

North Dakota Humanities Council

Grant Making for Public Humanities Projects

Effective 5/01/2009

Humanities Grants fund public programs that promote lifelong learning among North Dakotans from all walks of life. The North Dakota Humanities Council (NDHC) not only initiates and directs humanities programs to bring historical, cultural, or ethical perspectives to bear on topics and issues of interest to North Dakotans, but it also grants funds to other organizations and institutions whose project proposals are compatible with the council's vision. Funded projects must be designed for the general public. They will achieve the following objectives:

- create opportunities to think critically about fundamental issues of the human experience in order to foster a thoughtful and informed democratic citizenry.
- engage participants in discussions about topics of shared concern and interest, seeking information and insight from the humanities in a spirit of open and informed inquiry.

The Humanities

The humanities are often defined as a set of academic disciplines because traditionally human knowledge has been organized and studied in this way. Those disciplines include:

- anthropology
- archeology (as it relates to human history)
- ethnic and gender studies
- history and criticism of the arts
- history and folklore
- jurisprudence (philosophy of the law)
- language and linguistics
- literature
- philosophy and ethics
- religious studies
- the application of the humanities to the human environment
- the relevance of the humanities to contemporary issues
- those aspects of the social sciences that employ humanistic content and methods

All grant-funded projects must be solidly based in the humanities and involve a scholar or other person with relevant experience who can work with the project personnel to help frame and conceptualize the project. The NDHC staff can assist you in finding an appropriate expert.

Scholars are Essential to Humanities Projects

Typically, a humanities scholar is an individual with an advanced degree (MA or PhD) in one of these academic disciplines who is actively working in that field. Occasionally, an individual without an advanced degree in the humanities may qualify as a humanities scholar by virtue of his or her special knowledge, experience, or contribution to humanities discourse. Writers, artists, and Native American elders or tribal representatives may fit into the latter category. Humanities scholars must be included in project planning and implementation.

COMPETITIVE GRANT AWARDS

The NDHC offers three types of competitive grants: large grants, small grants, and quick grants. What they have in common is that they support projects designed to increase public understanding and appreciation of the humanities. They are different in several ways: the size of the award, the time frame between submission and response, the ratio of cost-share expected, and the application form requirements. Regardless of the grant request, projects must be centered in the humanities, involve humanities scholars, and be designed to attract a public audience. Most projects will involve a public presentation of some kind. Formats vary but may include:

- lectures and discussions
- exhibitions
- interpretations of performances
- conference presentations, if open to public audiences
- oral histories
- radio, CD, video, and film documentary productions
- cultural presentations and preservation projects
- teacher seminars
- content-based, interactive web sites
- planning for future NDHC-eligible projects

Who Is Eligible to Apply?

Any nonprofit organization may apply, including schools, churches, community service groups, museums, historical societies, libraries, colleges, governmental or tribal entities, and ad hoc groups formed for the purpose of a specific project. It is not necessary for the sponsor to be incorporated or to have tax-exempt status. We encourage community organizations to work together on a grant proposal. All awards must be matched by cash or in-kind contributions.

Out-of-state nonprofit organizations may also apply for grants as long as a substantial portion of the project activities take place in North Dakota or the applicant anticipates that a substantial portion of their audience will be from North Dakota.

Expenditures Allowed in Grant Request

Eligible expenditures include honoraria for scholars, staff, and consultants; travel and per diem; printing and publicity; equipment and facilities; program materials; and exhibit production costs. See the budget guidelines for details.

