

INDIANA HUMANITIES ACTION GRANTS CALL FOR PROPOSALS



Grant Amount: Up to \$3,000

Timeline

Application deadline	On a rolling basis—due the last day of each month (11:30 p.m. Eastern)
Notification	Within four weeks of the application deadline
Date projects may begin	Six weeks after the application deadline
Date projects must be completed	Within one year of notification
Additional details	<ul style="list-style-type: none">• This grant requires at least a 100 percent cash/in-kind match.• We plan to award 35 to 40 Action Grants in 2021; depending on demand, we cannot guarantee that funds will remain toward the end of the year.• Indiana Humanities grants are funded through the support of the National Endowment for the Humanities, a federal agency.

At Indiana Humanities, we know that access to public humanities programs is essential. The humanities help to engage Hoosiers, inform them and inspire them. They stoke curiosity, promote dialogue and allow people to better understand the diverse and complex world in which they live. They're a vital component of thriving communities, enhancing quality of life and promoting economic development.

To help ensure that everyone across the state shares in these benefits, Indiana Humanities offers **Action Grants** to Indiana organizations, providing them with funds to develop and implement responsive and meaningful humanities programming in their own communities. The guidelines below present details about these grants, outlining the types of projects we support, who's eligible to receive them, how to apply and other important information.

What We Support

Indiana Humanities' mission is to encourage Hoosiers to think, read and talk, and we like to support projects that do just that—projects that help people learn new information, consider different perspectives, share ideas and understand one another better. Programs may come in a variety of formats—workshops, presentations,

reading/discussion programs, exhibitions, podcasts, film documentaries and more—as long as they’re open to the public and utilize the humanities as a tool for engagement.

To help illustrate and inspire, here are some projects we’ve funded that align well with the goals of the Action Grants:

- The [Civil Rights Heritage Center](#) in South Bend hosted a [civil rights film series](#) that paired nationally acclaimed documentary films with panels of local individuals and humanities scholars who spoke to each film's topic and impact in the South Bend community.
- [Historic New Harmony](#) hosted [Heritage Artisans Days](#), a three-day festival that allowed elementary students to experience what life was like in New Harmony, the site of two utopian communities in the early 1800s. Reenactors engaged with the students and provided history lessons through hands-on activities.
- As part of its “Plant the Seed, Read!” program, Warsaw-based [Kosciusko Literary Services](#) purchased copies of Ernest Hemingway's *A Farewell to Arms* for a community-wide reading program. It brought in a scholar to discuss Hemingway and the book at a number of public gatherings and school assemblies in towns around the region.
- The [Indiana Medical History Museum](#) in Indianapolis created an **app that allows deaf and hearing-impaired visitors to fully experience guided tours** of the museum via transcripts and ASL interpretation videos. Guests can borrow iPads with the app loaded and follow along during the tours.
- The [General Lew Wallace Study and Museum](#) in Crawfordsville hosted a series of six public programs related to the theme "From Crawfordsville to Constantinople: Traveling with the Wallaces." Activities included **presentations, a reading-and-discussion program and an author fair.**
- The [Jackson County Public Library](#) in Seymour hosted a professor from the University of Notre Dame, who gave a presentation highlighting **Indiana’s African-American history.** A local historian also spoke about black history in Jackson County and efforts to renovate the town’s Lynn Street Colored School Center of Good Will.
- To help local residents learn about different religions and better understand and accept others’ beliefs, the [Batesville Memorial Public Library](#) developed and hosted “**A World of Faith and Cultures in Our Neighborhoods.**” As part of the project, religious-studies scholars from Indiana University presented talks at four libraries across Ripley County, and each site hosted a festival featuring food, music and dress associated with different religious groups.

We especially like these programs because they fit well with our mission of encouraging Hoosiers to think, read and talk. A few attempted to reach audiences that are sometimes left out of community conversations, and others used technology to make humanities programs more available to the public. All were based in sound scholarship and at the same time were engaging and accessible—with strong participation from the community. They serve as excellent examples of the types of projects that Indiana Humanities likes to support with our Action Grants.

