

Kansas Humanities Council 2009 Grant Guidelines for Exhibitions

The Exhibit Grant guidelines are a supplement to the Humanities Grant guidelines. Applicants may apply for support for an exhibit project in either the Mini or Major Grant category. In preparing a grant application, follow the deadlines and instructions for a Humanities Grant, plus the additional information found below.

What is an Interpretive Exhibit?

Interpretive exhibits use artifacts, documents, photographs, and other items to inform viewers about human values and experiences. An interpretive exhibit always includes a written narrative, or script, that explains the significance of the visual images and artifacts presented. An interpretive exhibit includes facts like identifying names, important dates, and locations. But it doesn't end there. An interpretive exhibit tells a story, offers different viewpoints and voices, connects the images and objects to the story, and encourages viewers to think about why this information is important. Grant funds can be used to develop permanent or temporary exhibits.

Criteria for Funding

- 1) KHC funds exhibits whose interpretation is rooted in the humanities: history, art history, literature, philosophy, women's studies, minority studies, and related fields.

- 2) At least one humanities professional plays a key role in the exhibit project. Typically this person:
 - **Meets with project staff** to formulate the interpretive approach to the exhibit;
 - **Provides consultation** to the exhibit staff during the research and development of the exhibit script;
 - **Reviews the script while in draft form** for historical accuracy and humanities content;
 - Serve as an **evaluator** of the completed exhibit.

- 3) The humanities professional serves as a speaker for at least one public program held in conjunction with the exhibit.

Need help? KHC staff can help identify humanities professionals.

A project is not eligible for funding without the use of a humanities consultant.

4) An experienced exhibit designer, or graphic designer, is involved. This person can serve as a consultant or can be hired to undertake some of the tasks.

For the Grant Application

Include the following information with your final application. This information can be attached or it can be incorporated into section three of the project description (schedule of events):

1) **A timeline for the production of the exhibit**, showing the approximate time allotted for research, scriptwriting, production, exhibition timeline, and public programming, in addition to who will be responsible for the completion of each of these tasks.

2) **An exhibit "walk-through,"** indicating the anticipated themes and content of each section of the exhibit. The walk-through can vary in the level of detail, but should provide an overview of the anticipated exhibit contents. Sample wording for an interpretive label, as well sketches of the exhibit space and exhibit layout give grant reviewers a chance to "see" the exhibit through your eyes.

3) **A short bibliography of the primary and secondary sources** that will be used as the basis for the exhibit script (required only in the case of projects which involve substantial research time).

Items Eligible for Funding

An exhibit grant may fund any or all of the following:

- Humanities professionals' honoraria and travel
- Salaries for temporary staff or consultants necessary to carry out the project, such as part-time staff, interns, researchers, exhibit designers and consultants
- Travel costs associated with research trips to archives in Kansas (out-of-state travel cannot be funded)
- The cost of permissions for, and reproductions of, photographs to be used in the exhibit
- Typesetting, silkscreening, mounting, framing and other exhibit fabrication expenses, including subcontracts with an exhibit production company
- Panels, plexiglass and other materials needed for exhibit mounting
- Installation expenses

- Production of gallery guides or brochures to accompany an exhibit
- Promotion of the exhibit, including banners, posters, direct mailings, and other advertising
- All costs associated with humanities speakers and other public programs held in conjunction with the exhibit the costs of packaging and shipping the exhibit, if multiple sites are involved.

Items Ineligible for Funding

- Hardware, such as exhibit cases or other equipment for mounting the exhibit
- Any audiovisual equipment such as digital projectors, DVD players, or other AV equipment
- Computers or software.
- Structural modification of the building
- Painting of exhibit gallery
- Track lighting

Technical Assistance

KHC staff can assist applicants in the development of exhibit applications, including responding to specific exhibit ideas and providing samples of a successful exhibit grant applications. Need more technical help? Contact Dan Carey-Whalen, KHC Director of Programs, at 785/357-0359 or dan@kansashumanities.org for suggestions.

Kansas Museums Association

KMA is a membership organization that serves museums in Kansas and offers occasional workshops on exhibit development. The following staff members from KMA member institutions have special expertise in exhibits. They can answer basic questions and offer informal consulting by phone at no charge. If you would like to request a site visit and more in-depth assistance, one of the KMA contacts also offers fee consulting as his schedule permits.

Greg Walters, Exhibits Director (general consulting)
 Sternberg Museum
 Fort Hays State University
 600 Park St.
 Hays, KS 67601
 (785) 628-4289

Chuck Regier (general consulting & fee consulting)
Kauffman Museum
Bethel College
North Newton, KS 67117
(316) 283-1612

For more information about KMA, visit www.ksmuseums.org or contact KMA Director Joanie Soukup, at joanie@ksmuseums.org or (785) 840-8984.