

**Kansas Humanities Council
2009 HERITAGE GRANTS**

Kansas Humanities Council, 112 SW 6th Avenue, Suite 210,
Topeka, KS 66603-3895
785/357-0359 (v), 785/357-1723 (f)
www.kansashumanities.org

What are Heritage Grants? Heritage Grants are intended to encourage the preservation and study of local and regional cultural resources and to assist cultural agencies to develop stronger practices in maintaining and managing local heritage resources. The Heritage Grants program is a collaboration between the **Kansas Humanities Council** and the **Kansas State 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*. You do not need to be incorporated or have 501 (c) (3) status. Successful proposals will include the use of a project consultant, a timeline for the project's completion, a detailed budget with cost share, and a plan for sharing the project's results with the general public.

What is the amount of the grant award? Awards up to \$3,500 for projects that preserve Kansas history and culture in the areas of:

- Basic Research
- Oral Histories
- Cataloging and Indexing
- Care of Archival Collections & Photographs
- Language Preservation
- Best Practices

2009 Application Deadlines

SPRING

Project Outline (1 copy):	February 6, 2009
Final Application (10 copies):	March 6, 2009
Notification by:	April 3, 2009
Projects may start after:	April 17, 2009

SUMMER

Project Outline (1 copy):	May 8, 2009
Final Application (10 copies):	June 12, 2009
Notification by:	July 17, 2009
Projects may start after:	July 31, 2009

FALL

Project Outline (1 copy):	September 18, 2009
Final Applications (10 copies):	October 16, 2009
Notification by:	November 20, 2009
Projects may start after:	December 4, 2009

Getting Started

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

Need inspiration? Check out the sample heritage grant projects on pgs. 10-11.

2) **Talk to a Heritage Consultant.** Every project involves a consultant. Consultants are professional historians, museum professionals, archivists, linguists, folklorists, or anthropologists.

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, in the project techniques (oral history, cataloging, care of collections, etc.).
- Provide an evaluation of the project at its conclusion.

KHC staff can help you identify a consultant for your project.

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 old photos, etc.

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 State Historical Society**, 6425 SW 6th, Topeka KS 66515. Archivist: Patricia Michaelis, 785/272-8681 x270.
- **Kansas Collection, Spencer Research Library, University of Kansas**, Lawrence KS 66045. Archivist: Sheryl Williams, 785/864-4334.
- **Special Collections, Ablah Library, Wichita State University**, Box 68, Wichita KS 67260. Contact: Lorraine Madwey, 316/978-3590.
- **Hale Library, Kansas State University**, Manhattan KS 66506. Archivist: Anthony Crawford, 785/532-7456.

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.

In many cases, the bulk of cost share comes from the number of volunteer hours spent on the project. Feel free to contact KHC with questions or concerns.

What can KHC grant funds be used for?

- Salary for researchers, 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.
- Supplies that will be consumed during the project, such as audio tapes, 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 preservation and restoration grants: www.kshs.org)
- The purchase of equipment, such as file cabinets, furniture, camcorders, computers, and computer software (estimate the rental value and count as cost share)
- The support of an individual's private research or research for academic credit
- 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
- Creation of a mural

5) Know what makes a successful project. Projects have the best chance of funding when they:

- Are meaningful to your community
- Use research and preservation methods consistent with standards and practices in the field
- Involve the Heritage 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

6) Create a detailed timeline or a plan-of-action for the project's completion.

Applying for a Heritage Grant

Step One: The Outline

The 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.

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. Applicants may request a one-week extension on the deadline for the outline.

Mailing address: Kansas Humanities Council
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Step Two: The Final Application

Twelve 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**; prepare the information requested on your computer or typewriter. 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: Cover Sheet

1. Title of the Project
2. Heritage Category (check one or more):
 Basic Research Oral History Cataloging/Indexing
 Care of Collections Best Practices Language Preservation
3. Name and Address of the Sponsoring Organization(s)
4. Phone Number, E-mail Address, Website Address, and Fax Number
5. Name of the Authorizing Official: (director/chief administrative officer of the organization)
6. Signature of the Authorizing Official: (original required on one copy only)
7. Address, Phone Number, E-mail Address, and Fax Number: (if different from 3 & 4 above)
8. Name of the Project Director: (person who will oversee the project and complete reports)
9. Address, Phone Number, E-mail Address, and Fax Number: (if different from 3 & 4 above)
10. Name of the Heritage Consultant
11. Name of the Bookkeeper: (must be different from the project director)

12. Address, Phone Number, E-mail Address, and Fax Number for the Bookkeeper: (if different from 3 & 4 above)
13. Amount of Heritage Grant Request
14. Amount of Cost Share Provided
15. Project Starting Date/Ending Date

Part B: Project Description

1. Describe the sponsoring organization. How long have you been in existence, what are your goals, how large is your staff and/or your key group of volunteers?

2. 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. Why is your project important? Tell us why the topic or historical collection you have chosen as your focus is significant and how the project will benefit your community.

