of the exhibit.
- A brief bibliography of the primary and secondary sources used as a basis for the exhibit script.

If the project is a Media Project, *answer the following supplemental questions:*

Provide a short description of the filmmaker/broadcaster/podcaster or production company. If applicable, mention previous work with other state humanities councils or the National Endowment for the Humanities.

Provide up to three links to online samples of the filmmaker/broadcaster/podcaster's work.

Explain plans for providing captioning to make the film accessible to the hearing impaired. Grant funds may be requested to support this work.

Explain plans for distribution or strategies for making the project accessible to Kansas audiences after the public event(s).

ATTACHMENT: At the end of the application, attach a film/production treatment or summary and list individuals who might be interviewed and potential locations for filming/recording. Include sample photographs or images that will be used to tell the story. (PDF or Word)

If the project is an Outdoor Signage project, *answer the following supplemental questions:*

Provide an outline of the signage text that summarizes the content of each sign.

Provide sample wording for at least one sign.

Provide the name of the graphic designer and a brief explanation of their experience with similar projects. (The graphic designer does not replace the humanities scholar.)

ATTACHMENT: At the end of the application, attach a draft sketch of the signage layout. (PDF or Word)

If the project is Book Discussions, *answer the following supplemental questions:*

List all book titles and provide a brief description of each. Include an explanation as to why each book was selected and how each book serves to generate discussion of the theme.

Provide sample discussion questions (2-3 questions per book).

Provide plans for creating a brochure or online guide that will offer an examination of the theme and summarizes each title.

If books are to be purchased with grant funds, discuss plans for the books after the project.

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 communications strategy.** How will you reach your audience? Check all that apply.

15. **If applicable, describe the involvement of partner organizations.** [1,500 characters]

HUMANITIES SCHOLARS

16. 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 3 scholars, upload a separate document at the end of the application.
    - Scholar Name
    - Title (if applicable)
    - Affiliation (if applicable)
    - Phone and Email
    - Address, City, State, ZIP
    - Credentials. List academic degrees and disciplines or explain their professional background. [1,500 characters]
    - Scholar's role in the project. (Check all that apply)

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

PUBLIC EVENTS & ACTIVITIES

17. **Public Events.** 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 the 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 $30/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, and therefore ranges according to the time and expertise required. Consult with scholars to determine the appropriate amount. In general, honorarium is typically the following:

- $250-$300 per speaking event
- $500 for consulting a project and speaking at an event
- Up to $65 per hour for research, consultation, and project content.

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: $0.67/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
- 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. Promotions costs cannot exceed 25% of the grant request.

Supplies include 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 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 and 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. Be specific. HK rarely funds "miscellaneous" costs. Items such as refreshments and group meals should be listed as cost share.

19. **Additional Funding Sources.** 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. **Supplemental Attachments** for Exhibitions, Media Projects, and/or Outdoor Signage.

24. **Letters of Support** for community-based projects are required if the sponsor organization is not a nonprofit within that community.

    For other projects, 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. Combine letters into one file to upload. Documents should be a maximum of 1MB in size. (PDF or Word)

25. **Required Attachments or 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.