

HUMANITIES GRANTS Guidelines for Media Projects 2008

These guidelines should be used in conjunction with the application instructions in the current Humanities Program Guidelines from KHC. Applicants may apply for support for a media project in the Major Grant category only. **In preparing your grant application, follow all deadlines and instructions for Major Grants, plus the additional criteria and requirements listed below.**

DEFINITION OF MEDIA PROJECTS

Media projects involve the production of

- **Radio documentaries**
- **Documentary films or videos**
- **Live programming** for radio, television, cablevision, or institutional networks.

The following are eligible for funding, but are NOT considered media projects:

- The videotaping of oral history interviews (apply through the Heritage Program)
- The preparation of articles for newspaper publication (apply for a standard Humanities Program grant)
- Film festivals and film discussion series (apply for a standard Humanities Program grant)

The following types of activities are NOT eligible for KHC funding:

- Production of docudramas or film dramatizations of history or literature script research and development
- The videotaping of conferences and events
- Production of introductory videos for museums and other institutions

GENERAL GUIDELINES FOR MEDIA PROJECTS

Humanities professionals must play substantive roles in the development of the script and in assuring the accuracy and humanities content of the final production. The incorporation of "on camera" or "on air" interviews with the professionals into the final production is encouraged, but not required. Professionals must also be involved in evaluating the final product.

The final product must be of broadcast quality and the application must describe reasonable plans for securing public broadcast within the state of Kansas. A letter of support from one or more public television stations or networks expressing interest in broadcasting the program should be submitted with the grant. A project without a projected audience, i.e., a project in the scripting phase, will not be competitive for funding.

Public discussion programs for Kansas audiences are encouraged and will make media applications more competitive. A public media discussion program involves the presentation of the media production to a live audience, followed by comments from humanities professional(s) and audience discussion of the themes, values, and issues raised by the production.

ADDITIONAL INFORMATION REQUIRED IN YOUR GRANT APPLICATION

Project Description

The applicant should respond to the following points when answering these questions, which appear in the Project Description section of the Humanities Program Guidelines.

1. Provide a short description of the applicant organization.

Please include in this section the amounts and sources of funding, if any, which your project has received to date. In addition, please note the amounts of any grant requests pending before other state humanities councils and/or the National Endowment for the Humanities.

2. Describe the topic of your project in some detail, along with the activities that KHC will be asked to support.

Be sure that your description of the project indicates how the media production will incorporate the insights of the humanities. A script, treatment, or outline should be attached as an appendix to the proposal.

3. Provide a tentative schedule of events that will take place at your public program(s).

Please describe the implementation of the media project from pre-production through post-production. Include a project timetable, indicating by month when you will begin and complete all significant project activities. The timetable should encompass the production in its entirety. If desired, a time line may be presented in chart form on an attached page.

4. Explain who the audience for the program will be, how you plan to publicize it, and how many people you hope will attend.

KHC funds media productions that are intended for and of a quality suitable for public broadcast. In this section, please describe

a) **Plans for broadcast or cablecast** of your finished product. Indicate whether you are seeking national, regional, and/or local airtime. Attach letters of commitment or interest from target stations or networks, if available.

b) The **anticipated audience** for public media discussion programs in Kansas, if any. Please indicate, at least tentatively, the date(s), location(s), and local sponsor(s) of such programs.

c) **Plans to offer your production** to other organizations or groups. Explain the target market, circulation system, and arrangements, if any, for financial compensation.

Budget

The project budget must follow standard KHC guidelines requiring cost share at least equal to the KHC grant request. Please note that your success in obtaining cash cost share (i.e., donations by third parties such as foundations, businesses, or individuals) is considered an indicator of the viability of a media project. Be sure to mention the availability of such funds in your budget. Please note that federal funds cannot be counted as cost share.

If KHC funds are requested for only one phase of a larger project, the applicant must provide a full project budget as an appendix to the proposal.

No grant funds may be used for the purchase of production hardware, such as cameras or editing equipment, unless approved under special circumstances. The use of major equipment may be donated to the project as cost share.

If members of the production staff are to be paid with grant funds, please note that compensation levels must be in compliance with the minimum standards established by the Department of Labor (see 29 CFR, 505.3 and 505.5).

WORK SAMPLE

KHC requires applicants to submit with their final application a sample of their work. This sample might be a film print, audiotape, script or other product that demonstrates technical expertise in the medium. Ideally, the sample should also demonstrate the applicant's ability to address humanities content and themes relevant to the proposed project. If a sample of the work-in-progress is available, please submit it as well. All work samples will be returned upon request.

APPLICATION LENGTH

Media applications may exceed the maximum length for Major Grant applications. However, applicants are encouraged to keep the Project Description to a reasonable number of pages; include additional details on the treatment and budget in appendices, as suggested above.

COPYRIGHT AND DISTRIBUTION

Once KHC approves a media project for funding, the applicant receives a contract that includes Council policies on copyright, distribution, credits and other matters. KHC reserves the right to place additional conditions or stipulations deemed necessary or appropriate on a grant award. Unless specifically provided otherwise, the following

policies will apply to media projects and to the use of materials produced with KHC grant funds.

1. Ownership, copyright, distribution, exhibition, and use rights for all media products developed with KHC grant funds shall be vested in the producer, writer, artist, or other originator of the work.
2. One print, copy, set or other appropriate unit of each media product shall become the property of KHC. (Grant funds may be requested for the purpose of providing this copy.) KHC reserves the nonexclusive right to distribute or exhibit its copy for noncommercial purposes as it deems appropriate.
3. The federal government reserves a nonexclusive, royalty-free license to use and reproduce for government purposes media materials, including copyrighted matter, produced through KHC grants.
4. All media products developed through a KHC grant, including associated publicity or promotional materials, shall carry a statement indicating that it was funded by the Kansas Humanities Council. There shall also be a disclaimer statement, to the effect that the views expressed in the media product are not necessarily those of KHC or the National Endowment for the Humanities.