



## 2012 Guidelines for Exhibitions

The guidelines for exhibitions are a supplement to the Humanities Grant guidelines. Applicants may apply for support for an indoor interpretive exhibition project in either the Mini or Major Grant category and for the development of either permanent or short-term temporary exhibits.

In preparing a grant application, follow the deadlines and instructions for a Humanities Grant, but be sure to include an attachment to your proposal that answers the specific exhibit questions listed below.

1. A brief explanation about the interpretation of the exhibition topic. Exhibits funded by KHC are humanities-based. This means the interpretation of the topic is rooted in the humanities: history, art history, literature, philosophy, women's studies, minority studies, and related fields. Humanities exhibits use artifacts, documents, photographs, and other items to inform viewers about human values and experiences. A humanities exhibit always includes a written narrative, or script, that explains the significance of the visual images and artifacts presented. The 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.
2. A draft of the exhibition walk-through that includes an overview of content for each major section of the exhibit. This includes sample wording for at least one label, as well as draft sketches of the gallery space and exhibit layout. This level of detail allows grant reviewers a chance to "see" the exhibit through your eyes.
3. A brief bibliography of the primary and secondary sources that will be used as the basis for the exhibit script.
4. The inclusion of at least one public event that features a speaker and discussion on a topic included in the exhibition.
5. The name of your exhibition designer plus a brief explanation of the person's experience with other similar projects. This person does not replace your humanities consultant, who is responsible for double-checking facts and accuracy of information in the topic's interpretive materials.

### KHC Grant Funds Could Pay For....

- Humanities consultant honoraria and travel
- Salaries for temporary staff or consultants necessary to carry out the project, such as part-time staff, interns, researchers, exhibit designers or other project 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
- All costs of packaging and shipping the exhibit, if multiple sites are involved.

KHC Grant Funds Cannot Be Used For....

- Hardware, such as exhibit cases or other equipment for mounting the exhibit
- Lumber and other raw materials to build 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 or other exhibit space lighting
- Mannequins or other 3-dimensional replicas

**QUESTIONS?**

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