



Kansas Humanities Council
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www.kansashumanities.org

**Kansas 150
Heritage Grants
2010**

What is Kansas 150? *KANSAS 150* is intended to strengthen community through the exploration of heritage, traditions, and ideas in celebration of the 150th Anniversary of the Kansas Statehood in 2011. The preservation of local and unique stories will create opportunities for a better understanding of Kansas.

What are Heritage Grants? The Kansas Humanities Council Heritage Grant program is intended to assist in the saving and sharing of local and regional cultural resources. Heritage Grants are competitive. It is to be expected that not every proposal will be funded.

In preparation for the 150th commemoration of Kansas Statehood in 2011, the KHC's Heritage Grant program is expanding. These grants will continue to support projects that preserve local history. In addition, starting in Fall 2009 and continuing through Fall 2011, Heritage Grants will also provide resources to encourage local history museums and other historical organizations to plan for their own future.

Special Kansas 150 Heritage Grant projects could include:

- Strategic planning projects that encourage board members, staff, and volunteers to refresh their organization's mission, vision, and goals for the future.
- Board training opportunities that support best practices in governance and financial stewardship.
- The development of a website so that community history is available to the public.
- The migration of data from an analog format (VHS, film, etc.) to a digital format.
- The scanning of important photographs or other primary source materials.
- The creation of new interpretation methods (guided tours, audio podcasts, or other tools) that makes sharing local history a priority.

Traditional heritage grant categories also remain eligible, including:

- Oral history projects that involve research, interviews, and transcriptions.
- Research projects that utilize a historian to help fact-check local stories.
- Cataloging and indexing efforts to organize a collection and give organizations the opportunity to review management strategies for the collection.
- Care of collections, including photograph and artifact preservation so that one-of-kind items are safely preserved and shared.
- Language preservation to help keep cultural traditions alive.
- Hands-on best practices for collections workshops that teach volunteers how to care for different types of things in their museum, from farm implements to military uniforms.

*This program is a collaboration between the **KHC** and the **Kansas Historical Society**.*

Who can apply for a Heritage Grant? Any not-for-profit organization in Kansas can apply for a Heritage Program grant, *except colleges and universities*. (501 (c) (3) status not required.)

What is the amount of the grant award? The maximum award is \$3,500.

QUESTIONS? Contact Dan Carey-Whalen, Director of Programs, at 785/357-0359 or dan@kansashumanities.org

Getting Started

1) **Talk to KHC staff** to make sure your project fits the grant guidelines.

2) **Talk to a Consultant.** Every project involves a consultant. Depending on the type of project, consultants are often professional historians, museum professionals, archivists, folklorists, or anthropologists. *KHC staff can help you identify a consultant for your project.*

Before you submit your grant application, the consultant will:

- Talk with you about the project. There is no cost for this initial consultation.
- Help you clarify the goals and methodology for the project.

During the grant project, your consultant should:

- Offer ongoing advice and guidance.
- Provide hands-on training for staff and volunteers, if needed.
- Provide an evaluation of the project at its conclusion.

3) **Identify ways to share the project results with the general public.** This could include:

- A web site or promotional publication
- A traveling photo display or temporary museum exhibit
- A reader's theater or dramatization
- Programs broadcast on cable TV or newspaper articles in local paper
- A public meeting or panel discussion
- A workshop for the public on how to preserve photographs

When appropriate, Heritage grant recipients are also required to notify a **statewide archive** of their project, and offer the archive the opportunity to make copies of any materials produced and/or cataloged with KHC funds. You will need to contact one of the following archives and let them know of your project.

Statewide archives include:

- **Kansas Historical Society**, 6425 SW 6th, Topeka KS 66515.
Archivist: Patricia Michaelis, 785/272-8681 x270, pmichaelis@kshs.org
- **Kansas Collection, Spencer Research Library, Kansas University**, Lawrence KS 66045
Archivist: Sheryl Williams, 785/864-4334, swilliam@ku.edu
- **Special Collections, Ablah Library, Wichita State University**, Box 68, Wichita KS 67260.
Contact: Lorraine Madway, 316/978-3590, lorraine.madway@wichita.edu
- **Hale Library, Kansas State University**, Manhattan KS 66506.
Archivist: Anthony Crawford, 785/532-7456, arcford@ksu.edu
- **Special Collections & University Archives, Leonard H. Axe Library, Pittsburg State University**, Pittsburg KS 66762
Archivist: Randy Roberts, 620-235-4883, r robert@pittstate.edu

4) **Create a budget.** Heritage grants provide up to \$3,500 in funds. In addition, **applicants are asked to donate goods and services equal to or greater in value** than the grant request.

