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***Kansas 150  
Humanities Grants  
2010***

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## **2010 GRANT GUIDELINES FOR MEDIA PROJECTS**

The Media guidelines are a supplement to the Humanities guidelines. In preparing a grant application, follow the deadlines and instructions for a Humanities Grant, plus the additional information found below.

### **WHAT IS A MEDIA PROJECT?**

Media projects involve the production of:

- Radio documentaries
- Documentary films or videos

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

- Videotaping of oral history interviews (apply through the Heritage Grants)
- Film festivals and film discussion series (apply for a standard Humanities Grant)
- Documentary short films (apply for the Kansas 150 Short Films Grant)
- Podcasts, both video and audio (apply through the Heritage Grants, as podcasts are considered an interpretation method)

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

- Script research and development
- Production of docudramas or film dramatizations of history or literature
- Videotaping conferences and/or events
- Production of introductory videos for museums and other institutions
- Projects for class credit or toward a final degree.

### **CRITERIA FOR FUNDING**

**Humanities Professionals.** 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 not required. Professionals must also be involved in evaluating the final product.

**Broadcast Quality.** The final product **MUST** be of broadcast quality and the application must describe reasonable plans for securing public broadcast within the state of Kansas. Submit a letter of support from one or more public television station or network expressing interest in broadcasting.

**Public Discussion.** Your final application **MUST** include at least one public discussion program at the completion of your project for Kansas audiences. A public media discussion program involves the presentation of the media production to a live audience, and is followed by comments from humanities professional(s) and audience discussion of the themes, values, and issues raised by the production.

## **ADDITIONAL INFORMATION FOR YOUR GRANT APPLICATION**

### **Project Description**

The applicant should respond to the following points when answering these corresponding questions in the Project Description section of the Humanities Grant Guidelines.

1. **Filmmaker.** (Add below the Sponsoring Organization.) Provide a short description of the filmmaker or production company, if different from the sponsoring organization. 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 with other state humanities councils and/or the National Endowment for the Humanities.
2. **Topic.** 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. **Timeline.** 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. Provide a tentative schedule of events that will take place at your public program(s).
4. **Audience.** 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. 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. However, be clear in identifying what is to be paid through the KHC grant.
- No grant funds may be used for the purchase of production hardware, such as cameras or editing equipment. 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**

**Submit a sample of your work with the final application.** This sample should be a DVD or other product that demonstrates technical expertise. 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.

## **APPLICATION LENGTH**

**Media applications may exceed the maximum length for a Humanities Grant application.** 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 an agreement that includes 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.) 3 prints, copies, sets or other appropriate units 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 National Endowment for the Humanities 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.

## **QUESTIONS?**

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