



## 2011 Humanities Grants

The Kansas Humanities Council Humanities Grant program supports projects that connect people to ideas, places, or history. Past grants have supported lectures series, panel discussions, book discussions, film discussions, interpretive museum exhibitions, outdoor heritage signage, and media projects. To be competitive for funding, projects should be humanities-driven, attentive to current scholarship, inclusive of diverse perspectives, engage the out-of-school general public, and include some type of participatory event, like a discussion.

### Additional Funding Focus in 2011: Kansas 150

In 2011, Kansas will commemorate its 150<sup>th</sup> anniversary of Statehood. In recognition of this milestone, some funding preference will be given to projects that explore what it means to be a Kansan over time and across generations. Projects should focus on stories of people, significant places, literature, communities, major events, and other topics that will provide opportunities for discussion.

### NEW “DUNS” Numbers Required for Sponsoring Organizations

Institutions applying for Kansas Humanities Council grants are required to provide a nine digit DUNS Number. A DUNS (data universal numbering system) Number is used to track the dispersal of federal grant money and is issued by Dun and Bradstreet. If you do not have a DUNS Number, you may receive one free of charge at <http://fedgov.dnb.com/webform>, or by calling 866-705-5711.

### 2011 Deadlines

#### Spring

Project Outline	1 copy	Due February 4, 2011
Final Application	10 copies	Due March 4
Notification by KHC		By April 1. Projects can begin after April 15.

#### Summer

Project Outline	1 copy	Due May 6, 2011
Final Application	10 copies	Due June 3
Notification by KHC		By July 8. Projects can begin after July 22

#### Fall

Project Outline	1 copy	Due September 2, 2011
Final Application	10 copies	Due October 7
Notification by KHC		By Nov 11. Projects can begin after Nov 23

**Who can apply** Any non-profit organization in Kansas is eligible. 501c3 status not required. *Organizations with a grant from a previous cycle cannot apply if the final report has not been submitted.*

**Grant Award Amount** Major Humanities Grants are awards of more than \$3,500. Mini Humanities Grants are up to \$3,500. **What's the difference?** Major Grants are more extensive projects and are reviewed three times each year in a competitive review process. Mini grants are smaller in scope and reviewed year-round. See page 3 for more details. All grants are competitive and not every proposal will be funded.

## Getting Started

- Talk to KHC staff** to make sure your project fits the grant guidelines.
- Know what makes a successful project.** Projects are most competitive when they:
  - Are meaningful to your community and have an audience.
  - Involve the use of humanities professionals.
  - Involve multiple perspectives around a common theme.
  - Involve partner organizations that can help ensure the project's success.
  - Are likely to be completed within 16 months or less.
  - Have lasting value and may serve as the basis for future activities.
  - Connect to the Kansas 150 theme.
- The out-of-school adult public is the primary audience.** KHC grants support those who are not currently enrolled as students, or serving as faculty, at a K-12 school, college, or university.
- The humanities are central to the project.** Projects should apply the insights and methods of the humanities to the exploration of a well-defined topic. 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, cultural anthropology and archeology, are also considered humanities fields.
- Talk to a Humanities professional(s) to serve as your project consultant.** Every KHC project involves a Humanities consultant. Often this person will offer guidance on the development of the project; serve as a public speaker for a humanities event; lead a humanities-centered discussion around a book, film, or topic of civic interest; or review an exhibition "script" for authenticity and accuracy. *Who is a Humanities consultant?* In general, a humanities consultant must have a proven record of public speaking and have at least 1 of the following:
  - At least an MA in one of the humanities disciplines.
  - Experience teaching at the college level in a humanities discipline.
  - A proven record of scholarship in the humanities (but not self-published).

- 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.

*Can others serve as speakers and presenters?* Yes but their services are recorded as Cost Share. KHC staff can help applicants identify humanities scholars willing to assist with projects.