Expenditures or Projects Not Eligible for Grant Funding

- Projects not open to the public
- Profit-making or fund-raising activities
- Writing or production of a publication or website, unless directly related to a public program
- Museum or library acquisitions or preservation of collections, unless directly related to a public program
- Internships, scholarships, or travel to professional meetings

- Grants to individuals
- Institutional development or academic credit (credit may be an option but may not be **required**)
- Projects that are directed at persuading an audience to a particular political, philosophical, religious, or ideological point of view, or that advocate a particular program of social action or change
- Programs that examine controversial issues without taking into account competing perspectives
- Capital expenditures, construction, or restoration costs
- Arts performances or projects, unless their primary role is to foster analysis or interpretation
- Normal operating costs
- Salaries for permanent employees (salaries of full-time employees may be offered as cash-match, if the time devoted exclusively to an approved humanities project can be documented).
- Equipment or software which has value beyond the time period of the grant
- Indirect costs that are not on the basis of established federal rates
- Entertainment, beverages, food, first-class air travel, or gifts
- Expenses incurred before the grant is awarded

Registration or Admission Fees

Generally, programs funded by NDHC grant funds should be offered to the general public free-of-charge. Applicants are expected to make provisions to waive any general admission fees charged by the facility where the grant-funded programs will take place.

The NDHC will consider waiving this requirement only in extraordinary circumstances where the fee charged is modest and the applicant is otherwise unable to waive the fee. Any revenue raised through such fees must be used for the project activities outlined in the application. Applicants are strongly encouraged to waive these fees for those who find the cost prohibitive and to publicize these opportunities.

Grant Applicant's Required Cost-Sharing

To demonstrate their community's interest and support, all applicants must offer a minimum amount in cost-share that equals or exceeds the requested funds. Large and small grants require at least \$1.50 contribution for every \$1 in requested funds. See the Quick Grant Guidelines for the cost-share requirements.

Sponsors are allowed to use both cash match and in-kind match to meet the cost-share requirement; however, the minimum cash match offered shall be at least 50¢ for every \$1 in grant funds requested. The NDHC reserves the right to make adjustments to the minimum cost-share required, including the minimum cash match required for any grant award it approves. The actual amount of cost-share required from a sponsor shall be governed by the grant agreement.

Cash Match refers to money spent on the project by the applicant from sources other than the NDHC or NEH. These amounts may include goods and/or services purchased or paid for by the **applicant** (e.g., donated use of a room, the percentage of staff salaries directly involved in the project, or miscellaneous expenses such as supplies). This also includes any income earned as a result of this project (e.g., admission or registration fees), which will directly support the project. You must indicate the cost to participants in the grant application, if a fee is to be charged.

In-kind Match refers to non-cash contributions, which are calculated by attributing a dollar value on the goods and/or services donated to the project by a **third-party** (e.g., donated printing costs or advertising, volunteer time and travel).

LARGE COMPETITIVE GRANTS (\$3,001+)

These grant applications are approved by the NDHC Board of Directors. They are reviewed twice a year at the March and October meetings of the board. All large competitive grant requests must be preceded by a letter of inquiry describing your project in general terms sent to the council office. The deadlines are as follows:

To Request Funds for Projects Beginning No Earlier than May 1:

Letter of Inquiry	January 1
Grant Application	February 15
Notification	April 15

To Request Funds for Projects Beginning No Earlier than December 1:

Letter of Inquiry	August 1
Grant Application	September 15
Notification	November 15

SMALL COMPETITIVE GRANTS (\$501-\$3,000)

These grant applications are approved by the NDHC Board of Directors. All small competitive grant applicants are encouraged to contact the council staff to discuss their project before submitting their grant application. The deadlines are as follows:

To Request Funds for Projects Beginning No Earlier than February 15:

Grant Application	January 1
Notification	February 1

To Request Funds for Projects Beginning No Earlier than May 15:

Grant Application	April 1
Notification	May 1

To Request Funds for Projects Beginning No Earlier than August 15:

Grant Application	July 1
Notification	August 1

To Request Funds for Projects Beginning No Earlier than November 15:

Grant Application	October 1
Notification	November 1

QUICK GRANTS (up to \$500)

Quick Grants support direct program costs of smaller humanities projects. These are reviewed and approved by the Executive Director. Grantees are limited to receiving no more than two quick grants per year. Applications are accepted year-round but they must be received 4-6 weeks prior to need. Decisions are generally made within ten days. A simplified application form is required for the quick grant. Eligible requests include:

