

HUMANITIES INITIATIVE GRANTS

2012



Contact:

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SECTION 1 – GRANT GUIDELINES

A. Grant Purposes

Humanities Initiative Grants are awarded to conduct public programs dealing with the humanities. These grants respond to initiatives from not-for-profit organizations that wish to sponsor public programs such as town hall meetings, panels, workshops, lectures, reading and discussion programs, and production of humanities resources.

Funding for these grants is provided by the National Endowment for the Humanities, a federal agency.

B. Eligibility

1. Requirements

To be eligible for any grant from Indiana Humanities, an applicant must be a not-for-profit organization with tax-exempt status in the state of Indiana. (Schools and government entities **are** eligible). Grants **will not** be made to individuals.

In carrying out the grant, applicants must:

- Retain auditable records of grant funds and local donations of cash and in-kind contributions and services.
- Comply with basic state and federal nondiscriminatory statutes.
- Report significant changes in the project to Indiana Humanities.
- Submit an expenditure and evaluation report at the conclusion of the project.
- Share any income produced by the project with Indiana Humanities or apply it to the project.
- Grant to Indiana Humanities a royalty-free, non-exclusive license to publish or otherwise use any product(s) from the project.

2. Restrictions

Indiana Humanities grants will **not** be made for any of the following purposes:

- Political action or advocacy
- Social services
- Construction or renovation
- Property or major equipment purchases
- Religious practices or training
- Scholarships
- Performance of art unless presenting subject matter in the humanities
- Publication of books
- Operating expenses
- Microfilming newspapers
- Alcoholic beverages, refreshments or entertainment

C. General Requirements for ALL Grant Applications

All proposals must meet the following requirements to be considered. These will be used to evaluate, rate, and rank the application.

1. **Contain a strong focus on the humanities.** For the purposes of Humanities Initiative Grants, Indiana Humanities uses the definition of the humanities provided by the National Endowment for the Humanities which states that the humanities include activities in the following disciplines:

- Literature
- Language
- History
- Philosophy
- Archaeology
- Comparative Religion
- Law
- Ethics
- Theory, History and Criticism of the Performing and Visual Arts
- Social Sciences*

* those aspects of the social sciences—such as economics, political science, sociology, anthropology and folklore—which have humanistic content and employ humanistic methods

2. **Include humanities scholars in project planning and implementation.** Humanities scholars are individuals with particular training or experience qualifying them as professionals in one or more of the academic disciplines of the humanities. Scholars may have advanced degrees (M.A. or Ph.D.) in a humanities field of study and/or regular appointments at an institution of higher learning, or they may have developed a high level of expertise through immersion in a particular cultural tradition. Artists or authors are not humanities scholars unless they also fulfill these criteria.
3. **Be intended for a public or school audience.** Although sponsoring organizations may design programs for target audiences, the programs must be accessible to people outside of the organization's membership.
4. **Be presented in a site that is accessible according to the Americans with Disabilities Act (ADA).**
5. **Be founded on an excellent and viable idea.** Applicants must show evidence of ability to implement that idea and execute it within the grant period.
6. **Not exceed \$2,000 in requested funding.** Grant requests can be made for up to \$2,000; however, after reviewing the grant proposal, Indiana Humanities may decide to award less than the requested amount.
7. **Demonstrate at least an equal match in cash or in-kind contributions from the sponsoring organization or other sources.** Matching funds must come from non-federal sources and ideally will demonstrate some level of community support for the project.
8. **Be postmarked no later than the deadline dates shown below to be considered in that round. Project activities must begin after the decision date** (see below).

9. Applicants must submit one (1) complete copy of the Cover Sheet and Application, including required attachments, by email OR two (2) complete paper copies to

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Round	Deadline:	Decision:
One	February 1, 2012 (postmark)	March 31, 2012
Two	August 1, 2012 (postmark)	September 30, 2012

D. Special Emphasis for 2011 Humanities Initiative Grants

In 2012, Indiana Humanities is launching a new theme program entitled “Spirit of Competition,” a two-year celebration that encourages Hoosiers to think, read and talk about athletic, economic and political competition. Grant applicants are encouraged to submit proposals for projects that relate to this theme.