This is called cost share and includes several options:

- Volunteer hours & staff time
- The use of office space, telephone, equipment, and supplies
- Cash donations

Cost share includes all services, goods, and/or cash provided toward the support of the project. The dollar value of cost share must be equal to or greater than the grant request. Examples of cost share include staff and volunteer time devoted to the project; supplies, mailing, and duplicating; public service announcements and other free publicity; the value of facilities and equipment used in the project; refreshments; and third-party cash gifts. Cash cost share and/or gifts are not required to be eligible for KHC grant funding.

KHC can only accept direct costs and cost share accrued after the official start date of the grant period. Feel free to contact KHC with questions or concerns.

5) **Innovation.** KHC supports projects that are innovative and fresh. KHC has and will continue to sustain organizations through multiple years of funding, however, this depends on the innovativeness of the project. KHC sees the Heritage grant program as a means of helping organizations “get off the ground,” yet continual projects should seek more community involvement and fiscal support.

6) **What makes a successful project?** Projects have the best chance of funding when they:

- Are meaningful to your community.
- Use methods consistent with standards and practices in the field.
- Involve the consultant in an appropriate role.
- Are likely to be completed within 16 months or less.
- Have lasting value and may serve as the basis for future activities.

7) **Create a detailed timeline** or a plan-of-action for the project’s completion.

DEADLINES: 2010 APPLICATION

SPRING

Project Outline (1 copy): February 5, 2010
Final Application (10 copies): March 5, 2010
Notification by: April 2, 2010
Projects may start after: April 16, 2010

SUMMER

Project Outline (1 copy): May 7, 2010
Final Application (10 copies): June 11, 2010
Notification by: July 16, 2010
Projects may start after: July 30, 2010

FALL

Project Outline (1 copy): September 10, 2010
Final Applications (10 copies): October 8, 2010
Notification by: November 12, 2010
Projects may start after: November 24, 2010

STEP ONE: PROJECT OUTLINE

The project outline describes your project as a “work-in-progress” and should include a preliminary budget. Outlines are due one month before Final Applications. Staff will review and offer comments as to how to make the project more competitive for the final review. Review of an outline does not guarantee grant funding. It does, however, guarantee thoughtful discussion of a final proposal.

No special form is required. Follow the format guidelines for the Final Application. Outlines may be mailed, emailed, or faxed to KHC at (785) 357-1723. Within two weeks, you'll receive a response with suggestions for your Final Application.

STEP TWO: THE FINAL APPLICATION

Ten copies of the Heritage Grant Final Application (instructions below) must be received in the KHC office by 5 PM on due date. The final application must be mailed. The deadline for the Final Application cannot be extended. **No special forms are required.**

Your final proposal should include:

- Part A - the cover sheet.
- Part B - the project description and should be no more than 4-6 pages in length, double-spaced.
- Part C - the budget.
- Appendices may be attached, such as letters of support or sample forms.

PART A: COVERSHEET

1. Title of the Project
2. Heritage Category (select one or multiple):
 - Basic Research
 - Oral History
 - Cataloging/Indexing
 - Care of Collections
 - Best Practices
 - Language Preservation
 - Strategic Planning
 - Board Training
 - Website Development
 - Interpretation Method
 - Other
3. Sponsoring Organization(s) Name, Address, Phone Number, E-mail, and Fax
4. Authorizing Official (director/chief administrative officer of the organization)
 - Name, Address, Phone Number, E-mail, and Fax (if different from #3)
 - Signature (original required on one copy only)
5. Project Director (person who will oversee the project and complete reports)
 - Name, Address, Phone Number, E-mail, and Fax (if different from #3)
6. Consultant(s) name(s)
7. Bookkeeper (must be different from project director)
 - Name, Address, Phone Number, E-mail, and Fax
8. Total amount of Heritage Grant Request
9. Total amount of Cost Share provided
10. Project Start & End Dates

PART B: PROJECT DESCRIPTION

1. **Sponsoring Organization.** Describe the sponsoring organization. How long has it been in existence, what are its goals, how large is the staff and/or the key group of volunteers?
2. **Project.** Explain your project in detail. What do you plan to do and how do you plan to do it? Provide a step-by-step explanation of what will take place, including a timeline of when each task will be accomplished. What techniques and methodologies will you employ? If your project involves oral history, photographs, or collections access, be sure to provide information requested in the special guidelines for these categories. If you are doing a cataloging/indexing project, please include a sample form.