- Create a detailed timeline** or a plan-of-action for the project's completion.
- Decide if you are applying for a **Mini Grant or Major Grant**. To be eligible for Mini Grant support, a program must:
  - Explore a central theme or idea.
  - Involve more than one speaker and/or multiple sites.
  - Be completed with support of up to \$3,500.

Mini Grants follow the same application format as Major Grants except:

- Applications are reviewed year-round but due at least 6 weeks before the first event.\*
- Four copies of the final application required.

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

Mini Grant funds may NOT be requested for:

- Talks listed in the current KHC Speakers Bureau, TALK, or FLIKS programs.
- Media projects.
- Requests to underwrite speakers at annual meetings.
- Requests to bring in authors to speak to a group.

- Create a budget.** KHC major grants provide awards greater than \$3,500. KHC mini grant are awards of up to \$3,500. In both cases **applicants are asked to donate goods and services equal to or greater in value** than the grant request. Examples of cost share include staff and volunteer time devoted to the project; supplies, mailing, and duplicating; public service announcements and other free publicity; the value of facilities and equipment used in the project; refreshments; and third-party cash gifts. *Cash* cost share and/or gifts are not required to be eligible for KHC grant funding.

NOTE: 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.

- Recognize KHC in publicity and promotional materials.** KHC will not fund projects if the program publicity will be released prior to the funding decision and/or without acknowledgement of KHC support.

## STEP ONE : PROJECT OUTLINE

The outline 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 an outline, however, it is encouraged. Review of an outline 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: [julie@kansashumanities.org](mailto:julie@kansashumanities.org)

By Fax: 785/357-1723

## STEP TWO: FINAL APPLICATION

Ten copies of the Humanities Grant Final Application must be received in the KHC office by 5 PM on 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 include 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 - statements from the humanities professionals
- Part D - the budget and budget narrative (an explanation of the budget)
- Appendices may be attached, such as letters of support or sample forms.

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

1. Title of the Project
2. Sponsoring Organization (group with primary fiscal responsibility for the project)
  - Name, Address, Phone Number, E-mail, Fax, Website
  - Nine digit DUNS Number (If you do not have a DUNS Number see page 1.)
3. Authorizing Official (director/chief administrative officer of the organization)
  - Name, Address, Phone Number, E-mail, and Fax (if different from #2)
  - Signature (original required on one copy only)
4. Project Director (person who will oversee the project and complete reports)
  - Name, Address, Phone Number, E-mail, and Fax (if different from #2)
5. Humanities Consultant
  - Name, Institution Affiliation, Address, Phone, Email, Fax.
6. Bookkeeper (must be different from project director)
  - Name, Address, Phone Number, E-mail, and Fax
7. Cosponsoring Organization(s) and Addresses
8. Total amount of Humanities Grant Request

9. Total amount of Cost Share provided
10. Project Start & End Dates
11. Program Dates (when public events will occur)
12. Project Summary (a brief description of your project – no more than 100 words)

**PART B:** The **PROJECT DESCRIPTION** portion of your proposal should answer the following questions. Part B should not be more than 10 pages, double-spaced. The Project Description should follow the format outlined below; please number each section. ***(Additional information is required for exhibition, book discussion, heritage signage, and media projects; please consult the supplemental guidelines for each for details.)***

1. **Sponsoring Organization.** Describe the sponsoring organization. This would include a brief description of what the organization does, plus its mission statement, number of employees, and number of volunteers.
2. **Topic and Project Description.** Describe the topic of the project in some detail, along with the activities that KHC will be asked to support. What do you plan to do and how do you plan to do it? How does this topic relate to the Kansas 150 theme?
3. **Humanities Focused.** Describe how the humanities are central to the project. KHC encourages projects that use the humanities to shed light on contemporary issues, as well as those that enrich our appreciation of our history, culture, and traditions.
4. **Humanities Consultant.** Tell us about your work with the consultant in planning the project. Then, explain what role the consultant will play once you receive the grant.
5. **Speakers and Presenters.** List others that will be invited to speak, or lead discussions, serve on a panel, or participate in other activities. For each person, include a sentence or two on how they will contribute to the understanding and discussion of the project topic plus a brief description of their qualifications. If you are requesting grant funds in support of their work, please provide a humanities statement (see Part C).
6. **Personnel.** List any other project personnel that will make this proposal a success. For each person, include a sentence or two on how they will contribute to the understanding and discussion of the project topic plus a brief description of their qualifications.

7. **Timeline.** Provide a timeline of when each task will be accomplished, and by whom. Also, provide a tentative schedule of the events taking place at the public program(s).
8. **Audience.** Explain who the audience for the program will be, plans for publicity and promotions, and an estimate of how many people will attend.
9. **Community Significance.** What will participants gain from the program? In what ways will this project serve the community?
10. **Planning for the Future.** Tell us about the future for this event.
  - a. If it is planned as an annual event, what plans are in place for financial sustainability besides KHC?
  - b. If this project has received KHC support in the past, what new approaches have been taken for this event? How has the humanities content for this project been expanded? Any attempts at reaching new audiences? New formats?
11. **Other Funding Sources.** List other organizations approached for funding, including amounts requested, for this project.
12. **Fees.** Describe any admission or registration fees for this event. If fees are charged, then the income from these fees should be reflected as cost-share and must be applied to support portions of the project budget. If possible, KHC prefers event to be free and open to the public.
13. **Project Goals and Evaluation.** Evaluation helps determine the success of a project. One way to accomplish this is to set goals at the start and create tools by which the goals are evaluated at the project's conclusion.
  - List two goals for this project.
  - How will you determine whether these goals were met at the conclusion of the project?
  - Who will be involved in determining the success of the project?
  - What tools will you use to assist in this decision? (observer evaluations, survey of participants, describe other ideas).

## **PART C: STATEMENTS FROM HUMANITIES PROFESSIONALS**

Humanities professionals are expected to be involved in this project. Attach to the grant application:

- A statement from your **humanities consultant** should include 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 or discussion leaders, please include a statement from **each**.

*NOTE: Providing a copy of an email where these decisions are discussed is fine. This information is designed to help reviewers assess how the humanities will be used to interpret the project themes.*

**NOTE: Out-of-state scholars only:** If you are using a non-Kansas scholar in your project, please include a very brief synopsis of academic training and other experience (teaching, research, publications) relevant to his/her participation in the project. CVs or resumes not needed.

## **PART D: BUDGET**

The Budget shows all the expenses that you anticipate in the course of your project, and indicates whether you are requesting grant funds or providing cost share to cover those expenses. Use the budget format on p. 9; spreadsheets are also acceptable; please round totals up to the nearest dollar. Budget items should be clearly linked to the activities in your Project Description.

### **What can KHC grant funds be used for?**

- Salary for researchers, clerical assistants, or others 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
- An honorarium for the consultant(s)
- Travel reimbursement for out-of-town consultant(s)
- Program announcements
- Some publicity and promotional efforts
- 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
- Academic conferences, professional meetings, or programs directed primarily to a single profession
- Bus rental for heritage tours
- Programs which advocate social or political action
- Social service programs
- Creative or performing arts programs, including plays, storytelling sessions, readings by authors, or the creation of a public mural
- Building construction, restoration, or preservation

- Plaques, memorials
- Durable goods and equipment purchases, including computers, computer software, website hosting, domain name, and insurance.
- Books and publications, unless directly related to a public program
- Courses for academic credit
- 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
- Travel by project director and/or project staff outside of the state

**I. BUDGET TOTALS:** List all anticipated expenses for the following budget items. Include two columns: One for KHC Grant Funds and One for Cost Share. *Remember, the total Cost Share must be equal to or greater than the KHC Grant Funds.*

1. Project Staff
2. Honoraria
3. Travel
4. Promotion Expenses
  - Printing
  - Postage
  - Media Advertising
5. Supplies, Postage, Telephone
6. Equipment and Facilities
7. Printing/Program Materials
8. Other
9. Project Total
10. Admission/registration fees: If you will charge fees to participants, indicate amount per person.
11. Other funding already secured

**II: BUDGET NARRATIVE:** The second half of the budget includes a narrative that shows the calculations used to arrive at the subtotals for each line item. The narrative may include a written justification for an unusual expense, but showing the calculations is usually adequate for most budget items (see examples). For simple budgets, the Budget Narrative and the Budget Totals may be combined into one document.