Eligibility

To be eligible for an Action Grant, you must apply on behalf of an Indiana-based tax-exempt organization. Schools, public libraries, churches, community organizations and government entities are eligible; 501(c)3 status is not required. We will not award Action Grants to individuals or for-profit entities. Also, note that we will not award an organization more than one Action Grant per calendar year.

Requirements

Your proposal must meet the following requirements in order to be considered. Our review committee will use these to evaluate, rate and rank your application.

Your project must:

1. **Contain a strong focus on the humanities.** When considering which humanities-related projects to fund, we use guidelines provided by the National Endowment for the Humanities. According to the NEH, the humanities include activities in the following disciplines:
 - Literature
 - Language
 - History
 - Philosophy
 - Archaeology
 - Comparative religion
 - Law
 - Ethics
 - Theory, history and criticism of the performing and visual arts
 - Social sciences that have humanistic content and/or humanistic method

We're especially interested in projects that align with our goals and help us carry out our mission. To learn more about what we do and what's important to us, visit www.indianahumanities.org. If you question whether your project falls into the humanities disciplines that we support, please contact us.

A point of clarification about the arts:

Indiana Humanities does not support arts-related projects, especially around the creation/display of visual art (drawing, painting, sculpture, etc.) or the performance of art (drama, dance, music, etc.). If your project involves these activities, we encourage you to seek guidance from the Indiana Arts Commission or your local arts council. In general, we do not award grants for writing workshops or other creative literary programs unless they include considerable opportunity for public reading and discussion. As noted above, we will consider projects that focus on art history and criticism (e.g., a discussion program in which a qualified and engaging scholar explores artistic themes and/or helps put works in context), but funding for these projects is rare. Our advice: If your project includes arts components, reach out to us for guidance before applying.

2. **Include humanities scholars in planning and implementation.** Humanities scholars are those with particular training or experience qualifying them as professionals in one or more of the academic disciplines of the humanities. Scholars may have advanced degrees (MA or PhD) in a humanities field of study and/or regular appointments at an institution of higher learning, or they may have developed a high level of expertise through immersion in a particular cultural tradition. Artists or authors are not humanities scholars unless they also fulfill these criteria.

We recognize that this requirement raises concerns for many applicants, so if you have questions about including a qualified scholar as part of your project, please contact us.

3. **Be intended for a public audience.** Although you may design and market your program for a target audience, you must ensure that it is open to the public at large. Our review committees assess the public nature of all proposed programs and evaluate how factors such as timing and location will impact audience attraction. Note that we do consider programs delivered in schools and prisons to be public, and in these cases you may offer them to select audiences (i.e., you don't have to open them to the broader public).

Please note: You may charge admission to an event funded with an Indiana Humanities grant, but the admission should be nominal (we recommend no more than the cost of a movie ticket). We will not fund a project if we feel the cost of admission will prevent it from being a truly public event. For this reason, we typically do not support conferences or workshops that charge significant registration fees, unless the grant goes toward an activity (e.g., a keynote address) that is open to the public at a free or reduced rate.