- small projects using proven formats and scholars
- film, video, exhibit, or book programs with discussion led by a humanities scholar
- planning or consultant grants to cover expenses associated with the development and planning of programs in collaboration with humanities scholars and other experts. Planning activities must lead to the development of a public program and may include:
 - Advisory panel meetings or individual consultations.
 - Research conducted or assisted by humanities experts, such as reviewing items in a museum's collection or documenting oral histories (if undertaken by volunteers, a humanities scholar must be identified as guiding the project)
- Funds to allow grantees to prepare proposals for larger NDHC grants or for grants from other organizations.

How to Apply

The North Dakota Humanities Council welcomes telephone or e-mail inquiries to determine eligibility and provide guidance in submitting a formal application.

Large and Small Grants:

These required forms and information for competitive **large and small grants** are available for downloading on the NDHC website or may be mailed out upon request:

- Grant Guidelines
- Application Instructions
- Application Checklist
- Grant Application Forms

SUBMISSION:

Large Grants

The original signed grant application and **twenty (20)** photocopies of the entire packet, which will include a budget, narrative, abbreviated resumes for key personnel and scholars, letters of commitment from key personnel, and attached letters of commitment for cash match.

Small Grants

The original signed grant application and **ten (10)** photocopies of the entire packet, which will include a budget, narrative, abbreviated resumes for key personnel and scholars, letters of commitment from key personnel, and attached letters of commitment for cash match.

Quick Grants:

These required forms and information for **quick grants** are available for by calling the NDHC office or downloading from the website: www.nd-humanities.org:

- Quick Grant Guidelines
- Quick Grant Application Form
- Evaluation Forms

SUBMISSION: The original signed grant application which will include a budget, narrative, and attached letters of commitment for cash match.

PLEASE MAIL SUBMISSIONS TO:

**North Dakota Humanities Council
418 Broadway E., Suite 8
PO Box 2191, Bismarck, North Dakota 58502-2191**

For information, call 1-800-338-6543 or 701-255-3360 or e-mail Kenneth Glass, Associate Director, at kglass@nd-humanities.org. Large and small grant applications may NOT be faxed or e-mailed. *Quick grant applications may be submitted via e-mail attachment.*

General Grant Guidelines

Large and Small Grant Applications

The Application Form

- Applicant Organization:** Name and address of nonprofit group or other institution sponsoring the grant project
- Project Director:** Name of the person in charge of the grant
- Fiscal Agent:** Name of the person in charge of writing the checks and keeping the books (may not be the project director)
- Project Name:** Descriptive title for the project that briefly identifies the humanities content and approach.
- Project Description:** A clear and concise summary of the humanities content and approach of the project, the audience targeted, and the way the humanities will be brought to the public.
- Times, Dates:** Projects should not begin before May 1 for applications submitted to the March meeting; and December 1 for applications submitted to the October meeting. Projects should be completed within one year from the beginning date.
- Locations:** Identify the community (ies) where the project will actually take place.

Summary of Finances from Budget Page is completed after the **Budget Summary**.

The Budget Explanation

Provide the details of the budget in the following categories and carry the totals to the budget summary page; attach budget explanation to the budget summary sheet.

Humanities Scholars

List by name all the scholars who will be paid and/or will donate services to the project. Traditionally, humanities scholars who do public programs often donate half of their services, which means that the scholar's donated service may be allocated to the "cost-share" column.

The following schedule of payments for a scholar's participation in a project is offered only as a minimum guideline, not as a rule:

- \$2,000 for the development of a program which will be repeated several times
- \$600/day for the development and presentation of a major program
- \$400/day for presenting a program that has been presented before
- \$300/day for moderating a program
- \$300/day for serving as a panelist on a program.

The essence of the exceptional humanities program is adequate preparation, and research and preparation is allowed for funding and match. In addition, travel time also qualifies when it takes the participating scholar from her/his classroom and office.