**1. PROJECT STAFF** includes all people, paid or volunteer, who will administer the project: director, bookkeeper, publicity director, and so on. 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).

- *Bookkeeper'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.

<b>Budget Narrative 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, bookkeeper 6 mos. @ \$2000/mo. x 1%	\$0	\$120	\$120
3 volunteers x \$10/hr. x 10 hr.	\$0	\$300	\$300

**2. HONORARIA** includes the payments to speakers, panelists, consultants, and other resource personnel 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.

<b>Budget Narrative Example</b>	<b>KHC</b>	<b>Cost Share</b>	<b>Total</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	

**3. 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 to private car.)
- **Lodging:** Up to \$63 plus tax per night
- **Meals:** Up to \$25 per day.
- **Airfare:** Tourist or economy rates only.

<b>Budget Narrative Example</b>	<b>KHC</b>	<b>Cost Share</b>	<b>Total</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			

#### 4. PROMOTION EXPENSES

- **Printing** covers brochures, invitations, flyers, posters, & other items advertising your project.
- **Postage** covers the mailing of the above items. Use nonprofit bulk mailing rates if possible.
- **Media Advertising** includes paid ads, radio and TV public service announcements, and anticipated free newspaper coverage of event.

<b>Budget Narrative Example</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	

**5. SUPPLIES, POSTAGE, TELEPHONE** anticipates your expenses for office supplies, routine correspondence, and long distance telephone calls.

**6. 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).

**7. PRINTING AND PROGRAM MATERIALS** are program agendas, study guides, books, or interpretive pamphlets. In-house photocopying may be included as cost share.

**8. OTHER** expenses 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. *NOTE: KHC rarely funds something listed only as "other" or "miscellaneous."*

**9. PROJECT TOTAL (include GRANT FUNDS AND COST SHARE)**

**10. ADMISSION/REGISTRATION FEES.** Fees cannot account for the total amount of cost share.

**11. OTHER FUNDING.** Please list other funding sources and amount received.

### Frequently Asked Questions

#### 1) What makes a humanities program different from other kinds of educational programs?

*An important goal of the humanities is to **encourage reflection** about values and ideas. All of us hold beliefs and assumptions that shape the way we see the world, whether it's a contemporary issue or*

*our understanding of an historical event such as the Civil War. A humanities program makes us more aware of the connection between our values and the views that we express in public and private life. A good humanities program makes us think in new ways. It asks questions, without providing pat answers. It presents different points of view about an issue or topic. A humanities program moves beyond facts and information (what, where, and when) to interpretation (how can we learn from this? which version of the story do we choose to believe and why?).*

**2) How do we find a humanities scholar to help us plan and carry out our project?**

KHC staff can help you locate humanities experts who are willing to participate in public programs.

**3) What kinds of groups have received grants?**

Successful applicants include libraries, museums, universities and colleges, tribal organizations, civic clubs, arts councils, and ad hoc groups created for the purpose of carrying out a project.

**4) What if an individual has an idea for a project?**

Individuals with a project idea may want to consult with a nonprofit organization to determine whether this group shares their interests and will serve as the sponsoring organization.

**5) Is there a limit on the size of my Major Grant request?**

KHC seldom awards grants in excess of \$10,000, and only to projects of exceptional merit.

**6) Who can help me get started if I've never written a grant?**

KHC staff members are available to assist you throughout the application process. We can respond to program ideas, help identify consultants, discuss how to write the application, and look at drafts. Applicants are welcome to email, call, or arrange a meeting in the early stages of planning. We will also mail you upon request an example of a successful grant application.

