



## 2012 Heritage Grants

Kansas Humanities Council **Heritage Grants** are intended to support projects that preserve and interpret local historical and cultural resources.

### Goals of the Kansas Humanities Council's Heritage Grants program:

1. Provide support for preservation and interpretation projects.
2. Encourage the use of methods consistent with best standards and practices in the field.
3. Increase public access to local and regional cultural resources.
4. Strengthen relationships between organizations through the use of heritage consultants.

Projects eligible for heritage grant support include research, oral histories, collections care, collection digitization, language preservation, and hands-on training. Using a knowledgeable heritage consultant and implementing acceptable "best practices" are the keys to successful projects. This program is a partnership between the Kansas Humanities Council and the Kansas Historical Society.

### **2012 Deadlines**

Heritage Grants are reviewed three times each year.

Spring	Project Draft	1 copy	Due Wednesday, February 1, 2012
	Final Application	10 copies	Due Wednesday, February 29
	Notification by KHC		By March 28. Projects can begin after April 11.
Summer	Project Draft	1 copy	Due Wednesday, May 2, 2012
	Final Application	10 copies	Due Wednesday, May 30
	Notification by KHC		By June 27. Projects can begin after July 11.
Fall	Project Draft	1 copy	Due Wednesday, September 5, 2012
	Final Application	10 copies	Due Wednesday, October 3
	Notification by KHC		By Nov 14. Projects can begin after Nov 28

### **Who Can Apply**

In-state nonprofits are eligible, *except colleges and universities*. 501c3 status is not required, but applicants do need a DUNS number (see page 4 for details.) *Organizations with an open KHC grant from a previous cycle may not apply until the final report has been received by KHC.*

### **Grant Award Amount**

The maximum award is \$3,500. These grants are competitive and not every proposal will be funded.

### **For More Information**

Contact Murl Riedel, Director of Grants and Programs, at 785/357-0359 or [murl@kansashumanities.org](mailto:murl@kansashumanities.org).

**Examples of Past Heritage Grant Projects** are available on KHC's website. Click on the following link [www.kansashumanities.org](http://www.kansashumanities.org) click on grants, then click on heritage grants.

**Past Successful Grant Proposals** are available for your review. To receive a copy via email, contact Murl Riedel, Director of Grants and Programs [murl@kansashumanities.org](mailto:murl@kansashumanities.org) or 785/357-0359.

## Getting Started

- **Talk to KHC staff** to ensure your project fits the grant guidelines.
- **Know what makes a successful project.** To be competitive for funding, projects should fit within the Heritage Grant goals found on page 1. The types of projects eligible for funding include:
  - Oral history projects that involve research, interviews, and transcriptions.
  - Research projects that utilize a historian to help fact-check local stories.
  - Cataloging and indexing efforts to organize a collection and provide organizations with the opportunity to review management strategies for the collection.
  - Care of collections, including photograph and artifact preservation so that one-of-a-kind items are safely preserved and shared.
  - Language preservation to help keep cultural traditions alive.
  - Hands-on best practices for collections workshops that teach volunteers how to care for different types of artifacts, from farm implements to military uniforms.
  - The development of a website so community history is available to researchers and the public.
  - The migration of data from an analog format (VHS, film, etc.) to a digital format.
  - The digitizing or scanning of collections for online use (photographs, documents, artifacts, or other primary source materials.)
  - The creation of new interpretation methods (guided tours, audio podcasts, or other tools) that makes sharing local history a priority. These projects find new ways to tell a local story about a significant person from your community's past or a significant historical event.

**NOTE:** Indoor museum exhibitions and outdoor heritage signage projects are eligible in the HUMANITIES GRANTS category (see separate guidelines for details).

- **Talk to a Heritage consultant.** Every project involves a Heritage consultant. Depending on the type of project, Heritage consultants are often professional historians, museum professionals, or archivists. *KHC staff can help you identify a consultant for your project.*

**Before you submit your grant application, the consultant will:**

- Talk with you about the project.
- 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.
- Provide an evaluation of the project at its conclusion.