4. **Be presented at a site that is accessible according to the Americans with Disabilities Act (ADA).** If the site is not ADA accessible, you must demonstrate how you will make reasonable accommodations.
5. **Include a plan for execution.** You must demonstrate that you have the capacity to execute the project you propose. No matter how strong an idea is, we won't fund it if we don't have confidence that you can successfully implement it. In your application, be sure to provide sufficient detail as you describe your project ideas and goals. Tell us exactly what you're going to do and how you'll do it. Be thoughtful and clear about your timeline. Identify your project team members and scholars, describe their roles and show how they'll contribute to your project's success.
6. **Not exceed \$3,000 in requested funding.** You may apply for a grant of up to \$3,000 (though of course you may also ask for less). When we award a grant, we look closely at budgets to evaluate where applicants are proposing to spend grant funds. In some cases, we may offer only partial funding (and we're doing so increasingly as our grants become more competitive).
7. **Demonstrate at least a one-to-one match in cash or in-kind contributions from your organization or other sources** (e.g., if you request \$2,500, you must show at least \$2,500 of matching support). Matching funds must come from nonfederal sources and ideally will demonstrate a level of community support for the project. We report to the National Endowment for the Humanities data on how much private investment our grants leverage, so we encourage you to be thoughtful about calculating your match and to provide an accurate valuation of what you and your donors/collaborators will bring to the table. You'll find more information about the match in the "Budget" section in Appendix A below.
8. **Begin at least six weeks after the application deadline.** While you may engage in planning your project during the time that Indiana Humanities is considering funding, the public programming should not take place until six weeks after the application deadline. For example, if you submit an application in March (with a March 31 deadline), your program should not take place before mid-May. In this case, we would review the proposal in early to mid-April and notify you of our decision by the end of the month. The mid-May timeline would allow you the opportunity to prepare and submit the grant paperwork and to acknowledge Indiana Humanities' role in supporting the program (which is important to us). We encourage you to submit applications well in advance of your program start date; if you do not receive funding but have allowed enough time, you may revise your application based on the feedback we give you and resubmit it for reconsideration. If you have questions about the timing of your application, please contact us.
9. **Be completed within a year of the award date.** If awarded a grant, you must complete project activities within one year of receiving notification (with a final report due 90 days after close). If you'll

need longer than a year to complete your project, please let us know before you submit your application; we may allow more time for compelling reasons.

Restrictions

Indiana Humanities will not award grants for any of the following purposes:

- General operating expenses (i.e., our grants must support the development and implementation of specific public humanities programs)
- Activities that promote a particular political, religious or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying
- Fundraising
- Endowment contributions
- Regranting of funds
- Purchase of land or facilities, construction or renovation
- Property or major equipment purchases (in other words, funds should not be used exclusively for equipment purchases; we may consider funding equipment, however, if it's a portion of the grant request and will support the overall goal of providing public humanities programming)
- Archival acquisitions
- Programming that falls outside of the humanities, including the creation or performance of art (see further explanation in the Requirements section above)
- Social services
- Prizes, awards or scholarships
- Publication of books
- Foreign travel
- Alcoholic beverages
- Entertainment (unless it's a key educational component of the program—for example, musicians for a program on Indiana's jazz heritage)

Application, Review and Notification

You must submit your proposal using Indiana Humanities' online application system. Instructions for using the system are at www.indianahumanities.org/grants. Please note that first-time applicants will have to register.

More information about applying (including a list of narrative questions) is included in Appendix A below.

We accept applications for Action Grants on a rolling basis and review them every calendar month. Upon the start of a new month, we'll gather and evaluate all the applications we received over the course of the previous month. (So, for example, if you apply between January 1 and January 31, we'll review your application in February.) Our review committee will assess each proposal based on the extent to which the project aligns to the guidelines presented in this document. In particular, committee members will evaluate the richness of the humanities content and clear contributions of humanities scholars; the feasibility of the methods and the organization's capacity to execute the project; the strength of the idea and the statement of need; and the clarity and reasonableness of the budget. The committee will also take into consideration other factors such as the diversity of the applicant organization and its audience, the project's alignment to Indiana Humanities' mission and community support. **To help you better understand the factors that go into our assessment, we have attached the Action Grant scoring rubric in Appendix C.**

We'll notify you about the status of your proposal by the close of the review month. We'll contact the project director, who will be responsible for informing other project team members.

We'll award an organization only one Action Grant per calendar year. If you apply for a grant and don't receive it, you may rework your proposal (we encourage you to consult with our director of grants on ways that you might improve it) and submit it again.

Administration

If we award you a grant, Indiana Humanities will send the project director an agreement and information outlining the requirements for administering the grant.