Other Personnel

List, in fashion similar to the example above, consulting fees paid for directing the project, for secretarial services, and for general work on the project by committees and organization members. While some projects require almost full time attention from a project director and an application may request funds to pay part of the salary of those who administer the project, for the most part, the time and effort of the local coordination of the project should be donated. *Salaries paid may count as cash match if careful records of the time spent on the project are kept and if the fiscal agent can document payment for time devoted to the project.*

Travel Costs

List travel costs according to the following schedule:

- Transportation costs are limited to the actual cost of commercial travel, which must not exceed the lowest airfare possible or the current GSA allowance for use of a private vehicle.
- Lodging (motel) expenses may be estimated, but they must not exceed \$60/day (exc. taxes)
- Reimbursement for meals is allowed only for overnight travel or travel that requires an absence of more than four hours from home or work. The amount estimated in the budget should not exceed the allowable GSA rate (currently \$39) and should be prorated for partial days spent on travel (midnight to 6:00 a.m. is one quarter; 6:00 a.m. to noon is a second-quarter, etc.)

Promotion

A reasonable estimate of costs to promote programs is imperative if the applicants expect to attract an audience. Posters and flyers, brochures and programs, newspaper space and television/radio time all come under this category. In-kind match may include the space in newspapers for stories (not paid ads), donated time on the electronic media, the time expended by volunteers who put up posters, the cost of donated printing for programs or flyers, and the donation of telephone time. Applicants are encouraged to treat the media fairly; for example, avoid putting all the cash available in newspaper ads and then expect television and radio to give free public service announcements.

Phone, Postage, Supplies, Equipment

If an applicant can document the time personal or office telephone lines are used for the proposed project, they may estimate a percentage of the total monthly bill as cash match. If equipment or other items of lasting value worth more than \$300 are purchased with NDHC grant funds, the council will expect to assume ownership of the equipment at the end of the project. Therefore, such items would best be purchased through other financial sources. If the equipment is purchased outside the grant, the fair rental value may be offered as cost-share.

Facilities

Facilities are usually donated as in-kind at a rate no more than what the place itself or comparable space in the community would cost to rent.

Additional Expenses

Additional costs should be itemized. Put into this category anything that does not fit elsewhere. Remember to put into the budget narrative the basis of payment: for example, *100 books at \$9/each for use by the participants.*

Indirect Costs

Indirect costs may not be funded through grant funds, but they may be offered as match if the applying organization has negotiated a rate with the federal government and if a letter attesting to the rate is attached to the proposal. If the applying institution/organization has a negotiated indirect cost rate, this rate may be applied to the total of the seven items listed above on the budget. However, since indirect costs include many of the items that would be listed separately as cash match or in-kind, all items listed as donated will be carefully scrutinized if an indirect cost factor is included in the application.

Fiscal Administration

Administering federal funds requires the services of a qualified fiscal agent, the establishment of a separate checking account or sub-account for all funds in the budget, and documentation of all cost-sharing with signed statements that include the basis of the donation. A signed application to the NDHC constitutes agreement to keep all records for a period of three years following the conclusion of the project for possible audit.

Attachments to the Proposal

In addition to letters of commitment and no more than two-page resumes, the applicant may include attachments, such as samples of proposed publications, scripts, photographs of exhibits, or whatever else may be necessary to aid in understanding of the proposal. Please keep these attachments minimal.

The Grant Narrative

Explain the purpose, plan, publicity, and personnel of the project for which you are seeking funding. The narrative should be typed, double-spaced, and between five and ten (5-10) pages long. Please attach the narrative to the cover sheet. This is your opportunity to impress the review committee and board of directors with the value and the quality of the project you propose. Be complete and concise.

A. DESCRIBE THE PROJECT

Explain in some detail what this project will involve and what your organization hopes to achieve through its implementation. What needs will it fulfill in your community and how? Describe what changes you expect to occur because of this project, both in the immediate or short-term (outcomes) and long-term (impact).

