

HUMANITIES INITIATIVE GRANTS

2016



Contact:

Nancy N. Conner, Ph.D.
Director of Grants
Indiana Humanities
1500 N. Delaware Street
Indianapolis, IN 46202
317.638.1500 or 800.675.8897 ext. 128
grants@indianahumanities.org

SECTION 1 – GRANT GUIDELINES

A. Grant Purposes

Humanities Initiative Grants are awarded to conduct public programs dealing with the humanities. These grants respond to initiatives from not-for-profit organizations that wish to sponsor public programs such as town hall meetings, workshops, lectures, exhibits, reading and discussion programs, and production of humanities resources.

Funding for these grants is provided by the National Endowment for the Humanities, a federal agency.

B. Eligibility

1. Requirements

To be eligible for any grant from Indiana Humanities, an applicant must be a not-for-profit organization with tax-exempt status. Schools, public libraries and government entities are eligible. 501(c)3 status is not required. However, grants will **not** be made to individuals.

In carrying out the grant, applicants must:

- Retain auditable records of grant funds and local donations of cash and in-kind contributions and services.
- Comply with basic state and federal nondiscriminatory statutes.
- Report significant changes in the project to Indiana Humanities.
- Submit an expenditure and evaluation report at the conclusion of the project.
- Share any income produced by the project with Indiana Humanities or apply it to the project.
- Grant to Indiana Humanities a royalty-free, non-exclusive license to publish or otherwise use any product(s) from the project.

2. Restrictions

Indiana Humanities grants will **not** be made for any of the following purposes:

- Political action or advocacy
- Creation or performance of art
- Social services
- Religious practices or training
- Scholarships
- Construction or renovation
- Property or major equipment purchases
- Publication of books
- Operating expenses
- Microfilming newspapers
- Alcoholic beverages, refreshments or entertainment

C. General Requirements for ALL Grant Applications

All proposals must meet the following requirements to be considered. These will be used to evaluate, rate, and rank the application.

1. **Contain a strong focus on the humanities.** For the purposes of Humanities Initiative Grants, Indiana Humanities uses the definition of the humanities provided by the National Endowment for the Humanities which states that 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*

* those aspects of the social sciences—such as economics, political science, sociology, anthropology and folklore—which have humanistic content and employ humanistic methods

2. **Include humanities scholars in project planning and implementation.** Humanities scholars are individuals 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 (M.A. or Ph.D.) 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.
3. **Be intended for a public or school audience.** Although sponsoring organizations may design programs for target audiences, the programs must be accessible to people outside of the organization's membership.
4. **Be presented in a site that is accessible according to the Americans with Disabilities Act (ADA)** or sponsors must make reasonable accommodation.
5. **Be founded on an excellent and viable idea.** Applicants must show evidence of ability to implement that idea and execute it within the grant period.
6. **Not exceed \$2,000 in requested funding.** Grant requests can be made for up to \$2,000; however, after reviewing the grant proposal, Indiana Humanities may decide to award less than the requested amount.
7. **Demonstrate at least an equal match in cash or in-kind contributions from the sponsoring organization or other sources.** Matching funds must come from non-federal sources and ideally will demonstrate some level of community support for the project.
8. **Be submitted online no later than the deadline dates shown below. Project activities may not begin before the dates indicated below.**

9. **TO SUBMIT: A link to an online application form is available on the Grants webpage** (<http://indianahumanities.org/about-grants>). **Applicants must use the online form; submissions on paper are no longer being accepted.**

Round	Deadline:	Projects May Begin:
One	February 1, 2016	March 31, 2016
Two	August 1, 2016	September 30, 2016

D. Special Emphasis for 2016 Humanities Initiative Grants

In 2016, Indiana Humanities is sponsoring a theme program entitled “The Next Indiana” to encourage Hoosiers to think, read and talk about future directions for the state. Grant applicants are encouraged to submit proposals for projects that relate to this theme or to the 2016 Indiana Bicentennial.

Other topics and types of applications will, however, also be eligible if consistent with the general requirements listed above.

PLEASE NOTE: Any materials submitted as supplements to the application, including books, photographs, and any other items, become the property of Indiana Humanities. They will **not** be returned to the applicant.

SECTION 2 – APPLICATION PROCESS

A. Application Instructions

A well-prepared application influences the review process. To achieve a superior rating, proposals must meet the published criteria, clearly describe a workable plan, have a consistent budget, and demonstrate community need for humanities programming.

1. Cover Sheet

- a. **Project Title:** Make it brief, self-explanatory, and appealing.
- b. **Sponsoring Organization:** The not-for-profit group assuming full responsibility for the grant and to whom the grant check should be payable.
- c. **Sponsoring Organization Official:** A person who is legally empowered to sign the application on behalf of the organization; usually the president, chair, or executive director. College and university applicants must obtain the approval of their administrative officials (Office of Research, Sponsored Programs, etc.).
- d. **Project Co-Sponsor(s):** Groups that will play important roles but are not the actual recipients of the grant.
- e. **Project Director:** The project director must be prepared to serve as the administrative contact for Indiana Humanities. All correspondence, checks, notices, etc. will be sent **ONLY** to the project director, including notification about the award decision. This person's resume **must** be submitted.
- f. **Tax Exempt Status:** Enter the Indiana Not-for-Profit Tax Exemption number on the cover sheet. Organizations do not need to have IRS 501(c) 3 status.

2. Narrative Questions

The following questions should be answered via the online form. Keep answers concise; each question has a word limit, per the online form.

a. Project Summary

Answer each of the following questions (**no more than 2 sentences per question**).

- What is your program/project/activity, that is, what specifically will you do?
- Whom will your project reach?
- When will this program/project/activity take place?
- Where will your program/project/activity occur?

b. Rationale

What community needs will your project fulfill? How is your proposed use of the humanities an especially effective way to meet these needs? What outcomes do you expect this project to produce?

c. Evaluation Plans

How will you evaluate whether you have succeeded in meeting these community needs and producing these outcomes? Please be specific. What would be evidence of success for this project? How will you gather and analyze this evidence?

d. *Project Implementation*

Demonstrate your ability to implement the project by describing:

- project personnel and their roles (especially humanities scholars),
- cooperating organizations or agencies,
- publicity plans,
- materials that will be produced (if any) and how they will be distributed,
- detailed timetable for the project, giving month and year for planning, for implementation and for evaluation/reporting. (If the project is an event such as a conference or a workshop, *also* include an agenda.)

e. *Acknowledgment*

List ways in which Indiana Humanities and the National Endowment for the Humanities will be recognized for awarding a grant to your organization.

3. Budget

Provide a line-item budget for the project, using the Budget Format (below) as a guide. You may use a spreadsheet program, as long as it has the same columns and categories.

Please note the following:

- The column entitled “Grant” should reflect funding you are requesting from Indiana Humanities.
- The column entitled “Matching - Cash” should reflect cash for project expenses that comes from either the sponsoring group or its donors and collaborators.
- The column entitled “Matching – In-Kind” should reflect the dollar value of commodities given to the project instead of money. Examples include volunteer time, use of meeting space, or 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.
- **Federal dollars cannot be used for matching purposes.**
- Line items for alcoholic beverages, refreshments or entertainment, whether Grant or Matching, are prohibited. These items should not appear *anywhere* in your budget.
- Reimbursement for airfare, per diem, and hotel should be kept at reasonable rates. Mileage should be reimbursed at no more than the current IRS standard rate.
- If any budget items need an explanation, please attach one.

4. Required Attachments

- a. Attach resumes (no longer than two pages each) for the project director and scholars. The “project director” is the person whose name appears as Project Director on the Cover Sheet, and we need that person’s resume. Do not guess about who the “real” project director is - **look at your Cover Sheet.**

- b. Attach 1-5 letters of support from co-sponsors, experts, and/or interested community groups.
- c. Attach a list of the sponsoring organization's board members.

B. Submission Instructions

A link to an online application form is available on the Grants webpage (<http://indianahumanities.org/about-grants>). The online application is an electronic version of the application format on pages 4-6 of this booklet. All guidelines, questions and requirements are same. ***Please read all instructions carefully.***

C. Review Procedures and Notification

Grant applications will be reviewed by Indiana Humanities Board members, community leaders, subject matter experts, and/or panelists.

You will be notified about the status of your grant application by letter *to the project director* before the project beginning date. (See page 3 for dates.) The project director is responsible for notifying other project team members.

D. Assistance

Staff members are available by telephone or e-mail to answer specific questions about your application. You may also make an appointment to see a staff member at the Indiana Humanities office. Contact Nancy Conner for more information. Phone: 317.638.1500 or 800.675.8897 (ext.128). E-mail: nconner@indianahumanities.org.

SECTION 3 – FREQUENTLY ASKED QUESTIONS

- **Who is eligible to apply for a grant?**
Not-for-profit entities, including public libraries, schools and government agencies, may apply for Indiana Humanities grants. Individuals are not eligible. Applicant organizations do not have to have 501(c)3 status with the IRS, but they must be tax-exempt.
- **What is the source of funding for Indiana Humanities grants?**
The National Endowment for the Humanities, through an annual grant to Indiana Humanities, provides support for the grant program. The Historic Preservation Education Grant program, however, receives half of its funding from Indiana Landmarks.
- **What is should be listed as the “project director”?**
The project director, for the purposes of this grant application, should be the administrative contact for Indiana Humanities. This person does not necessarily need to be in charge of directing program activities but rather should be the person most suited to handling grant paperwork and checks, filing reports (especially financial), answering questions about the sponsoring organization and other administrative duties.
- **Can a grant project have co-directors?**
No.
- **What is the maximum time period for the grant project?**
2016 grant projects should have an ending date no later than Oct. 31, 2017.
- **Are indirect costs allowed?**
Indirect costs, up to 5 percent of direct costs, may be included in the grant request. An additional 25 percent of direct costs may be included as indirect cost share (matching).
- **What is the CFDA number for this grant program?**
For organizations that need to track their federal grant awards, these grants are funded under a program of the National Endowment for the Humanities that is identified as 45.129 in the Catalogue of Federal Domestic Assistance (CFDA).
- **What is the National Endowment for the Humanities grant number under which funding for this program is provided?**
SO-50594-14.

SAMPLE BUDGET FORMAT

Use this format as a **guide** to laying out your budget columns and categories, but type budget information on a separate sheet, *itemizing* wherever indicated.

Round all cents to the nearest whole dollar.

Categories	Grant	Cost Share - Cash	Cost Share - In Kind
Administration (List all persons, titles, hours, and rates of pay)	\$	\$	\$
Program Personnel (List all non-administrative persons and stipends)	\$	\$	\$
Travel & Per Diem (List mileage, airfare, per diem, and hotel.)	\$	\$	\$
Supplies (List each item)	\$	\$	\$
Printing & Postage (List each item)	\$	\$	\$
Space Rental & Telephone (List both office and meeting space)	\$	\$	\$
Other (specify) (List all items not included above)	\$	\$	\$
Totals	\$	\$	\$