



## 2012 Humanities Grants

Kansas Humanities Council **Humanities Grants** are intended to support projects that engage the public with the humanities. Goals of the Kansas Humanities Council's Humanities Grant program:

1. Connect people with ideas, places, and history from across time and generations.
2. Engage citizens in discussions about a humanities theme or topic.
3. Offer multiple points of view for the public to consider.
4. Strengthen sense of community.

Projects eligible for humanities grant support include a series of public programs specific to a humanities theme, museum exhibitions, film and book discussions, the creation of short documentary films, radio documentary series, full-length film documentaries, and other creative activities.

### Award Amounts

Since some projects need more time and more funding than others, KHC offers two funding categories:

1. Mini Humanities Grants

*Request:* Cannot exceed \$3,500  
*Deadlines:* None. Reviewed year-round\*  
*Number of copies of the Proposal needed:* 4  
\*KHC must receive the proposal at least 6 weeks prior to first event.

Major Humanities Grants

*Request:* More than \$3,500. Maximum of \$10,000  
*Deadlines:* See below  
*Number of copies of the Proposal needed:* 10

### 2012 Deadlines for Major Humanities Grants

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, including colleges and universities. 501(c)(3) 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.*

### For More Information

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

**Examples of Past Humanities 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 humanities 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, *the humanities must be central to the project* and attentive to current scholarship. This means that all projects should apply the insights and methods of the humanities to the exploration of a well-defined topic.

*What are the humanities?* The humanities include history, literature, philosophy, languages, linguistics, jurisprudence (law), archeology, folklore, religious studies, women's and ethnic studies, and the history and philosophy of art, medicine, and science. Social sciences that take a philosophical or qualitative approach, such as political science, sociology, and cultural anthropology, are also considered humanities fields.

- Talk to a Humanities consultant.** Every KHC project involves at least one Humanities consultant. Depending on the type of project, consultants are often historians, faculty members, or museum professionals. *KHC staff can help applicants identify humanities scholars willing to assist with projects.* A humanities consultant must have a proven record of public speaking and at least one of the following:
  - At least an MA in one of the humanities disciplines.
  - College level teaching experience in a humanities discipline.
  - Proven record of scholarship in the humanities (self-published materials not accepted).
  - Professional experience grounded in the humanities (museum curators or librarians).
  - Acceptance as a culture-bearer. Native American elders with a reputation for wisdom and knowledge of tribal history and traditions are eligible.

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

- Talk with you about the project and finding ways to strengthen the core humanities content and perspective.
- Help you clarify the goals and methodology for the project.

### **During the grant project, your consultant should:**

- Offer ongoing advice and guidance.
- Serve as a public speaker for a public event.
- Lead a humanities discussion on an appropriate book, film, or topic of civic interest.
- Review an exhibition or short film "script" for authenticity and accuracy.
- Provide an evaluation of the project at its conclusion.

- Decide whether to apply for a **Mini Grant or Major Grant.** See page 1. Humanities Grant funds, regardless if they are mini or major, may not be requested for:
  - Resources listed as part of current KHC Speakers Bureau, TALK, or FLIKS programs.
  - Requests to underwrite keynote speakers at annual meetings.

Please note: KHC will not fund projects if the program publicity will be released prior to the funding decision and/or without acknowledgement of KHC support.

- Innovation.** Humanities grants are intended to help get a project or idea "off the ground." KHC cannot be expected to fund the continuation of a similar 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.

- ☐ **Develop a publicity and promotions plan.** This plan includes indentifying your potential audience and specific ways you will attempt to reach them.
- ☐ **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:
  - Staff and volunteer 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 draft describes your project as a “work-in-progress” and should include a preliminary budget. 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 a draft, however, it is encouraged. Review of a draft does not guarantee funding. It does, however, guarantee thoughtful discussion of the final proposal. Follow the format guidelines for the Final Application.

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

By Email: [muri@kansashumanities.org](mailto:muri@kansashumanities.org)

By Fax: 785/357-1723

## STEP TWO: SUBMITTING A FINAL APPLICATION

Ten copies of the Humanities Grant 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. They cannot be emailed or faxed. 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 place grant application in special binders or folders.

A final proposal should include:

- Part A - the cover sheet.
- Part B - the project description (should be no more than 10 pages, double-spaced).
- Part C - the budget and budget narrative (an explanation of the budget)
- Part D – Attachments, including statements from the humanities professionals

**PART A:** The **COVER SHEET** on your proposal should include the following:

1. **Project Title**
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. **Humanities 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. **Cosponsoring Organization(s)**
    - Name, Title, Affiliation, Phone (day, home, and cell), and E-mail
    - Address, City, State, Zip, and Fax
  8. **Total** amount of Humanities 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 be sure to answer every question.*