3. **People.** Who is involved in the project and what will they do? List other individuals who will help carry out the project and briefly explain what they will do. Be sure to list the project director and anyone who will be paid with grant funds or play a major volunteer role. If a job requires special skills, briefly explain the qualifications of who will perform it.
4. **Consultant(s).** What will the consultant(s) do? Tell us about your work with the consultant(s) to date in planning the project. Then, explain what role the consultant will play once you receive the grant. Their role may range from hands-on training to offering general advice and providing a final evaluation. The consultant will help your organization follow “best practices.”
5. **Community Significance.** Why is your project important and how will it benefit your community? Please consider that the reviewers may not be familiar with your project or your community. An explanation of the importance of this project to your community will strengthen the proposal.
6. **Timeline.** Provide a detailed timeline that includes when you plan to begin and complete the project, and the specific tasks and who will accomplish them.
7. **Sharing the Results.** How will you share your project with the community? Tell us how you plan to share the results of your project (exhibit, news articles, meetings, publications, etc.). Where will the project materials (tapes, transcripts, reports, photographs, collections, etc.) be housed once the project is over? Which state archive will you notify about your project?
8. **Project Goals and Evaluation.** Evaluation helps determine the success of a project. One way to accomplish this is to set goals at the start and create tools by which the goals are evaluated at the project's conclusion.
 - List two goals for this project.
 - How will you determine whether these goals were met at the conclusion of the project?
 - Who will be involved in determining the success of the project?
 - What tools will you use to assist in this decision? (observer evaluations, survey of participants, describe other ideas).

PART C: BUDGET

Create a budget for your project, using the budget format as a model. Be sure to show how you calculated the value of each item. The budget should have two columns:

1. One showing KHC Grant Funds, and
2. One for Cost Share (donated goods, time, services, equipment use; cash cost share is not required).

What can KHC grant funds be used for?

- Salary for researchers, website designers, strategic planner, clerical assistants, or others specifically hired to carry out project activities.
- Salary for part-time staff of the sponsoring organization who will play a significant role beyond administration of the grant.
- An honorarium for the humanities consultant.
- Travel reimbursement for out-of-town consultants.
- The cost of making copy prints of photographs and/or negatives.
- Duplicating archival materials, program announcements, reports, etc.
- The production of teachers’ guides, tour manuals, and podcast scripts.
- Supplies that will be consumed during the project, such as audiotapes, archival boxes, and protective sleeves for photographs—the consultant can assist you in prices and suppliers.
- Rental of equipment such as tape recorders, camcorders, and computers.

Grant funds cannot be requested for:

- The costs of publishing a book or catalog.
- Salaries of staff members employed by the sponsor on a full-time basis.
- The purchase of a building or the physical restoration of a facility (Contact the Cultural Resources Division at the Kansas Historical Society for information about building preservation and restoration grants: www.kshs.org).
- The purchase of equipment, such as file cabinets, furniture, digital cameras, camcorders, audio recorders, computers, computer software, servers, and domain names (estimate the rental value and count as cost share).
- The support of individual research or research for academic credit. No class projects, either at the K-12 or college level. Students may be involved as paid part-time project staff or as cost share.
- Out-of-state travel by project staff.
- Museum, library, or school acquisitions.
- Refreshments, entertainment, or alcoholic beverages as part of a public event.
- Creation or purchase of a memorial, monument or plaque.
- Creation of a mural.

BUDGET NARRATIVE:

A Budget Narrative outlines in detail your expenses and justifications for each of the numbered sections listed below. The Budget Narrative should be no more than 4 pages, and should correspond to Part B: Project Description.

1. Project Staff. This is the value of the time the project director and other members of your organization will devote to planning, research, coordination, and completion of the project. List others who will be hired specifically for the project and show the amount they will receive. Provide details as to how long each individual will work on the project and the specific tasks they will do. Use actual hourly rate for paid staff. Volunteer time may be valued at \$10/hour. Fringe benefits may be shown as Cost Share.

Staff members may be partially paid with KHC Grant Funds if:

- a) he /she is not employed full time by the sponsoring organization and
- b) he /she will play a significant role in the project beyond administration.

The bookkeeper cannot be paid with KHC Grant funds.

Budget Narrative Example	KHC	Cost Share	Total
Sarah Jones, project director 50 hrs. @ \$11/hr.	\$100	\$450	\$550
Charles Chatwick, bookkeeper 6 mos. @ \$2000/mo. x 1%	\$0	\$120	\$120
3 volunteers x \$10/hr. x 10 hr.	\$0	\$300	\$300

2. Consultant(s). Please list each consultant and describe the time and work they will put into the project. A standard consultant honorarium is \$200. This usually involves multiple phone calls, emails, and one site visit. However, the amount may be higher if more visits and training are anticipated.