B. CREATE A TIME LINE

Think about the steps required to and create a time line, identifying the activities that will take place, giving specific dates and locations where possible, from planning to completion. Describe the public program(s) and any other final products (publications, videotapes, exhibitions, etc.) and how they will reach the anticipated audience.

C. IDENTIFY THE KEY SCHOLARS AND OTHER PERSONNEL

List the participating humanities scholars and describe specifically what they will do in the project. Attach a *letter of commitment* and *resume of no more than two pages* for each scholar. Identify the other key people and organizations involved with the project. Describe their responsibilities and qualifications.

D. IDENTIFY YOUR AUDIENCE

Describe the target audience for this project, how and why you have identified them, and the various ways you might reach them (live audience, videotape, publications). How many people will the project reach? Identifying a core group of participants or attendees is critical to the success of a project.

E. EXPLAIN YOUR PLANS FOR ATTRACTING AN AUDIENCE

Is the project intended to reach a specific audience, or the general public? Describe how you will attract an audience for your project (drawing people to a program, whether live or broadcast, reading the book, or seeing the exhibit, etc.). The grant application may include a request for marketing and promotion support.

F. COST-SHARING

Describe your partners and their involvement. Attach letters of commitment from those who are donating in-kind or cash match to your project. If the cash match is less than one-half of the grant amount requested, include reasons why the NDHC should waive this requirement.

G. REGISTRATION OR ADMISSION FEES

In general, programs funded by the NDHC should be offered free-of-charge. Only in extraordinary circumstances will the NDHC approve a grant for programs involving a registration or admission fee (see “Competitive Grant Awards” section for more information).

List any proposed registration or admission fees charged and the justification for these fees. Describe which project costs will be paid for out of the revenue raised.

H. EVALUATION

Describe your plans for measuring the success of your project. How will you know if you have achieved your objectives? Will you survey participants? Who will be responsible for evaluating?

Large and Small Grant Application Form
North Dakota Humanities Council
418 East Broadway, Suite 8, Bismarck ND 58501

Please submit one original and twenty copies of this proposal. You may replicate this form on your computer or request an electronic document from kglass@nd-humanities.org.

Applicant Organization and Address:

Project Director *(with whom all NDHC contact will take place, including final reports):*

Mailing Address:

City/State/Zip:

E-mail Address:

Phone:

Fiscal Agent *(the person with authority to receive funds on behalf of the grantee):*

Mailing Address:

City/State/Zip

E-Mail Address:

Phone:

Project Title and Description

Dates, Times, and Locations of Project Activities

Total Request:

Total Cost-Share:

Total Project Cost:

We certify that we have read the grant guidelines and agree to abide by them and by all applicable federal and state statutes in administrating any award our organization receives from the NDHC. We certify that all of the information on this application is true, correct and complete to the best of our knowledge.

Project Director's Signature

Date

Fiscal Agent's signature

Date

Large and Small Grant Request Budget Summary

Please consult the grant guidelines before completing this budget form for information about eligible and non-eligible costs. **You are required to match the grant funds you receive at \$1.50 for every \$1 granted through cost-sharing.** Please show your match on the budget grid on the right.

Budget Category	Grant Request	Cost-Share Cash Match In-Kind		Total
Humanities Scholars or Experts (please list by name):				
Other Key Personnel (please list by name):				
Travel expenses				
Promotion (posters, flyers, paid ads, other)				
Facilities				
Additional Expenses (phone, postage, supplies, equipment, etc.)				
Indirect Costs: See directions for determining indirect costs. Enter the percentage of the total request times the indirect cost rate approved in the columns to the right.	N/A			
Total Amount (copy these totals to the application form) Total of far right column should equal the sum of the first three columns.				

Registration or Admission Fees: Generally, programs funded by the NDHC should be offered to the general public free of charge. (See guidelines for complete information.) List any registration or admission fees: