

Kansas Humanities Council

2009 HUMANITIES GRANTS

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Topeka, KS 66603-3895
785/357-0359 (v), 785/357-1723 (f)
www.kansashumanities.org

What are Humanities Grants? Humanities Grants are intended to connect people with ideas; to support projects that engage the out-of-school, general public with the humanities. Through the humanities, KHC believes all Kansans can use insights gained from history, the power of shared stories, and an appreciation of place to bring greater meaning to our lives and strengthen our sense of community.

Past humanities grants have supported lecture series, forums where public issues can be discussed from historical and philosophical perspectives, book discussions, film discussions, interpretive museum exhibitions, panel discussions or symposiums, and media projects.

Who can apply for a Humanities Grant? Any not-for-profit organization in Kansas can apply for a Humanities Grants (501 (c) (3) status not required). Successful proposals will include the use of at least one humanities consultant, a timeline for the project's completion, and a detailed budget with cost share. See funding criteria pages 2-3 for more details. *In most cases, organizations with a grant from a previous cycle may not apply if the final reports have not been submitted.*

What is the amount of the grant award? Major Humanities Grants are awards of above \$3,500. Mini Humanities Grants are awards of up to \$3,500.

What is the difference between Major and Mini Grants? Major Grants are more extensive projects and are reviewed three times each year in a competitive review process. Mini grants are smaller in scope and reviewed year-round. See page 3 for more details.

2009 Application Deadlines for Major Grants

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

Mini Grants

Mini Grants follow the same application format as Major Grants. To be eligible for Mini Grant support, a program must:

- Involve multiple speakers and/or multiple sites,
- Explore a central theme or idea.

Mini Grant funds may not be requested for:

- Talks listed in the current KHC Speakers Bureau and History Alive program; those programs are available through a booking process.
- Media projects.
- Requests to underwrite speakers at annual meetings.
- Requests to bring in authors to speak to a group.

Applications: Accepted year-round; due at least 6 weeks before the first event.*

Copies Required: Four copies.

Notification: Within 2 weeks.

**Longer lead-time is strongly encouraged. KHC will not fund projects if the major program publicity will be released prior to the funding decision and/or without acknowledgement of KHC support.*

Funding Criteria (for both Major and Mini Grants)

1. The applicant organization is nonprofit and located in the state of Kansas. An organization does NOT need to have 501 (c) (3) status or to be incorporated. KHC welcomes joint sponsorship of projects, but one organization must be identified as the lead applicant.

2. The humanities are central to the project. Projects should apply the insights and methods of the humanities to the exploration of a well-defined topic. KHC encourages projects that use the humanities to shed light on contemporary issues and public policy questions, as well as those that enrich our appreciation of our history, culture, and traditions.

3. The humanities include history, literature, philosophy, languages, linguistics, jurisprudence (law), archeology, the history and philosophy of art, medicine, and science; folklore, religious

studies, and women's and ethnic studies. Social sciences that take a philosophical or qualitative approach, such as political science, sociology, cultural anthropology and archeology, are also considered humanities fields.

4. Humanities professionals play central roles in the project. These professionals bring insights from their fields of study and help participants to explore divergent views of the program topic. A Humanities Professional is expected to be involved in the planning and implementation of the project.

What does this mean?

To receive an honorarium from KHC, a humanities professional either has experience teaching at the college level and/or holds a masters degree (or higher) in one of the humanities disciplines.

What does a humanities professional do?

In many instances, a humanities professional will serve as a public speaker for a humanities event; or lead a humanities-centered discussion around a book, film, or topic of civic interest; or review a exhibition "script" or podcast script for authenticity and accuracy; or offer guidance on the development of the project. Native American elders with a reputation for wisdom and knowledge of tribal history and traditions are qualified.

Can others serve as speakers and presenters if they do not have this degree?

Absolutely. However, without the credentials mentioned above, their services must be recorded as Cost Share. KHC staff can help applicants identify humanities professionals who are willing to assist with their projects.

Confused?

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

5. The out-of-school adult public is the primary audience. KHC programs are intended to serve those who are not currently enrolled as students, or serving as faculty, at a school or university. Intergenerational audiences are acceptable if at least half the participants will be adults.

6. The grant applicant shares in the cost of the program. 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 from businesses, foundations, local governments, endowment associations, and individuals. Cash cost share and/or gifts are not required to be eligible for KHC grant funding.

7. KHC is recognized in publicity and promotional materials. KHC will not fund projects if the major program publicity will be released prior to the funding decision and/or without acknowledgement of KHC support.

Getting Started

1) **Talk to KHC staff about your project** to make sure it fits the grant guidelines. Contact Dan Carey-Whalen, Director of Programs, at dan@kansashumanities.org or 785/357-0359.

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

- Are meaningful to your community and have an audience
- Involve the use of humanities professionals
- Involve multiple perspectives around a common theme
- Involve partner organizations that can help ensure the project's success
- Are likely to be completed within 16 months or less
- Have lasting value and may serve as the basis for future activities

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

4) **Create a budget.** KHC major grants provide awards greater than \$3,500. KHC mini grant are awards of up to \$3,500. In both cases **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.

Cost share is usually easily attained through calculating the volunteers' time. Cash cost share is not required. Contact KHC staff with questions or concerns. *Need some inspiration? Examples of grants funded by KHC are included on pgs. 15-16.*

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
- Program announcements
- Publicity and promotional efforts
- Supplies that will be consumed during the project, such as audio or video tapes
- Rental of equipment such as tape recorders, camcorders, and computers

Grant funds cannot be requested for:

- Individual scholarships, fellowships, research, or travel
- Academic conferences, professional meetings, or programs directed primarily to a single profession
- Programs which advocate social or political action
- Social service programs
- Creative or performing arts programs, including plays, storytelling sessions, readings by authors, or the creation of a public mural (Contact the Kansas Arts Commission for grants: <http://arts.ks.gov>)
- Building construction, restoration, or preservation (Contact the Cultural Resources Division at the Kansas Historical Society for information about preservation and restoration grants: www.kshs.org)
- Plaques, memorials, historical markers
- Durable goods and equipment purchases, including computers, computer software, website hosting, domain name, and insurance.
- Books and publications, unless directly related to a public program
- Courses for academic credit
- Projects which discriminate on the basis of race, color, national origin, gender, age, or physical abilities
- Any expenses incurred prior to the grant award
- A project that is to be used as a fundraiser
- Travel by project director and/or project staff outside of the state

Applying for a Humanities 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. Organizations are not required to submit an outline.

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

Mailing address: Kansas Humanities Council
 112 SW 6th Ave., Suite 210
 Topeka, KS 66603-3895

Step Two: The Final Application

Ten copies of the Humanities Grant Final Application (instructions below) must be received in the KHC office by 5 PM on due date. The deadline for the Final Application cannot be extended. **No special forms are required**; prepare the information requested on a computer or typewriter.

Please do not include special binders or folders. A final proposal should include:

- Part A - the cover sheet.
- Part B - the project description and should be no more than 10 pages in length, double-spaced.
- Part C – statements from the humanities professionals
- Part D – the budget
- Appendices may be attached, such as letters of support or sample forms.

Part A: Cover Sheet

- 1. Title of the Project**
- 2. Name of Sponsoring Organization** (group with primary fiscal responsibility for the project)
- 3. Sponsoring Organization** Address, Phone Number, E-mail Address, Website Address, and Fax Number, as applicable

4. **Name of the Authorizing Official** (director/chief administrative officer of the organization)
5. **Signature of the Authorizing Official** (original required on one copy of Final Application only; no signature needed for draft applications)
6. **Authorizing Official Address, Phone, E-mail, and Fax** (if different from 3)
7. **Name of the Project Director** (person who will oversee the project and complete reports)
8. **Project Director Address, Phone, E-mail, and Fax** (person in charge of carrying out project activities & filing reports with KHC)
9. **Name of the Bookkeeper** (must be different from the project director)
10. **Bookkeeper Address, Phone, E-mail, and Fax** (if different from 3)
11. **Cosponsoring Organization(s) and Addresses**
12. **Amount of Humanities Program Grant Request**
13. **Amount of Cost Share provided**
14. **Project Starting Date**
15. **Program Dates** (when public events will occur)
16. **Project Summary** A short summary (50 to 60 words) of the project

Part B: Project Description

The Project Description is a written narrative that presents the content and format of your project in some detail. The Project Description should follow the format outlined below; please number each section. *For Mini Grants, KHC expects no more than 4 double-spaced pages or 2 single-spaced pages. For Major Grants, KHC expects no more than 10 double-spaced pages or 5 single-spaced pages. (Additional information is required for exhibit, book discussion, and media projects; please consult the supplemental guidelines for each for details.)*

KHC can provide you with a sample successful grant proposal from another organization. These samples are not intended to serve as models, but instead offer insight into the level of detail grant reviewers have expected in the past.

1. **Describe the sponsoring organization.** How long has this organization been in existence, what are the agency's goals, how large is the staff and/or the key group of volunteers?

2. **Describe the topic of the project** in some detail, along with the activities that KHC will be asked to support. In other words, what do you plan to do and how do you plan to do it? Provide a timeline of when each task will be accomplished.
3. **Provide a tentative schedule of the events** taking place at the public program(s).
4. **Explain who the audience for the program will be**, plans for publicity and promotions, and an estimate of how many people will attend.
5. **What will participants gain from the program?** In what ways will this project serve the community?
6. **List each of the major speakers and/or consultants.** For each person, include a sentence or two on how they will contribute to the understanding and discussion of the project topic.
7. **List the other project personnel** with a sentence or two about the role they will play in the project and their qualifications.
8. **Discuss whether this project is intended as a once-only event or whether this is a project that will develop into an annual event.**
 - a. If it is planned as an annual event, what plans are in place for financial sustainability?
 - b. If this project has received KHC support in the past, what new approaches have been taken for this event? How has the humanities content for this project been expanded? Any attempts at reaching new audiences? New formats?
9. **List other organizations approached for funding**, including amounts requested, for this project.
10. Describe any **admission or registration fees** for this event. If fees are charged, then the income from these fees should be reflected as cost-share and must be applied to support portions of the project budget. KHC prefers events be free and open-to-the-public. However, if admission fees are necessary, describe efforts that will be made to meet the needs of those unable to pay.

11. **Discuss your project's evaluation methods.** How will the project's success be determined? Describe any evaluative tools that will be used.

Part C: Statements from Humanities Professionals

Each humanities professional participating in the project should write a statement describing the approach he or she will take to the topic. Please share these instructions with the speakers and consultants.

To the humanities professional: *Please complete a statement describing your participation in the project and the content of your presentation. This information is designed to help KHC grant reviewers (who may not be familiar with your expertise or previous KHC involvement) assess how the humanities will be used to interpret the project themes.*

1. **Name and Address:** List your name, title, preferred mailing address, fax, email, and telephone number at work and at home. Include your institutional affiliation and department, if any.
2. **Humanities Content:** Provide a synopsis of your talk, emphasizing the ways in which you will incorporate the perspectives of the humanities to illuminate the topic. What kinds of questions will you raise for discussion? Please be brief but specific.
3. **Out-of-state scholars only:** Non-Kansas scholars are asked to provide a very brief synopsis of academic training and other experience (teaching, research, publications) relevant to your participation in the project. Please do not submit CVs or resumes.

Part D: Budget

The Budget shows all the expenses that you anticipate in the course of your project, and indicates whether you are requesting grant funds or providing cost share to cover those expenses. Please design your budget using the format illustrated. Spreadsheets may be used to present your budget; please round totals up to the nearest dollar. Budget items should be clearly linked to the activities in your Project Description and not contain any "surprises."

I. BUDGET TOTALS: List all anticipated expenses for the following budget items. Include a column for KHC Grant Funds, Cost Share, and the line item total for the following items:

1. **Project Staff**
2. **Honoraria**

3. **Travel**
4. **Promotion Expenses**
 - Printing
 - Postage
 - Media Advertising
5. **Supplies, Postage, Telephone**
6. **Equipment and Facilities**
7. **Printing/Program Materials**
8. **Other**
9. **Project Total**
10. **Admission/registration fees:** If you will charge fees to participants, indicate amount per person.
11. **Other funding already secured**

Remember, the total Cost Share must be equal to or greater than the KHC Grant Funds.

II: BUDGET NARRATIVE : The second half of the budget is a narrative that shows the calculations used to arrive at the subtotals for each line item. The narrative may include a written justification for an unusual expense, but simply showing the calculations is adequate for most budget items (see examples). For simple budgets, the Budget Narrative and the Budget Totals may be combined into one document.

LINE ITEM GUIDELINES

1. PROJECT STAFF includes all people, paid or volunteer, who will administer the project: director, bookkeeper, publicity director, and so on. You may request KHC grant funds to cover partial salary for the project director and other key staff (generally, no more than 25% of the total request).

- *Bookkeeper's services are always a cost share contribution.*
- Grant writing or other activities prior to the grant award cannot be included.
- Volunteer time may be valued at \$10/hour.
- Fringe benefits may be shown as cost share.

Budget Narrative Example	KHC	Cost Share	Total
Sarah Jones, project director 50 hrs. @\$11/hr.	\$100	\$450	\$550

Charles Chatwick, bookkeeper	\$0	\$120	\$120
6 mos. @ \$2000/mo. x 1%			
3 volunteers x \$10/hr. x 10 hr.	\$0	\$300	\$300

2. HONORARIA includes the payments to speakers, panelists, consultants, and other resource personnel who participate in the project. Be sure the relationship between the amount of money, the work to be done, and the person's qualifications is clear. A major talk by a recognized expert involving research demands a higher payment than participation on a panel requiring little advance preparation. Generally, KHC does not pay honoraria in excess of \$500.

Budget Narrative Example	KHC	Cost Share	Total
Jane Schmidt			\$225
Speaker for 1 program @ \$150	\$150	\$0	
Panelist @ \$75	\$ 75	\$0	
Ray Rodriguez, keynote speaker			\$300
1 program @ \$250	\$250	\$0	
Panel moderator @ \$50	\$ 50	\$0	

3. TRAVEL includes mileage, lodging, and meal expenses for both project staff and speakers. Only out-of-town travel can be covered by grant funds; in-town travel expenses count as cost share. KHC allows the following rates:

- **Mileage:** \$.41/mile for private vehicles. (Rental cars allowed, if total cost is comparable to private car.)
- **Lodging:** Up to \$63 plus tax per night
- **Meals:** Up to \$25 per day.
- **Airfare:** Tourist or economy rates only.

Budget Narrative Example	KHC	Cost Share	Total
Sarah Jones, project director			\$40
In-town travel	\$0	\$40	
Jane Schmidt, speaker			\$196
300 miles @ \$.41/mile = \$123	\$196	\$0	
Lodging, 1 night @ \$50			
Meals, 1 day @ \$23			

4. PROMOTION EXPENSES

- **Printing** covers brochures, invitations, flyers, posters, and other items advertising your project.
- **Postage** covers the mailing of the above items. Use nonprofit bulk mailing rates if possible.
- **Media Advertising** includes paid ads, radio and TV public service announcements, and anticipated free newspaper coverage of event.

Budget Narrative Example	KHC	Cost Share	Total
Printing			\$75
1500 fliers printed @ \$.05	\$75	\$0	
Postage			\$165
1500 fliers mailed @ \$.11	\$100	\$65	
Media Advertising			\$380
2 ads in The Daily News @ \$100	\$0	\$200	
12 PSAs on KWQ Radio @ \$15	\$0	\$180	

5. SUPPLIES, POSTAGE, TELEPHONE anticipates your expenses for office supplies, routine correspondence, and long distance telephone calls.

6. EQUIPMENT AND FACILITIES documents the value of rented or donated space and equipment for the program. KHC grant funds may not be used to purchase equipment except under special circumstances, but you can place a fair market value on its use (fair market value is based on the cost of renting or leasing similar equipment).

7. PRINTING AND PROGRAM MATERIALS are program agendas, study guides, books, or interpretive pamphlets. In-house photocopying may be included as cost share.

8. OTHER expenses not covered in the previous line items: for example, refreshments may be included as cost share. Institutions with a standard rate for indirect costs may include those here after prior consultation with KHC staff.

9. PROJECT TOTAL

10. ADMISSION/REGISTRATION FEES. Fees cannot account for the total amount institutional cost share.

11. OTHER FUNDING. Please list other funding sources and amount received.

Humanities Grants Frequently Asked Questions

1) What makes a humanities program different from other kinds of educational programs?

*An important goal of the humanities is to **encourage reflection** about values and ideas. All of us hold beliefs and assumptions that shape the way we see the world, whether it's a contemporary issue or our understanding of an historical event such as the Civil War. A humanities program makes us more aware of the connection between our values and the views that we express in public and private life. **A good humanities program makes us think in new ways.** It asks questions, without providing pat answers. It presents different points of view about an issue or topic. **A humanities program moves beyond facts and information** (what, where, and when) **to interpretation** (how can we learn from this? which version of the story do we choose to believe and why?).*

2) How do we find humanities professionals to help us plan and carry out our project?

KHC staff can help you locate humanities experts who are willing to participate in public programs. We maintain a database of more than 700 humanities professionals across the state of Kansas, including information about their fields of research and expertise. If you have a topic in mind, we can provide a list of individuals with matching interests and experience.

3) What if we already have someone in mind to serve as a speaker?

It's a good idea to contact KHC before you submit your application to discuss the speaker and his or her qualifications.

4) What kinds of groups have received grants?

Successful applicants include libraries, museums, religious institutions, universities and colleges, tribal organizations, labor unions, civic clubs, extension units, arts councils, city and county governments, and ad hoc groups created for the purpose of carrying out a project.

5) 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.

6) Is there a limit on the size of my Major Grant request?

KHC seldom awards grants in excess of \$10,000, and only to projects of exceptional merit.

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

KHC staff members are available to assist you throughout the application process. The staff responds to program ideas, helps identify humanities scholars, 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.

8) 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:

- * Do the humanities play a prominent role in the project?*
- * Are humanities professionals involved in the planning and implementation?*
- * Will the audience be actively engaged in discussion of the topic?*
- * Is the planning thorough?*
- * Is the budget reasonable?*
- * How successful were previous grants to this organization?*

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

Funding decisions are relayed to applicants in writing within two weeks after the grant review takes place.

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

KHC also offers Heritage Grants for projects involving oral history, basic research, cataloging, care of collections, best practices, and language preservation. Please request separate guidelines for this grant program.

11) How do we use admission fees as cost share?

Admission fees can be used to pay for meals, entertainment, bus rental for event field trips, honoraria for individuals speaking who are not humanities scholars, and other grant activities not paid for with KHC grant funds. Fees are not intended to be a profit for the sponsoring organization.

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.

Examples of Major Grants

1) Book Discussions

A book discussion is a series organized around a theme of interest to the intended audience. A series includes two to six titles with a humanities scholar as the discussion leader for each. Book titles should provide multiple perspectives around the common theme. Please see special guidelines that outline the expectations for book discussions.

EXAMPLE: The **Leavenworth Public Library** created a 4-part Southern Women Writers book discussion series focused on twentieth-century writers. Through this series they examined issues of race, class system, poverty, and family. *The Color Purple*, *The Member of the Wedding*, and two short stories by Flannery O'Connor were discussed. A scholar from the University of St. Mary served as the discussion leader.

2) Film Discussions

A film discussion is a series of films organized around a theme of interest to the intended audience. A series should include multiple films with a humanities discussion leader for each. The film titles should provide multiple perspectives around a common theme.

EXAMPLE: **Sociedad Hidalgo** developed the Latin American Cinema Festival of Kansas City, a yearly event that offers films from Latin American countries. A humanities discussion leader introduces each film and who also concludes the event. The discussion is bi-lingual, with questions asked and answered in both Spanish and English.

3) Public Forums

A public forum is a series of town hall meetings where humanities scholars act as facilitators to discuss topics of importance.

EXAMPLE: The **Kansas African American Affairs Commission** traveled to four Kansas communities for town hall meetings. During the meetings, the scholar presented information on the contributions to Kansas history by African Americans and answered questions from community members.

4) Museum Exhibitions

Interpretive exhibits use artifacts, documents, photographs, and other objects 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. The narrative goes beyond mere identification, connecting the images and objects to a larger theme or story. Please see special guidelines that outline the expectations for exhibits.

EXAMPLE: The **Smoky Hill Museum** created a comprehensive exhibition to tell the story of Saline County. Grant funds were used in support of script research and review and supplies.

5) Media Projects

Media projects involve the production of radio documentaries, documentary films or videos, and live programming for radio, television, cablevision, or institutional networks. Humanities professionals must play substantive roles in the development of the script and in assuring the accuracy and humanities content of the final production. Please see special guidelines that outline the expectations for media projects.

EXAMPLE: **KTWU public television** researched and produced “Black/White & Brown” a documentary tracing the legacy of the Brown vs. Board of Education landmark case as part of the 50th anniversary of the Supreme Court decision.

6) Heritage Tourism Event

A heritage tourism event draws upon the history of a region to create an educational and entertaining event for the general public. Scholarly contributions must be included, as well as a publicity and promotions plan.

EXAMPLE: The **Oscar Micheaux Memorial Festival** in Great Bend is a two-day event honoring African-American Kansans who have distinguished themselves in the cultural arts. The 2005 event recognized Oscar and Swan Micheaux, Aaron Douglas, Langston Hughes, and Gordon Parks. Presentations throughout the two-day event helped to answer the question: How did Kansas affect their art, their motivation, or their worldview?