- **Innovation.** Heritage grants are intended to help get a project or idea “off the ground.” KHC cannot be expected to fund the continuation of one project year after year.
- **Develop an action plan** from the initial planning stage through project completion. Include:
  - List of major project activities or tasks to be completed within 16 months (or less).
  - Name of project member, consultant, or volunteer involved in completing the activity,
  - Date activity will take place or be completed.
- **Identify ways to share the project results with the general public.** This could include:
  - A website or promotional brochure.
  - A traveling photo display or small, temporary museum display.
  - Programs broadcast on cable TV or newspaper articles in local paper.
  - A public meeting, panel discussion, special speaker.
  - A hands-on workshop for the public.

**NOTE:** When appropriate, Heritage Grant recipients are required to notify a **statewide archive** about their project and provide them with the opportunity to copy any materials produced and/or catalogued with KHC funds. To see a list of statewide archives, click on the following link [www.kansashumanities.org](http://www.kansashumanities.org) click on grants, then click on heritage grants.

- **Create a budget.** 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 and staff time devoted to the project
  - The use of office space, telephone, equipment, and supplies
  - Public service announcements and other free publicity
  - Refreshments during a companion public program event
  - Third party cash donations

Cash cost share and/or gifts are not required to be eligible for KHC grant funding. **KHC can only accept direct costs and cost share accrued after the official start date of the grant period.** Feel free to contact KHC with questions or concerns.

## STEP ONE: SUBMITTING A PROJECT DRAFT

The project draft describes your project as a “work-in-progress” and should include a preliminary budget. Staff will review the draft and offer comments as to how to make the project more competitive for the final review. Review of a draft does not guarantee grant funding. It does, however, guarantee thoughtful discussion of a final proposal. Follow the format guidelines for the Final Application. Drafts may be mailed, emailed, or faxed to KHC.

By Mail: Kansas Humanities Council  
 112 SW 6<sup>th</sup> Ave, Suite 210  
 Topeka KS 66603-0359

By Email: [murl@kansashumanities.org](mailto:murl@kansashumanities.org)  
 By Fax: (785) 357-1723

## STEP TWO: SUBMITTING THE FINAL APPLICATION

Ten copies of the Final Application must be received in the KHC office by 5:00 PM on the due date. The final application should be mailed or hand-delivered. The deadline for the Final Application cannot be extended. **No special forms are required.** Please do not put your grant application in special binders or folders.

Your final proposal should include:

- Part A - cover sheet.
- Part B - project description
- Part C - budget and budget narrative (an explanation of the budget)
- Attachments

### PART A: COVER SHEET

#### 1. Project Title

**Heritage Category** (select one or multiple):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Basic Research        | <input type="checkbox"/> Oral History                | <input type="checkbox"/> Cataloging/Indexing   |
| <input type="checkbox"/> Care of Collections   | <input type="checkbox"/> Best Practices              | <input type="checkbox"/> Language Preservation |
| <input type="checkbox"/> Interpretation Method | <input type="checkbox"/> Digitization of Collections | <input type="checkbox"/> Website Development   |
| <input type="checkbox"/> Other _____           |  |  |

#### 2. Sponsoring Organization (organization responsible for the fiscal management of the project)

- Name, Address, City, State, Zip, Phone, Fax, and Website

- Nine digit DUNS Number – used to track federal funding. Need a DUNS Number? Receive one free of charge by calling 866-705-5711 or by visiting the following website: <http://fedgov.dnb.com/webform> .)
3. **Authorizing Official** (director/chief administrative officer of the sponsoring organization)
    - Name, Title, Affiliation, Phone (day, home, cell), and E-mail
    - Address, City, State, Zip, and Fax
    - Signature (original required on one copy only)
  4. **Project Director** (person who will oversee the project and complete reports)
    - Name, Title, Affiliation, Phone (day, home, and cell), and E-mail
    - Address, City, State, Zip, and Fax
  5. **Consultant(s)** (all projects must have at least one consultant)
    - Name, Title, Affiliation, Phone (day, home, and cell), and E-mail
    - Address, City, State, Zip, and Fax
  6. **Fiscal Agent** (must be different from project director)
    - Name, Title, Affiliation, Phone (day, home, and cell), and E-mail
    - Address, City, State, Zip, and Fax
  7. **Co-Sponsoring Organization (if appropriate)**
    - Name, Address, City, State, Zip, Phone, Fax, and Website
  8. **Total Amount** of Heritage Grant Request
  9. **Total Amount** of Cost Share provided
  10. **Project Start & End Dates**
  11. **Project Summary** (a brief description of your project – no more than 100 words)