1. Describe the project including specific items, activities, or speakers KHC is being asked to support. Briefly discuss how the humanities are central to this project.
2. What are your goals for this project and how do they fit with the goals of the KHC's Humanities Grants listed on page 1?
3. List the individuals (project director, consultant, volunteers) involved in the project. Please 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. Who is the intended audience?
6. How will you reach this intended audience? Be specific in your details.
7. Is this intended to be free and open to the public? Yes or No. (If no, please indicate cost per participant).
8. Provide event information for all public events. This includes date(s), time(s), and location(s), including address city, state, zip, phone, website. Include the estimated attendance.
10. Is this project intended to be an annual event? Yes or No (If yes, please indicate plans for sustaining the event).
11. When the program is complete, how will you evaluate your success?
12. Additional comments.
13. Attachments: **Additional information is required** for projects that involve **exhibitions, book discussions, heritage signage, short film, and media projects**; please consult the supplemental

guidelines on KHC's website [www.kansashumanities.org](http://www.kansashumanities.org), click on grants, then click on humanities 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:**

- Salary or honorarium for researchers, clerical assistants, etc., specifically hired to carry out project activities
- Salary for sponsoring organization part-time staff if the staff member takes on a significant role beyond administration of the grant
- Honorarium for the consultant(s)
- Travel reimbursement for out-of-town consultant(s)
- Some publicity and promotions (advertising, flyers, postcards)
- Event or project hand-outs, like brochures
- 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
- Salaries of staff members employed by the sponsor on a full-time basis
- The purchase of a building
- Museum, library, or school acquisitions
- Academic conferences, professional meetings, or programs directed to a single profession
- Bus rental for heritage tours
- Programs which advocate social or political action
- Social service programs
- Performing arts programs, including plays, musical performances, storytelling sessions, or the creation of a public mural
- Building construction, restoration, or preservation
- Creation or purchase of a mural, memorial, monument, or plaque
- Durable goods and equipment purchases, including computers, computer software, website hosting, domain name, and insurance
- Books and publications, like exhibition catalogs
- Courses for academic credit. No class projects, either at the K-12 or college level. However, students can be involved as volunteers (cost share) or can be paid as part-time project staff
- 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
- Out-of-state travel by project staff
- Refreshments, entertainment, or alcoholic beverages.

**In the budget section, include both the budget total and the narrative:**

**BUDGET TOTALS:** List all anticipated expenses for the following budget items. Round totals up to the nearest dollar. *Remember, the total Cost Share must be equal to or greater than the KHC Grant Funds.* The format should look like this:

Expenses	KHC Grant Funds	Cost Share	Total
1. Project Staff			
2. Honoraria			
3. Travel			
4. Advance Promotion Expenses			
5. Supplies, Postage, Telephone			
6. Equipment and Facilities			
7. Printing and Event Program Materials			
8. Other Expenses (please provide detail)			
EXPENSE TOTAL			

### Income

1. Admission/registration fees: (Fee per person times estimated audience total)
  2. Other funding already secured (include organization name and total amount)
- INCOME TOTAL

### What do these categories mean?

**Project Staff** includes all people, paid or volunteer, who will administer the project (director, fiscal agent, publicity director, etc.) 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).

- *Fiscal agent'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. It should be listed as Cost Share.
- Fringe benefits may be shown as cost share.

**Honoraria** includes the payments to Humanities professionals that are speakers, panelists, and consultants, 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. **NOTE:** Speakers that are not paid through KHC grant funds should be listed as Cost Share.

**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.)
- Lodging: Up to \$70 plus tax per night
- Meals: Up to \$25 per day.
- Airfare: Tourist or economy rates only.

**Advance Promotions** includes the creation of project brochures, invitations, flyers, posters, and other advertising items, like paid advertisements, including newspaper as well as radio and television. This category could also include mailing the above promotional items. Use nonprofit bulk mailing rates if possible.

**Supplies, Postage, and Telephone** anticipates your expenses for office supplies, *routine* correspondence, and long distance telephone calls.

**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).

**Event Program Materials** are program agendas, study guides, books, or interpretive pamphlets. In-house photocopying may be included as cost share.

**Other** expenses are those not covered in the previous line items (but, be specific). 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. KHC rarely funds something listed only as “miscellaneous.”

**Admission/Registration 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 and cannot account for the total amount of cost share.

**Other Funding** is a list of other funding sources and amount received.

**The second half of the Budget section is the BUDGET NARRATIVE:** This section shows the calculations used to arrive at your figures. The sample below only shows the narrative for 4 categories and is not intended to reflect a complete budget.

<b>1. 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
<b>2. HONORARIA Example</b>			
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	
<b>3. TRAVEL Example</b>			
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			
<b>4. ADVANCE PROMOTION</b>	<b>KHC</b>	<b>Cost Share</b>	<b>Total</b>
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	

**PART D: STATEMENTS FROM HUMANITIES CONSULTANT & OTHERS**

Please attach a statement from your **humanities consultant** that includes a description of his/her involvement, plus a brief explanation of the humanities approach he/she will take to the project.

If grant funds are requested in support of additional speakers/discussion leaders, include a brief statement from **each**. Providing a copy of an email in which the humanities approach is discussed is

fine. This information helps reviewers assess how the humanities will be used to interpret the project themes.

If you are using an out-of-state scholar, please include a very brief synopsis of academic training and other experience relevant to his/her participation in the project. Please do not include a CV or resume.