Among other things, you'll need to:

- Sign and return a copy of the agreement. **This is a standard agreement and is nonnegotiable.** We reserve the right to cancel the agreement if you make significant changes to your project scope, purpose, activities, personnel, budget or timeline without obtaining our permission.
- Provide us with your organization's DUNS (Data Universal Number System) number. Indiana Humanities' grants are funded through the support of the National Endowment for the Humanities, a federal agency, and as a "subrecipient" of federal funds you must follow federal regulations, including registering for and providing us with a DUNS number. We'll ask for the DUNS number on the application, and if you have one, please provide it. If you don't have one, you can leave the field blank (it's not required), but know that if you receive a grant, you'll need to register and provide a DUNS number on the agreement.
 - If you're not sure if you have a DUNS number, visit <https://iupdate.dnb.com/iUpdate/companylookup.htm> to look up your organization. You can then follow the steps to verify your number or to apply for one.
 - If you prefer to obtain a DUNS number via phone, you'll find the phone numbers you need at https://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp.
- Send letters to your congressional delegation announcing the receipt of the grant.
- Submit to Indiana Humanities a listing of grant-funded events/activities.
- Comply with state and federal nondiscriminatory statutes.
- Report significant changes in the project to Indiana Humanities prior to their execution.

- Acknowledge Indiana Humanities and the National Endowment for the Humanities as stipulated in the grant agreement.
- Submit an expenditure and evaluation report at the conclusion of the project.
- Retain auditable records of grant funds and local donations of cash and in-kind contributions and services (for three years).

Note that Indiana Humanities will pay up to 90 percent of your award in advance (after we receive the signed agreement and congressional letters). We'll pay the remaining 10 percent after we receive the final expenditure and evaluation report.

Application Support

We're available to support you as you prepare your application, and we especially encourage you to reach out if you have concerns about whether your idea would be eligible for funding. (If you have doubts, we prefer that you seek advice before you take the time to complete the application.) We're also eager to provide assistance as you prepare your budget, identify your humanities scholars, fill out your application form and so on. For help, please contact:

George Hanlin, Director of Grants
Indiana Humanities
1500 N. Delaware St., Indianapolis, IN 46202
ghanlin@indianahumanities.org
317.616.9784

The Indiana Newspaper in Education Foundation Award

While the goal of the Action Grant is to support public programming covering a broad range of humanities topics (as defined above), Indiana Humanities will set aside funds to award at least one grant each year that is dedicated specifically to a media literacy project. Support for this initiative is generously provided by the Indiana Newspaper in Education Foundation.

Examples of Media Literacy Projects

According to the Center for Media Literacy, “Media literacy is a 21st century approach to education. It provides a framework to access, analyze, evaluate, create and participate with messages in a variety of forms—from print to video to the Internet. Media literacy builds an understanding of the role of media in society as well as essential skills of inquiry and self-expression necessary for citizens of a democracy.”

The following are some examples of media literacy projects that the Indiana Newspaper in Education Foundation is interested in funding—though we will consider other ideas as well.

- Development of materials for students to assist them in accessing, analyzing and evaluating specific news stories in newspapers and comparing them to other media sources.
- Teacher workshops, public lectures and town-hall-type discussions on fake news in newspapers and other media (the perpetuation of which, according to David Chavern, president and CEO of the News Media Alliance, “undermines society’s knowledge base and public discourse for a healthy democracy”).
- Development of lesson plans to distinguish fact vs. opinion in newspapers (digital or print) and follow-through in the classroom. These plans may include elements of comparing and contrasting between various media sources.
- Projects to help students understand the role of newspapers as the “watchdog of government” and the importance of being an informed citizen in a democratic society.
- Plans for introducing students to digital newspapers and how to include them in research projects.
- Teacher workshops on the First Amendment of the U.S. Constitution as it applies to freedom of the press.
- Projects for using print or digital newspapers in the classroom. These should include the study of current events and how they affect students’ daily lives.

Requirements and Restrictions

In general, the requirements and restrictions for this grant are the same as outlined above, with the following clarifications:

- Grants must be made to a tax-exempt Indiana organization. Individuals or newspapers must apply through a school, district, public library or other nonprofit entity supporting the project.
- The target audience must be students or teachers (K–12 or college/university), though components of the program may also benefit the public at large.
- All proposals must include an element (student materials, lesson plans, teacher guides, etc.) that can be shared with others (via websites or other means); the goal is to help teachers, librarians, news outlets and others replicate and promote the work.
- While we require grant recipients to involve a humanities scholar in project planning and implementation (as outlined in the Requirements section above), we offer some flexibility for the Indiana Newspaper in Education Foundation award. The key is to demonstrate that the project will include qualified experts—whether teachers, librarians, professors, journalists or others—who are capable of educating students about the concepts behind media literacy. All applicants should clearly demonstrate that their project includes the right mix of personnel to successfully plan, implement and evaluate the work.