Budget Narrative Example	KHC	Cost Share	Total
Jane Schmidt Consultant (<i>site visit and training</i>)	\$200	\$0	\$300
Ray Rodriguez Consultant (<i>proofing final product via email</i>)	\$100	\$0	

3. Travel. This includes the cost of travel, meals, and lodging for staff and/or consultant for out-of-town trips only. These can be used for consultants to travel to meetings with the sponsoring organization, or for staff to travel to research sites within Kansas. In-town travel expenses count as Cost Share. Heritage grant funds cannot be used for out-of-state travel. KHC allows the following rates:

- Car Rental: Is allowed if total cost is comparable to private car
- Mileage: \$.41/mile for private vehicles
- Lodging: Up to \$63 plus tax per night for out-of-town travel
- Per Diem: Meal allowance is \$25 per day

Budget Narrative Example	KHC	Cost Share	Total
Sarah Jones, project director			\$40
In-town travel	\$0	\$40	
Jane Schmidt, consultant			\$198
300 miles @ \$.41/mile = \$123	\$198	\$0	
Lodging, 1 night @ \$50			
Meals, 1 day @ \$25			

4. Supplies & Equipment. Total cost of consumable supplies you will purchase (audio tapes, acid-free folders) as well as the value of supplies you will donate (paper, pads, pencils). Equipment such as computers, computer software, camcorders, digital cameras, printers, shelving, and furniture may not be purchased with grant funds. Instead, place a fair value on their donated use as part of your Cost Share. Usually, fair value is based on an hourly, weekly, or monthly rate for renting or leasing similar equipment. Grant Funds may be requested for long distance telephone calls.

Budget Narrative Example	KHC	Cost Share	Total
Video Camera (for interviews)	\$0	\$400	\$400
Tri-pod rental 10 mo. x \$20	\$100	\$100	\$200
Tapes for interviews 20 x \$3	\$60	\$0	\$60

5. Duplicating & Printing. These are costs relating to duplicating photographs, archival documents, or printing meeting announcements. The cost of printing books must be listed under Cost Share.

Budget Narrative Example	KHC	Cost Share	Total
30 copies of interview questions x \$.20	\$6	\$0	\$6
240 copies of transcripts x \$.20	\$48	\$0	\$48

6. Local Facilities. Show under Cost Share the value of donated meeting and/or office space, telephone, meeting rooms, etc.

Budget Narrative Example	KHC	Cost Share	Total
Telephone 10 mon. x \$28/mon.	\$0	\$280	\$280
Office space 10 mon. x \$900/mon.	\$0	\$9000	\$9000

7. Other. Include other costs essential to the project not identified above.

8. Total Grant Funds & Cost Share \$_____ \$_____

Heritage Grants Frequently Asked Questions

1) How do we find consultants to help us plan and carry out our project?

KHC staff can provide a list of individuals with matching interests and experience.

2) What if we already have someone in mind?

Contact KHC before you submit your application to discuss the consultant.

3) What kinds of groups have received grants?

Successful applicants include libraries, museums, tribal organizations, civic clubs, arts councils.

4) What if an individual has an idea for a project?

Individuals with a project idea may want to consult with a nonprofit organization to determine whether this group shares their interests and will serve as the sponsoring organization.

5) Who can help me get started if I've never written a grant?

KHC staff responds to program ideas, helps identify consultants, discusses how to write the application, and looks at drafts. Applicants are welcome to telephone or arrange a meeting with staff in the early stages of planning. We will also mail you upon request an example of a successful grant application.

6) What does KHC look for when it reviews grants?

KHC reviews your application on the basis of merit and adherence to the guidelines, in competition with other proposals. Criteria used to evaluate proposals include:

- *How strongly does the project fit within the Kansas 150 theme?*
- *Does the project preserve and share a local collection? Why is this collection meaningful to your community? OR Does the project help your institution plan for its own future in meaningful and significant ways?*
- *What goal does this project meet, allowing your institution to grow, change, and adapt?*
- *Is there a plan for sharing the results with the public?*
- *Is the organization following "best practices?"*
- *Are consultants involved in the planning, implementation, and evaluation of the project?*
- *Is the planning thorough? Is there a plan of action in place?*
- *Is the budget reasonable?*
- *How successful were previous grants to this organization?*
- *Are key project personnel identified?*

7) How will I be notified of the funding decision?

Funding decisions are relayed to applicants in writing within 2 weeks after the grant review.

8) Are there other types of grants available through the Kansas Humanities Council?

KHC offers Humanities Grants for public programs. Request separate guidelines for this grant program.

QUESTIONS?

Contact: Dan Carey-Whalen
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