



2012 Guidelines for Media Projects

Projects funded as a Media Grant include the production of radio documentaries or full-length documentary films.

The following types of activities are not eligible for KHC grant 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.

Special Guidelines

These guidelines for media projects are a supplement to the Humanities Grant guidelines. 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 media questions listed below.

1. Provide a short description of the **filmmaker or production company**. 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. Be sure that your description of the project indicates how the media production will incorporate the **insights of the humanities**. A treatment should be attached.
3. 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.
4. **Submission of a letter of support** from at least one public television station, or radio station, or network expressing interest in broadcasting the project. The final product must be of broadcast quality and the application must describe reasonable plans for securing public broadcast within the state of Kansas.
5. Include a **sample of your work with the final application**. This sample should be a DVD or other product that demonstrates technical expertise.
6. Inclusion of at least one **Public Discussion** 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 the humanities consultant and audience discussion of the themes, values, and issues raised by the production.

Special Notes About the 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. **Note:** 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).

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. KHC requires that 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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