**PART B: PROJECT DESCRIPTION.** Please answer each question.

1. Describe the project including specific items, activities, or work that KHC is asked to support. Briefly discuss how best practices in museum collections, preservation, or heritage interpretation are central to this project.
2. What are your goals for this project and how do they fit with the goals of the Heritage Grant program?
3. List the individuals (project director, consultant(s), volunteers) involved in the project and briefly describe their qualifications.
4. Provide a project action plan from the planning stage through the project's completion. Include a list of project activities, name(s) of project member completing the activity and the date the activity takes place or will be completed.
5. Why is this project significant to your organization or community?
6. How will you share this project and its results with your community?
7. Is there a public event planned for this event? If yes, provide event dates, times, and location (address, city, state, zip, phone, website).
8. When the project is complete, how will you evaluate its success?
9. Attachments: If you are submitting a cataloging/indexing project, please include a sample form you will be using. Additional information is also required for projects that involve oral histories, photographs, or

podcasts. Please consult the supplemental guidelines on KHC’s website [www.kansashumanities.org](http://www.kansashumanities.org), click on grants, then click on heritage grants.

## **PART C: BUDGET**

The Budget shows all of the expenses you anticipate in the course of your project, and indicates whether you are requesting grant funds or providing cost share to cover those expenses. Budget items should be clearly linked to the activities outlined in Part B: Project Description. Use the sample budget format provided; spreadsheets are also acceptable. There are two parts to the Budget Section. The first is the Budget Totals and the second is the Budget Narrative.

### **KHC grant funds can be used for:**

- Honorarium or salary for those 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.
- Honorarium for heritage consultant(s).
- Travel reimbursement for out-of-town consultant(s).
- The cost of making copy prints of photographs and/or negatives.
- Duplicating archival materials, program announcements, reports, etc.
- The production of teachers’ guides, tour manuals, and podcast scripts.
- Supplies that will be consumed during the project, such as audiotapes, archival boxes, and protective sleeves for photographs—the consultant can assist you with 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.
- Bus rental for heritage tour.
- The purchase of equipment, such as file cabinets, furniture, digital cameras, camcorders, audio recorders, computers, computer software, servers, and domain names (estimate the rental value and count as cost share).
- Archiving or digitizing church bulletins, school yearbooks, county records, and similar materials.
- The support of individual research or research for academic credit. No class projects, either at the K-12 or college level. Students may be involved as paid part-time project staff or as cost share.
- 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 mural, memorial, monument or plaque.

### **In Your Budget, include:**

- a. **BUDGET TOTALS.** List all anticipated expenses for the following budget items. Round totals up to the nearest dollar. The format should look like this:

<b>Expenses</b>	<b>KHC Grant Funds</b>	<b>Cost Share</b>	<b>Total</b>
1. Project Staff			
2. Honoraria			
3. Travel			
4. Advance Promotion Expenses			
5. Supplies, Postage, Telephone			
6. Equipment and Facilities			
7. Printing & Event Program Materials			
8. Other Expenses (detail needed)			

In addition, include **Income separate from the Expenses.** This includes other funding secured from other organizations to complete the project.

### **What Do These Categories Mean?**

**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. List others who will be hired specifically for the project and show the amount they will receive. Provide details as to how long each individual will work on the project and the specific tasks they will do. Use actual hourly rate for paid staff. Volunteer time may be valued at \$10/hour. Fringe benefits may be shown as Cost Share. 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.
- c) *The fiscal agent cannot be paid with KHC Grant funds and should be listed as Cost Share.*

**Honoraria:** This is the heritage consultant and the description of the time and work he or she will put into the project. 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. Consultant(s) are paid with KHC Grant Funds, unless they are employees of the Kansas Historical Society. Their honorarium is donated and should be listed as Cost Share.