Appendix A—Additional Information about Applying

A well-prepared application influences the grant-review process. To achieve a superior rating, proposals must meet the published criteria, clearly describe the end product and include a workable plan, have a consistent and accurate budget with itemized expenses and demonstrate community need for the proposed programming. The following outlines the sections you'll find on the online application form with some guidance for each.

Part 1: Overview

This provides us with the basic information we need about your organization. The following definitions/tips offer some guidance.

- *Project Title:* The name you've given your project. Make it brief, self-explanatory and appealing.
- *Sponsoring Organization:* The tax-exempt group assuming full responsibility for the grant and to whom the grant check should be payable.
- *Sponsoring Organization Official:* A person who is legally empowered to sign the application on behalf of the organization—usually the president, executive director or chair. College and university applicants should obtain the approval of their administrative officials (office of research, sponsored programs, etc.).
- *Federal Employer Identification Number (EIN):* Also referred to as the Federal Tax Identification Number (TIN), this is a unique nine-digit number that the Internal Revenue Service assigns to organizations.
- *Data Universal Number System (DUNS) Number:* This is an identification number that the U.S. Office of Management and Budget requires of all organizations receiving federal funds. If your organization doesn't have one at the time of application, you may leave this field blank, but know that you'll need to register for and provide us with a DUNS number if you receive a grant. (More information is in the Administration section above.)
- *Project Director:* The person who will serve as the administrative contact for Indiana Humanities. We'll send all grant-related correspondence to the project director, so the person you list should be aware of the application and be prepared to serve. The addresses you list (both email address and U.S. postal address) should be the location where the project director wishes to receive paperwork. Note that you must submit the project director's resume or CV as part of the application.
- *Contact for E-Payment Setup:* If you receive a grant, we prefer to pay funds electronically rather than via check. If you're willing to consider electronic payment, please provide the name and email address of the person to whom we should send setup instructions.
- *Project Cosponsor(s):* Groups that will play important roles but are not the actual recipients of the grant. Enter "none" if you do not have a cosponsor.

Part 2: Project Summary

The project summary offers our reviewers a **quick overview** of your project (the basic who, what, when and where). **In no more than two or three sentences per question** you should:

- Describe your project. What public programming/product will it produce?
- Describe the audience it will reach.

- Outline when it will take place. (For example, if it's an exhibition, when will it run? If it's a brochure, when will you publish and distribute it?)
- Indicate where it will take place/be distributed.

You'll see that in this section we also ask questions about whether your programs will be presented at sites that are accessible according to the Americans with Disabilities Act (ADA) and whether you'll be charging admission. Depending on your responses, you may need to provide further explanation.

Part 3: Narrative Questions

These questions allow you to provide more detailed information about your project's purpose, audience, connection to the humanities, implementation and evaluation. The online system allows you to start your application, save it and come back to it later, but just to be safe, you might want to type your answers in a word-processing program, save them, then copy and paste them into the online form.

These are the questions you'll need to answer:

- What is your project idea? If it's an exhibition, what's it about? If it's an event, what will take place? In other words, give a thorough description to help reviewers imagine how the project will unfold.
- Outline the goals of your project. What do you want to accomplish? What do you expect will happen as a result of your work?
- What is your organization's mission, and how does this project help you achieve it?
- Tell us about your intended audiences: Who are they? Why are they interested in participating? Considering your previous activities, how many people do you estimate the program will reach? How will they find out about the program? If your program will engage diverse audiences or reach underserved audiences, explain that here.
- Describe how the humanities are an integral part of your project. This may include how humanities disciplines, research, texts and/or methods are at the heart of your activity.
- Who are your humanities scholars, and how are they involved in the planning and implementation of your project?
- In addition to the scholars, list other project team members and describe their roles.
- List any partner organizations who are collaborating on this project and describe their roles.
- Give a detailed timeline for the project, including the projected months for planning, implementing and evaluating/reporting.
- How do you anticipate that Covid may impact your programming? If your programming includes in-person activities, what are your plans to ensure that you deliver them safely? What is your contingency plan should you have to cancel them?
- Describe your evaluation plan. How will you know whether you've successfully accomplished your goals?