Other topics and types of applications will, however, also be eligible if consistent with the general requirements listed above.

PLEASE NOTE: All materials submitted with the application, including books, photographs, and any other items, become the property of Indiana Humanities. They will **not** be returned to the applicant.

If you want an acknowledgment of receipt, attach a note to your application.

SECTION 2 – APPLICATION PROCESS

A. Application Instructions

A well-prepared application influences the review process. To achieve a superior rating, proposals must meet the published criteria, clearly describe a workable plan, have a consistent budget, and demonstrate community need for humanities programming.

1. Cover Sheet

- a. **Project Title:** Make it brief, self-explanatory, and appealing.
- b. **Sponsoring Organization:** The not-for-profit group assuming full responsibility for the grant and to whom the grant check should be payable.
- c. **Sponsoring Organization Official:** A person who is legally empowered to sign the application on behalf of the organization; usually the president, chair, or executive director. College and university applicants must obtain the approval of their administrative officials (Office of Research, Sponsored Programs, etc.).
- d. **Project Co-Sponsor(s):** Groups that will play important roles but are not the actual recipients of the grant.
- e. **Project Director:** The project director must be prepared to serve as the primary liaison to Indiana Humanities. All correspondence, checks, notices, etc. will be sent to the project director.
- f. **Tax Exempt Status:** Enter the Indiana Not-for-Profit Tax Exemption number on the cover sheet. Organizations do not need to have IRS 501(c) 3 status.
- g. **Official Signatures:** If submitting your application through the mail, please submit at least one copy bearing the original signatures, in ink, of the sponsoring group official and the project director. By email, we will accept the signed, scanned, and emailed application.

2. Narrative Questions

Respond to the following questions. Keep answers concise, but do not omit important details. **Total narrative should not exceed three (3) pages. Type size should not be smaller than 10-point type.**

a. *Project Description and Rationale*

First, summarize your project in 100 words or less. Second, explain how it qualifies as a humanities activity for a public or school audience.

Next, provide evidence of your ability to implement the project by describing your organization, the project personnel and their roles (including humanities scholars), cooperating organizations or agencies, public programs or target audiences (including an estimate of attendance for each event), and publicity plans.

b. Needs and Outcomes

Explain why you believe your idea is an excellent way of fulfilling community needs through use of the humanities.

Also describe the expected outcomes of the project. These might include goals to be achieved, materials that will be produced, distribution plans, and evaluation methods.

c. Acknowledgment

List ways in which Indiana Humanities and the National Endowment for the Humanities will be recognized for awarding a grant to your organization.

d. Timetable

Outline the timetable for the project, including the planning phase, the implementation phase and the evaluation/reporting phase. For events such as conferences or workshops, include an agenda.

3. Budget

Provide a line-item budget for the project, using the Budget Format (below) as a guide.

Please note the following:

- The column entitled "Grant" should reflect funding you are requesting from IHC.
- The column entitled "Matching - Cash" should reflect cash for project expenses that comes from either the sponsoring group or its donors and collaborators.
- The column entitled "Matching – In-Kind" should reflect the dollar value of commodities given to the project instead of money. Examples include volunteer time, use of meeting rooms, or supplies. Compute the in-kind value according to the actual pay scale of persons engaged in comparable work, the actual rental value for the room, or the actual purchase value of the supplies.
- **Federal dollars cannot be used for matching purposes.**
- Line items for alcoholic beverages, refreshments or entertainment, whether Grant or Matching, are prohibited.
- Reimbursement for airfare, per diem, and hotel should be kept at reasonable rates. Mileage should be reimbursed at no more than the current IRS standard rate.
- If any budget items need an explanation, please attach one.

4. Required Attachments

- Attach resumes (no longer than two pages each) for the project director and scholars. If resumes are longer than two pages, only the first two pages will be sent to reviewers. Do not staple resumes separately; simply keep the pages in order.
- Attach 1-5 letters of support from co-sponsors, experts, and/or interested community groups.
- Attach a list of the sponsoring organization's board members.