**Travel:** This includes the cost of travel, meals, and lodging for staff and/or consultant for out-of-town trips only. These can be used for consultants to travel to meetings with the sponsoring organization, or for staff to travel to research sites within Kansas. In-town travel expenses as well as out-of-state travel expenses count as Cost Share. KHC allows the following rates:

- Car Rental: Is allowed if total cost is comparable to private car
- Mileage: \$.41/mile for private vehicles
- Lodging: Up to \$70 plus tax per night for out-of-town travel
- Per Diem: Meal allowance is \$25 per day

**Advance Promotion Expenses:** This category includes the cost of creating invitations, flyers, or posters for a public event promoting the results of your project, such as a temporary display or a public program about the project.

**Supplies, Postage, Telephone:** This is the total 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). Grant Funds may be requested for long distance telephone calls.

**Equipment and Facilities:** Equipment such as computers, computer software, 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. Show under Cost Share the value of donated meeting and/or office space, telephone, meeting rooms, etc.

**Printing and Program Materials.** These are costs relating to items like duplicating photographs or archival documents. The cost of printing books must be listed under Cost Share.

**Other Expenses.** Include other costs essential to the project not identified above. Please provide detail. KHC rarely funds anything listed only as "miscellaneous."

**Income.** If you have received funding (cash) from another source for this specific project, please list the funder's name and the amount.

**b. The second part of the Budget section is the BUDGET NARRATIVE.** A Budget Narrative shows the calculations, and explanations, you used to arrive at the BUDGET TOTALS.

Here's a *sample* that includes both the budget totals and the narrative:

**BUDGET TOTAL**

<b>Expenses</b>	<b>KHC Grant Funds</b>	<b>Cost Share</b>	<b>Total</b>
Project Staff	\$100	\$870	\$ 970
Honoraria	\$200	\$0	\$ 200
Travel	\$123	\$238	\$ 361
Advance Promotion Expenses	\$ 45	\$0	\$ 45
Supplies, Postage, Telephone	\$ 75	\$280	\$ 355
Equipment and Facilities	\$100	\$3,500	\$3,600
Printing & Event Program Materials	\$ 54	\$0	\$ 54
Other Expenses (detail needed)	\$0	\$0	\$ 0
<b>Total</b>	<b>\$697</b>	<b>\$4,888</b>	<b>\$5,585</b>

**Income**

The ABC Foundation \$200

**BUDGET NARRATIVE**

<b>Project Staff Example</b>	<b>KHC</b>	<b>Cost Share</b>	<b>Total</b>
Sarah Jones, project director 50 hrs. @\$11/hr.	\$100	\$450	\$550
Charles Chatwick, fiscal agent 6 mos. @ \$2000/mo. x 1%	\$0	\$120	\$120
3 volunteers x \$10/hr. x 10 hr.	\$0	\$300	\$300

**Honoraria Example**

Jane Schmidt Consultant <i>(site visit, volunteer training)</i>	\$200	\$0	\$200
---	-------	-----	-------

**Travel Example**

Sarah Jones, project director In-town travel	\$0	\$40	\$40
Jane Schmidt, consultant 300 miles @ \$.41/mile = Lodging, 1 night @ \$50 Meals, 1 day @ \$25	\$123	\$198	\$321

**Advance Promotion Expenses Example**

50 printed invitation x \$.50	\$25	\$0	\$25
100 printed flyers x \$.20	\$20	\$0	\$20

**Supplies, Postage, Telephone Example**

Tapes for interviews 20 x \$3	\$60	\$0	\$60
Telephone 10 months x \$28/per month	\$0	\$280	\$280
Long distance calls to consultant 3 x \$5	\$15	\$0	\$15

**Equipment and Facilities Example**

---

Video Camera (for interviews)	\$0	\$400	\$400
Tri-pod rental 10 mo. x \$20	\$100	\$100	\$200
Office space 10 mo. x \$300/mo.	\$0	\$3000	\$3000

**Printing & Event Materials Example**

---

30 copies of interview questions x \$.20	\$6	\$0	\$6
240 copies of transcripts x \$.20	\$48	\$0	\$48

<b>Total Grant Funds &amp; Cost Share</b>	<b>\$697</b>	<b>\$4,888</b>	<b>\$5,585</b>
---	--------------	----------------	----------------