Part 4: Budget

Here you'll provide a line-item budget for the project, **using the budget format in Appendix B as a guide**. We've included at www.indianahumanities.org/grants a template you can download and complete; you may also create a spreadsheet (e.g., Microsoft Excel) as long as it has the same columns and categories.

Please note the following:

- The column titled “Indiana Humanities Funds” should reflect how you'll use the funding that you're requesting from Indiana Humanities.
- The column titled “Cost Share—Cash” should reflect cash for project expenses that comes from your organization or your donors and collaborators. You may count in this column the time that paid staff will spend on the project.
- The column titled “Cost Share—In-Kind” should reflect the dollar value of support given to the project instead of money. Examples include volunteer time, use of donated meeting space or donated supplies. Compute the in-kind value according to the actual pay scale of persons engaged in comparable work, the actual rental value for the room or the actual purchase value of the supplies.
- Your match (cash and in-kind) must be at least equal to your requested grant funds.
- You cannot use federal dollars for cost-share purposes.
- Line items for alcoholic beverages, whether from Indiana Humanities grant funds or cost-share funds, are prohibited. These items should not appear anywhere in your budget.
- You cannot use grant funds for entertainment, unless it's an essential part of the programming (see further explanation in the Restrictions section above).
- You should keep reimbursement for airfare, hotel and per diem at reasonable rates; you should reimburse mileage at no more than the current IRS standard rate. Note that grant funds cannot be used for international travel.
- You may apply up to 10 percent of grant funds toward indirect costs, unless your organization is allowed a higher rate through a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government. If your organization has a NICRA, you must submit a current copy along with your application when requesting grant funds for indirect costs.
- You should be specific and clear about how you're spending grant dollars and meeting your match. If any budget items need an explanation, you should provide it in the Notes column. Remember that clarity of budget is one factor on which we evaluate your proposal.

Part 5: Required Attachments

- The online application requires you to attach resumes or CVs (no longer than two pages each) for the project director and scholars. Remember, the project director is the person whose name appears in the first section of the application and who serves as the primary contact between Indiana Humanities and the grantee organization. This person is also chiefly in charge of implementation and final reporting for the grant.
- Attach two or three letters of support from cosponsors, experts and/or interested community groups. These letters should vouch for the value of your program and its potential impact on the community. They

should come from people who are well positioned to make the case and not too closely tied to your organization. (A letter of recommendation from a past participant or a potential beneficiary of the program is more effective than a letter from your board chair, a staff member or one of the team members designing or delivering the program.) If you're partnering with an organization to deliver a program, it's also helpful to include a letter demonstrating that group's commitment and support.

- Please note that the attachment sections don't allow you to upload multiple documents—you must merge all of your items into one document and upload it. (For example, in the section that asks for resumes, you won't be able to upload four individual resumes—you'll have to combine each of the four resumes into one document and upload that single document.)

Appendix B—Sample Budget

Use the following sample budget as a guide for laying out and itemizing your own budget. You may create your budget in either a Word document or spreadsheet as long you use the same columns and categories as in the sample.