B. Submission Instructions

For paper copy submission:

Materials may be printed out and mailed to:

Nancy N. Conner, Ph.D.
Director of Grants
Indiana Humanities
1500 North Delaware Street
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For online submission:

1. Save the application – including Cover Sheet, narrative questions, budget and attachments – in Word or PDF format.
2. Attach the Word or PDF file(s) of your completed application in an email to: nconner@indianahumanities.org.
3. Send the email.

C. Review Procedures and Notification

Grant applications will be reviewed by Indiana Humanities Board members, community leaders, subject matter experts, and/or panelists.

You will be notified about the status of your grant application by letter within 30 days of the decision date for the grant.

D. Assistance

Staff members are available by telephone, fax, or e-mail to answer specific questions about your application. You may also make an appointment to see a staff member at the Indiana Humanities office. Contact Nancy Conner for more information. Phone: 317.638.1500 or 800.675.8897 (ext.128). Fax: 317.634.9503. E-mail: nconner@indianahumanities.org.

SECTION 3 – FREQUENTLY ASKED QUESTIONS

- **Who is eligible to apply for a grant?**

Not-for-profit organizations, including schools and other government entities, may apply for Indiana Humanities grants. Individuals are not eligible. Applicant organizations do not have to have 501(c)3 status with the IRS, but they must have tax-exempt status in Indiana.

- **What is the source of funding for IHC grants?**

The National Endowment for the Humanities, through an annual grant to Indiana Humanities, provides support for the grant program. The Historic Preservation Education Grant program, however, receives half of its funding from Indiana Landmarks.

- **Do applications have to be received by the deadline date?**

No. Applications only need to be postmarked by the deadline. Overnight services, such as Federal Express, are not necessary. If confirmation of receipt is desired, attach a note to your application.

- **How many copies of the application are required?**

If submitting your grant application through conventional mail, please submit two copies, one of which should include the original signatures, in ink, of the sponsoring group official and the project director. If submitting your application by email, just one copy with scanned signatures is needed.

- **Can a grant project have co-directors?**

Yes. However, if a project has co-directors, the first name listed on the application will be considered the project director for administrative purposes. Only that person will receive official correspondence.

- **What is the maximum time period for the grant project?**

2011 grant projects should have an ending date no later than Oct. 31, 2012.

- **Are indirect costs allowed?**

Indirect costs, up to 5 percent of direct costs, may be included in the grant request.

- **What is the CFDA number for this grant program?**

For organizations that need to track their federal grant awards,, these grants are funded under a program of the National Endowment for the Humanities that is identified as 45.129 in the Catalogue of Federal Domestic Assistance (CFDA).

**SECTION 4 – Humanities Initiative Grant Application
COVER SHEET**

(This form is available online as a Word document at:
http://www.indianahumanities.org/pdf/Humanities_Initiative_Grants_12.doc)

Project Title: _____

Sponsoring Organization

Project Cosponsors (if any)

Name of Organization:

Address:

City/State/ZIP:

Phone:

Name & Title of Official:

Project Director

Budget

Name: Grant \$ _____

Title: Local Cost Share - Cash \$ _____

Address: Local Cost Share - In Kind \$ _____

City/State/ZIP: Total \$ _____

Phone:

Fax:

E-mail:

Indiana Not-for-Profit Tax Registration Certificate Number: _____

Official Signatures

One copy must have original signatures, not photocopies. Application must be signed by two different people.

Sponsoring Organization Official (signature)

Project Director (signature)

SAMPLE BUDGET FORMAT

Use this format as a **guide** to laying out your budget columns and categories, but type budget information on a separate sheet, **itemizing** wherever indicated. **Round all cents to the nearest whole dollar.**

Categories	Grant	Matching - Cash	Matching - In Kind
Administration (List all persons, titles, hours, and rates of pay)	\$	\$	\$
Program Personnel (List all non-administrative persons and stipends)	\$	\$	\$
Travel & Per Diem (List mileage, airfare, per diem, and hotel.)	\$	\$	\$
Supplies (List each item)	\$	\$	\$
Printing & Postage (List each item)	\$	\$	\$
Space Rental & Telephone (List both office and meeting space)	\$	\$	\$
Other (specify) (List all items not included above)	\$	\$	\$
Totals	\$	\$	\$