4. 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. The consultant's role may range from hands-on training to offering general advice and a final evaluation.

5. Who else 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.

6. 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?

Part C: Budget

Create a budget for your project, using the **budget format** as a model. 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*).

Be sure to show how you calculated the value of each item.

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. Use actual hourly rate for paid staff. 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.

List others who will be hired specifically for the project and show the amount they will receive.

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). 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			\$300
Heritage Consultant <i>Includes site visit and training</i>	\$200	\$0	
Ray Rodriguez			

Heritage Consultant	\$100	\$0
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Proofing final product via email

3. Travel & Per Diem. This is the cost of travel, meals, and lodging for the staff and/or consultant. These can be used for consultants to travel to meetings with the sponsoring organization, or for staff to travel to research sites within Kansas. Rates are \$.41/mile for car travel, \$25/day for meals, and \$63/night for lodging. Local, in-town travel cannot be paid with KHC Grant funds.

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. This is the 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, 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.

Budget Narrative Example	KHC	Cost Share	Total
Video Camera (for interviews)	\$0	\$400	\$400
Tri-pod rental 10 mon. 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, and meeting rooms. Grant Funds may be requested for long distance telephone calls.

<u>Budget Narrative Example</u>	<u>KHC</u>	<u>Cost Share</u>	<u>Total</u>
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 \$ _____ \$ _____

Categories & Examples

1) Best Practices

A series of workshops created for staff and volunteers to receive hands-on training by a museum professional for care of collections. A four-part series could include: care of furniture, care of photographs, care of textiles, care of documents. If you are a new museum or have gone through a significant staff transition, this grant is intended to help get you on your feet.

EXAMPLE: The Jennings Heritage Associates created a 4-part workshop series for volunteers in museum and historical societies in the region. Day-long workshops provided instruction as well as hands-on experience with the museum collection. Volunteers learned practical instruction for long-term care of historical items.

2) Basic Research or Fact Finding

A fact finding project investigates a significant cultural or historical topic, event, person, or place in the county or community, using primary source materials found in a local historical society, public library, county courthouse, private collection, and/or a state archive. This is an opportunity for your organization to set the record straight.

EXAMPLE: The **Finney County Historical Society** used photographs, documents, and other sources to trace the history of Volga German migration to Southwest Kansas after 1905. A traveling display and Oktoberfest celebration shared the results with Garden City residents.

3) Oral History

*An oral history project records interviews with eye witnesses to historical events on audiotape (and also videotape if desired) and transcribes them to create a permanent record. **The project should have well-defined objectives and focus on a single subject area.** Please see special guidelines which outline the expectations for oral history projects.*

EXAMPLE: The **Republic County Historical Society** examined the effects of World War II on the county's residents through interviews with those who contributed to the war effort on the homefront, including farmers, women, and those who were children. The interviews were

transcribed and excerpts compiled into a booklet made available to libraries, schools, and senior centers.

4) Cataloging/Indexing

A cataloging/indexing project involves the organization and description of documents, tapes, photographs, artifacts, or other resource materials (but not books, newspapers, or newspaper clippings) housed in a public repository, with the goal of making those materials more accessible to the public. Projects should focus on collections that will lead to interpretation of significant themes in community life or history, and should go beyond the creation of simple inventories or lists. Please request special guidelines for photograph projects.

EXAMPLE: The **Mennonite Heritage Museum** cataloged a 500-piece textile collection of Russian Mennonite clothing, including head coverings, wedding dresses, and handwork. The cataloging research provided insight into immigrant life and revealed changes in gender roles and religious traditions from the 1870s through the 1950s.

5) Care of Collections

A care of collections project involves cleaning, preserving, and providing for the public use of unique photographs, artifacts, and manuscripts. Please request special guidelines for photograph projects.

EXAMPLE: The **Reno County Historical Society** created copy negatives of its 1,500-piece photograph collection, then placed the negatives and original photographs in archival storage boxes at separate locations. Contact sheets were printed and placed in binders for use by researchers. A photo display and talks to local organizations publicized the project.

6) Language Preservation

A language preservation project seeks to perpetuate the use of a non-English language in a community through the documentation and/or teaching of a language or dialect.

EXAMPLE: The Potawatomi group **BWAKA** videotaped elders conversing and telling traditional stories in the Potawatomi language. The tapes were used to create a multimedia vocabulary list which was placed on the Internet. Visitors to the web site can see the written word in both Potawatomi and English, hear its pronunciation, and view a picture of the elder who is speaking.

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) Is there a limit on the size of my grant request?

Yes. \$3,500.

6) 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.

7) 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:

- * Is the organization following "best practices" in the field?*
- * Are consultants involved in the planning and implementation?*
- * Is the planning thorough?*
- * Is the budget reasonable?*
- * How successful were previous grants to this organization?*

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

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

9) 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, Director of Programs at 785-357-0359 or dan@kansashumanities.org or visit the KHC website, at www.kansashumanities.org.