**7) What does KHC look for when it reviews grants?**

KHC reviews your application on the basis of merit and adherence to the guidelines, in competition with other proposals. Criteria used to evaluate proposals include:

- *How strongly does the project fit within the Kansas 150 theme?*
- *Do the humanities play a prominent role in the project?*
- *Does the project explore multiple perspectives on a common theme?*
- *Are humanities professionals involved in the planning, implementation, and evaluation?*
- *Will the audience be actively engaged in discussion of the topic?*
- *How does the project engage the community? What will participants gain by attending?*

- *Is the planning thorough? Is there a plan of action or timeline in place?*
- *Are the key personnel identified?*
- *Is the budget reasonable?*
- *Is the project innovative?*
- *How will the project be evaluated?*
- *How successful were previous grants to this organization?*

**8) How will I be notified of the funding decision?**

Decisions are relayed to applicants in writing usually within two weeks after the grant review.

**9) Are there other types of grants available through the Kansas Humanities Council?**

KHC also offers Heritage Grants for projects involving oral history, basic research, cataloging, care of collections, best practices, and language preservation. Please request separate guidelines.

**10) How do we use admission fees as cost share?**

Admission 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.

**Contact:**

Edana McSweeney, Director of Programs, 785/357-0359 or edana@kansashumanities.org

**Examples of Successful Humanities Grants**

**1) Book Discussions**

A book discussion is a series organized around a theme of interest to the intended audience. A series includes three to five titles with a humanities scholar as the discussion leader for each. Book titles should provide multiple perspectives around the common theme. Please see special guidelines that outline the expectations for book discussions.

EXAMPLE: The **Leavenworth Public Library** created a 4-part Southern Women Writers book discussion series focused on twentieth-century writers. Through this series they examined issues of race, class system, poverty, and family. *The Color Purple*, *The Member of the Wedding*, and two short stories by Flannery O'Connor were discussed. A scholar from the University of St. Mary served as the discussion leader.

## 2) Film Discussions

A film discussion is a series of films organized around a theme of interest to the intended audience. A series should include multiple films with a humanities discussion leader for each. The film titles should provide multiple perspectives around a common theme.

EXAMPLE: **Sociedad Hidalgo** developed the Latin American Cinema Festival of Kansas City, a yearly event that offers films from Latin American countries. A humanities discussion leader introduces each film and facilitates the discussion after the film's conclusion. The discussion is bi-lingual, with questions asked and answered in both Spanish and English.

## 3) Public Forums

*A public forum is a series of town hall meetings where humanities scholars act as facilitators to discuss topics of importance.*

EXAMPLE: The **Kansas African American Affairs Commission** traveled to four Kansas communities and their humanities scholar presented information on the contributions to Kansas history by African Americans. Discussion followed.

## 4) Museum Exhibitions

*Interpretive exhibits use artifacts, documents, photographs, and other objects to inform viewers about human values and experiences. An interpretive exhibit always includes a written narrative or script that explains the significance of the visual images and artifacts presented. The narrative goes beyond mere identification, connecting the images and objects to a larger theme or story. Please see special guidelines that outline the expectations for exhibits.*

EXAMPLE: The **Smoky Hill Museum** created a comprehensive exhibition to tell the story of Saline County. Grant funds were used in support of script research and review and supplies.

## 5) Media Projects

*Media projects involve the production of radio documentaries, documentary films or videos, and live programming for radio, television, cablevision, or institutional networks. Humanities professionals must play substantive roles in the development of the script and in assuring the accuracy and humanities content of the final production. Please see special guidelines that outline the expectations for media projects.*

EXAMPLE: **KTWU public television** researched and produced "Black/White & Brown" a documentary tracing the legacy of the Brown vs. Board of Education landmark case as part of the 50<sup>th</sup> anniversary of the Supreme Court decision.