



# INDIANA HUMANITIES PROJECT DIRECTOR GUIDELINES INcommon Grant

If you have questions regarding your project, contact George Hanlin, Director of Grants, at 317.616.9784 or [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org).

## GRANTS ADMINISTRATION PAGE

You will find this guide, links to all required forms, logos/branding documents, and other important materials in the INcommon section of the Indiana Humanities grants administration page: <http://indianahumanities.org/grantsadmin>. Please contact us if you need assistance.

## YOUR RESPONSIBILITIES

As project director, you're responsible for carrying out the terms of your agreement, including:

- Planning and managing project activities
- Ensuring that all conditions and restrictions attached to the grant are honored
- Documenting project expenses
- Evaluating the project and submitting the final report

## THE GRANT AGREEMENT

You will receive via U.S. mail two copies of the grant agreement. Please review the agreement carefully, and if the terms are acceptable, sign and date both copies. Two different signatures are required—yours (as project director) and that of the sponsoring organization official. The sponsoring organization official may be the board chair, executive director, or any other person with the power to authorize the organization's participation in the project—but note that it should be the person who cosigned the application cover sheet with you.

Along with the agreement you'll find a document titled "Instructions for Certification." This explains in greater depth sections XV and XVI of the grant agreement—certifications that you attest to by signing the agreement.

Grant recipients are required to submit their organization's DUNS (Data Universal Number System) number as part of the grant agreement (in the signature section). If you need help obtaining a DUNS number:

- First, look up your organization on this webpage (scroll down) to see if you already have a DUNS number: <http://www.dnb.com/duns-number.html>.
- If you do not have a DUNS number, the following web has information on how to obtain one by phone: [https://fedgov.dnb.com/webform/pages/reqDuns\\_phone.jsp](https://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp).
- And this website explains how to apply for a number online: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>.

Once you've signed the agreement, **KEEP a copy for your records** and **RETURN the other copy to Indiana Humanities**. *We must have an original copy of the agreement, so please return it by mail or deliver it in person.*

## LETTERS TO CONGRESSIONAL DELEGATION

Because most of our grant dollars come from the National Endowment for the Humanities, a federally funded agency, it's important that we demonstrate to Congress the value of the grants program. Therefore, as part of your grant, we ask that you write a letter to each member of your congressional delegation briefly describing your project. The letter should state that the project was supported by a grant from Indiana Humanities in cooperation with the National Endowment of the Humanities, and it should summarize the impact that the project will have on your community. We have attached with this email a sheet indicating to whom you should send the letter (i.e., Indiana's two senators and your representative). **Please include copies of these letters when you return your grant agreement to Indiana Humanities.**

## CALENDAR OF PROJECT EVENTS

Indiana Humanities is proud of your work and wants to promote it. If your project includes activities that are open to the public (e.g., a workshop, lecture, or tour), please complete the online [calendar of project events form](#) so we're aware of them. (As an alternative, you may email a detailed list of the events to [grants@indianahumanities.org](mailto:grants@indianahumanities.org)). As appropriate, we'll help to market your activities via our website, social media, and other outlets).

## PAYMENT OF GRANT AWARDS

Indiana Humanities will pay up to **90 percent of your grant in advance**, provided that you will **disperse the funds within 90 days**. To receive payment you must:

- Have returned to Indiana Humanities the signed grant agreement.
- Have provided us with copies of the letters you wrote to your senators and representatives.
- Submit an online [cash request form](#).

Because all funds must be used within 90 days of receipt, you may need to request payment in installments, submitting multiple cash requests as the project progresses, up to a total of 90 percent of the grant award.

**Indiana Humanities will pay the final 10 percent of the grant only after we receive and approve the final report** (plus copies of printed materials) as specified in your grant agreement.

## CERTIFYING CONTRIBUTIONS

Grant recipients are required to provide a percentage of the total cost of the project. This local cost share may consist of cash support as well as in-kind contributions.

You should keep documentation of all cash expenditures, in the form of receipts, with your project files.

In-kind contributions made to your project require documentation as well, and to help you we've attached in-kind certification forms. There are two forms: one for staff/volunteer time and one for contributed goods and facilities. Duplicate these forms and distribute them to in-kind contributors. Collect signed forms from contributors and keep them on file with other project records. **Do not** turn in certification forms or cash receipts to Indiana Humanities but **do** retain copies for your files for three years (see additional information below).

## **ACKNOWLEDGING INDIANA HUMANITIES SUPPORT**

You are required to acknowledge Indiana Humanities support. Please use our logo (found at <http://indianahumanities.org/grantsadmin>) per the instructions on the attached branding guide, or include the following text: “This program has been made possible through a grant from Indiana Humanities in cooperation with the National Endowment for the Humanities.”

## **SUBMITTING THE FINAL REPORT**

Final reports are due within 30 days after the ending date of the project (no later than November 30, 2017). Use the online [final report form](#). You’ll see that we ask you to attach photos, press releases, printed articles, brochures, or other publicity material generated by the program; as an alternative, you may also email these items to [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org) or send hard copies to Indiana Humanities, 1500 N. Delaware St., Indianapolis, IN 46202-2419.

## **KEEPING RECORDS AFTER PROJECT TERMINATION**

Per federal requirements, you should keep auditable records of all grant expenditures and all local cost-share contributions for at least **three years** after you submit the final report. To ensure the safety of these records, keep the receipts for both grant expenditures and local cost-share contributions in a single place on the premises of the sponsoring organization, together with all other records from the project.

**Thank you for developing and implementing INcommon programming. We’re excited to support you!** Remember that you can find all documents and forms referenced in this guide in the INcommon section of the Indiana Humanities grants administration page at <http://indianahumanities.org/grantsadmin>. And if you need assistance at any time, please reach out to us.