Category	<i>Indiana Humanities Funds</i>	<i>Cost Share—Cash</i>	<i>Cost Share—In-Kind</i>	<i>Notes</i>
<i>Administration</i> (list all persons, titles, hours, and rates of pay)		Jane Smith, program director 30 hrs. @ \$15/hr. = \$450 John Jones, executive director 10 hrs. @ \$20/hr. = \$200	Two volunteers 20 hrs. total @ \$12/hr. = \$240	
<i>Program Personnel</i> (list all non-administrative persons and stipends or rates of pay)	Susan Wilson, speaker = \$250 honorarium Jim Brown, speaker = \$250 honorarium Sarah Jackson, speaker = \$500 honorarium			Sarah Jackson (nationally recognized author) will serve as keynote speaker.
<i>Travel and Per Diem</i> (list mileage, airfare, lodging, per diem, etc.)	Wilson mileage from Indianapolis, 320 miles RT x \$.58/mile = \$186 Brown mileage from Chicago, 84 miles RT x \$.58/mile = \$49 Jackson flight from Boston = \$354 Jackson hotel (one night) = \$128 Jackson car rental = \$73 Jackson per diem, two days \$50/day = \$100			
<i>Supplies</i> (list expenses for any supplies)		Supplies for program (paper, envelopes, name tags) = \$77		
<i>Printing and Postage</i> (list expenses for any printing and postage)		Printing for flyers and brochures = \$225 Mailing of brochures = \$159	Discount for printing of flyers and brochures = \$150	Printing company is giving us a discount, so we're counting that as in-kind.
<i>Space Rental</i> (list expenses related to office and meeting space)			Public library meeting room for three days, \$75/day = \$225	
<i>Other</i> (list all items not included above)		AV rental for three events, \$60 per event = \$180		
TOTALS	\$1,890	\$1,291	\$615	

Appendix C—Action Grant Scoring Rubric

Our grant review committee uses the following scoring rubric to evaluate proposals.

Applicant Name:

Date:

Does this proposal meet the minimum guidelines (tax-exempt applicant, humanities topic/humanistic methods, public programming elements)? **Y** or **N**

If “yes,” use the rubric below to evaluate the proposal and assign a score.

Core Components

Component	Unacceptable	Acceptable	Good	Exemplary	Points Awarded
Humanities Focus <i>25 Points</i>	The project’s connections to humanities topics and/or its use of humanistic methods are weak. The public programming components are minimal. The scholars/experts listed are not legitimate or are questionable at best. <i>0–5 points</i>	The project includes humanities elements and/or humanistic methods but they’re fairly commonplace. The project does include scholars/experts, though their role may be incidental or not well defined. This is an adequate public humanities project, but it doesn’t necessarily inspire. <i>6–12 points</i>	The project clearly focuses on humanities topics and/or includes humanistic methods. It features solid public-programming components. The scholars and their roles are clearly identified, and the scholars will likely contribute to the project’s success. <i>13–19 points</i>	The humanities content focuses on a topic that’s underrepresented or not often studied. The project may apply unique approaches. The scholars/experts are extremely qualified and fully involved. This project is likely to engage the participants in meaningful and lasting humanities activities. <i>20–25 points</i>	out of 25
Capacity <i>20 Points</i>	The organization’s ability to carry out this project is questionable. The team does not appear qualified, the timeline is not well thought out/presented, the research/planning seems weak, and/or the organization does not have a strong track record. It does not appear that the organization has the capacity to draw an audience. The proposal is poorly developed. <i>0–5 points</i>	Given the proposal and what we know of this organization/team, it’s likely it could adequately carry out this project. The team appears qualified, and the timeline seems sound. Based on our understanding of the project and the target audience, we feel the organization is positioned to achieve its goals in terms of attendance. <i>6–10 points</i>	The organization has developed a solid proposal that inspires confidence. It has put significant thought into the planning of the project and presents a clearly defined timeline that’s achievable. The organization has a clear audience in mind for its program and a method for reaching it. This organization has a reputation for delivering. <i>11–15 points</i>	This is an organization that we can depend on to do great work. It has a reputation for excellence. It has prepared a concise and inspiring proposal with clearly outlined goals and a well-defined approach to achieving the goals. The timeline is explicitly spelled out and on target. The organization leaves no doubt that it will reach its audience. <i>16–20 points</i>	out of 20
Case Statement/Need <i>25 Points</i>	The proposal does not make a compelling case as to why this project is important to the community, nor does it convey enthusiasm and make us want to fund the project. The person writing the proposal does not “sell” the project, and if we don’t fund it, it’s hard to see that there will be much negative impact. <i>0–5 points</i>	Based on the proposal, we can see that this project has merit. The proposal sheds some light on the value the project brings to the community and how participants will benefit. While the enthusiasm factor might not be the highest, we can tell that the project team will be engaged and committed to creating impact. <i>6–12 points</i>	The proposal makes a compelling case as to why the project is important and clearly defines the impact it will have on the community. The proposal conveys a strong sense of enthusiasm and excitement. We know that if we fund this work, the team will carry it out with a sense of purpose and will create meaningful engagement. <i>13–19 points</i>	The proposal makes clear that this a project Indiana Humanities must fund. The writer demonstrates how the project is creative, innovative, and dynamic and how it will provide essential and impactful humanities programming to the community. The proposal leaves no doubt as to the value of the project. <i>20–25 points</i>	out of 25

