

Guidelines for NDHC Quick Grants

Effective September 1, 2007

NOTICE: PLEASE REFER TO THE GENERAL GRANT GUIDELINES TO VIEW ELIGIBILITY REQUIREMENTS AND OTHER INFORMATION BEFORE YOU BEGIN THE PROCESS OF APPLYING FOR A QUICK GRANT.

QUICK GRANTS (up to \$500)

NDHC Quick Grants support direct program costs of smaller humanities projects. They are intended to simplify and speed up the funding process and allow the NDHC to be more nimble and responsive to communities in their humanities programming. Applications are reviewed by the NDHC staff and funding decisions made by the Executive Director, generally within ten days after an application is received. Grantees are limited to receiving no more than two quick grants per year. Applications are accepted year-round but they should be submitted at least 4 weeks prior to need (exceptions for late grant requests may be considered in extraordinary situations). Eligible requests include but are not limited to:

- small projects using proven formats and scholars
- film, video, or book programs with discussion led by a humanities scholar
- funds to cover expenses associated with the development and planning of public programs in collaboration with humanities scholars and other experts. These may include 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); or the preparation of proposals for larger NDHC grants or for grants from other organizations.

Eligibility

Any nonprofit organization in North Dakota 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.

Expenditures

Eligible expenditures include honoraria for scholars, consultants, or employees; travel and per diem; printing and publicity; equipment and facilities; program materials; and exhibit production costs. See "Grant Guidelines" for costs a grant cannot cover. List by name all the scholars who will be paid and/or will donate services to the project. Typically, a scholar's work is valued at \$400 per program, half of which is often donated by the scholar to the project. If the humanities scholar on your project is willing, you may allocate the donated portion to the "cost-share" column.

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. Quick grants require a minimum contribution of \$1 for every \$1 in requested funds. Sponsors are allowed to use both

cash match and in-kind match to meet the cost-share requirement; however, the cash match offered must be at least 50¢ for every \$1 in grant funds requested.

Cash Match refers to monies raised for the project by the applicant from other sources or the dollar value of goods or services offered to the project by the applicant (e.g., donated use of a room, the percentage of staff salaries involved in the project, or miscellaneous expenses donated, such as supplies). This also includes earned income (e.g., admission or registration fees) anticipated by the applicant that will directly support the project.*

In-kind Match refers to non-cash contributions towards a project by a **third-party** (e.g., donated services by scholar).

*All council-funded programs must be open to the public.

How to Apply:

- 1) Using the guidelines and directions provided, fill out the Quick Grant Application Form and Budget Sheet downloaded from the web site or requested from the NDHC office.
- 2) If your grant request is intended to support a council-run program, such as the *Between Fences Speakers Program* or a *Chautauqua Scholar*, attach a copy of the program application to the Quick Grant Application Form and skip #3 below.
- 3) Attach a 1-2 page narrative that explains the following:
 - Describe the project in some detail and explain what your organization hopes to achieve through its implementation. How will the project advance public understanding of an appreciation for the humanities (e.g., history, literature, anthropology)?
 - Describe the public need this project will fulfill in your community; include any changes you expect to occur because of this project, both in the immediate or short-term (outcomes) and long-term (impact). How will the project's effectiveness be measured (i.e., what evaluation tools will you use)?
 - List the activities that will take place, giving specific dates and locations.
 - Identify the humanities scholar and include an abbreviated resume with the application. List any other key people involved with the project. Briefly describe their responsibilities and qualifications.
- 4) Mail the **original and two (2) copies** of the signed grant application, budget sheet, project narrative, scholar's resume, and any additional supporting material to the address below:

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.



Quick Grant Application Form

Primary Sponsor: _____
Others: _____
Project Director: _____
Address: _____
Telephone: _____ E-mail (required): _____
Fiscal Agent: _____
Address: _____
Telephone: _____ E-mail (required): _____
Project Title: _____
Dates & Times of Project: _____
Location(s) of Project: _____
Brief Project Description:

Goals for the Project

Anticipated Audience (identify partnering organizations)

Plans for Publicity

Budget Request

Award Requested	\$ _____	(\$500 or less)
Cash Match	\$ _____	(must equal or exceed 50% of the award requested)
Worth of In-Kind	\$ _____	
Total	\$ _____	(in-kind + cash match must equal or exceed the award requested)

We certify that we have read the Grant Guidelines of the North Dakota Humanities Council, and we agree to abide by these Guidelines and by all applicable federal and state statutes in administrating any award our organization receives from the Humanities Council.

Signature of Project Director: _____ Date: _____
Signature of Fiscal Agent: _____ Date: _____

Attach budget sheet, project narrative, and any accompanying material to this form.

Budget Sheet Quick Grant Request

Budget Category	Request	Cash Match	In-Kind	Total
Humanities Scholar(s) and Other Personnel (list)				
Travel				
Promotion				
Phone, Postage, Supplies, Facilities, Materials				
Other Costs *				
Totals**				

*Be specific about what materials this request is covering (e.g., 20 copies of *Huckleberry Finn* at \$10/copy).

**Total of last column should equal the sum of the first three columns in the last row. Enter the last row in order on the cover sheet. The total of the cash-match and in-kind columns must equal or exceed the amount requested in the first column.