

Kansas Humanities Council 2009 Grant Guidelines for Book Discussions

The Book Discussion guidelines are a supplement to the Humanities Grant guidelines. In preparing a grant application, follow the deadlines and instructions for a Humanities Grant, plus the additional information found below. Applicants should review the most recent Talk About Literature in Kansas (TALK) catalog to identify themes and books already available through KHC's book discussion program. KHC grant funds will not support a series similar to one that exists in the TALK catalog.

Grant Categories

Applicants may request support for book discussion programs through either the Mini Grant or Major Grant category:

- If the program is to take place at a single site, applicants should request a Mini Grant (up to \$3,500).
- If the program is to be repeated at multiple sites, or if it is part of a larger series of activities including lectures, exhibits, and other program formats, applicants should request a Major Grant (over \$3,500).

The TALK program

KHC encourages applicants to develop series that can be incorporated into the TALK program upon the completion of the original project. Please consult with KHC staff to determine if your proposed theme is one with statewide appeal.

Criteria for Funding

1) The series theme and titles are selected in cooperation with humanities professionals and book discussion participants. Series planned without this level of participation will not be considered for funding.

2) The series is organized around a theme of interest to the target audience. The project description explains:

- Why each book was selected, and
- How each book serves to generate discussion of the theme.

A non-TALK series may include as few as two or as many as six books. A TALK series includes three or four titles.

3) **A schedule for the discussion meetings is included in the application, along with a list of the discussion leaders.** Humanities professionals will serve as discussion leaders and the same person may serve as the discussion leader for multiple programs. It is recommended that intervals of two to four weeks be allowed between discussion meetings to allow participants time to read the books.

4) **For those series intended for future use in the TALK program, the application will include plans for producing a brochure.** The brochure examines the series theme and summarizes each of the books. The brochure should be written by a humanities professional and include a short bibliography. KHC can provide samples of effective brochures.

Recommendations for Selecting Book Titles

1) The series offers **multiple perspectives on a central theme.**

2) **Depending on the theme, applicants could include books representing different eras, time periods, and/or genres in literature.** Novels are the most popular for book discussion series, although successful nonfiction series have been developed. Collections of short stories and poetry have been less successful in a group discussion setting.

3) **Successful series include books that are enjoyable to read as well as enlightening.** Participation tends to decline if every book is extremely challenging, or if the books all end on a depressing note.

4) **If you are developing a series for inclusion in the TALK program, please avoid overlap with existing series.** A new series may include no more than one title that is part of an existing TALK series. A list of themes and titles is available online at www.kansashumanities.org.

Budget Guidelines

KHC grant funds are typically requested for the following:

- **Honoraria for each of the discussion leaders**
- **Travel costs for the discussion leaders** to visit the program site(s)
- **Honoraria for the scholar who produces the series brochure**
- **Printing and promotional expenses for the programs**

- **Copies** of the series brochure
- **Purchase of books for participants and discussion leaders** (see below)
- **Partial salaries for staff** necessary to carry out the project

Contact KHC for current honoraria for discussion leaders and consultant work.

Book Purchase Guidelines

KHC is able to order books at discount rates of 40% or more. Consult with KHC to ensure you are receiving the best prices. Paperbacks are preferred over hard cover.

Purchasing books for a TALK program series

Grant funds can be used to purchase 40 copies of each title in the series. At the end of the series, all books will returned to KHC, except for one set that will be retained by the project director and one set which should be distributed among the respective discussion leaders.

Purchasing books for a non-TALK series

Grant funds can be used to purchase up to 7 copies of each book (1 for the discussion leader, 1 for the project director, and 5 for distribution). Additional copies are often reserved through interlibrary loan, purchased by the applicant as part of local cost share, or purchased by the individual participants. At the end of the series, the project sponsor retains the 7 copies purchased through the KHC grant.

FOR ASSISTANCE

KHC staff will work with applicants and provide assistance in the development of book discussion applications. Such consultation is required in cases where the series is intended for inclusion in the TALK program. Samples of successful grant applications and series brochures are available. Please contact Dan Carey-Whalen, Director of Programs, at 785/357-0359 or dan@kansashumanities.org.