Budget <i>10 Points</i>	<p>The budget does not include details to help reviewers understand how the organization will spend grant dollars and meet its match. It doesn't seem reasonable, it proposes to spend funds on prohibited activities, and/or the numbers don't add up. It raises questions about the ability to execute.</p> <p><i>0–2 points</i></p>	<p>The budget is adequate. While it might not offer the most detail, the organization has put some thought into it, and we get a sense of how grant dollars will be spent and how the organization will meet its match. The figures seem reasonable compared to what we understand about the project.</p> <p><i>3–5 points</i></p>	<p>The budget is well prepared. It offers sufficient detail to help us understand how funds will be spent. The organization has been thorough with calculating cash and in-kind cost share, and we feel the budget does a good job of accurately reflecting the costs involved with the project</p> <p><i>6–8 points</i></p>	<p>This is a model budget. It presents a thorough accounting of how the grant dollars will be invested, and it's clear that the person preparing it has spent time getting quotes, estimates, etc. The cash and in-kind cost-share calculations are detailed and reasonable. The budget's detail inspires confidence in the project.</p> <p><i>9–10 points</i></p>	<p>out of 10</p>
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Additional Factors

Factor	Considerations	Points Awarded
Reaches Underserved Audiences <i>5 Points</i>	<p>Indiana Humanities wants to be sure that we reach diverse organizations, communities and audiences, and we recognize that we have not always done so. Award up to five points if you feel that the programming proposed in this proposal would reach underserved groups (consider factors such as race, ethnicity, age, gender, sexual/gender identity, socioeconomic status, rural/suburban/urban status, geographic outreach, etc.).</p>	<p>out of 5</p>
Builds Capacity <i>5 Points</i>	<p>Indiana Humanities also wants to help organizations build their capacity so that they're better prepared to serve their communities. If you feel that the opportunity to collaborate with us on a grant-funded project will help the applicant to develop the skills of its team members; improve organizational strength; and grow its ability to develop, implement and evaluate meaningful humanities programming for the public, award up to five points. As part of your scoring, consider whether the organization is led by and serves members of underrepresented communities (e.g., BIPOC-led organizations), whether it's at a disadvantage because it has not benefited from previous investment, and similar factors.</p>	<p>out of 5</p>
Aligns to Indiana Humanities' Goals <i>5 Points</i>	<p>Indiana Humanities' mission is to connect people, open minds and enrich lives by creating and facilitating programs that encourage Hoosiers to think, read and talk. If the proposed project supports our mission and helps us achieve it, award up to five points.</p>	<p>out of 5</p>
Demonstrates Community Support <i>5 Points</i>	<p>We want to ensure that our grant recipients are well regarded in their communities and that our grant-funded projects will have an impact, so we ask applicants to submit one or two letters of support from other groups in their area. These should ideally come from outside organizations, not from people closely affiliated with the applicant, and should show that the applicant is a good partner, has a good track record, and is proposing a project that will be of value to the community. Based on the letters of support provided—and other information presented in the proposal—award up to five points.</p>	<p>out of 5</p>
<p>Add together the points you assigned for each of the core components and factors listed above and enter the total to the right.</p> <p style="text-align: right;">This is your final score.</p>		<p>out of 100</p>

Comments: