



INDIANA HUMANITIES PROJECT DIRECTOR GUIDELINES Quantum Leap Grant

If you have questions regarding your project, contact George Hanlin, Director of Grants, at 317.616.9784 or 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 Quantum Leap Grant 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 should be the person whose name appears along with yours on the application cover sheet.

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.

You'll need to include your organization's DUNS (Data Universal Number System) number in the signature section of your grant 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.

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 included in our introductory 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 wants to promote your good work. If your project includes activities that are open to the public (e.g., workshops, lectures, or tours), please complete the online [calendar of events form](#) so we're aware of them. (If you prefer, you may instead email a detailed list of the events to 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 **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 (and any other outstanding funds) **after we receive and approve the final report** 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 created 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 in the [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." Note that for branding purposes, we call ourselves Indiana Humanities (not the Indiana Humanities Council).

SUBMITTING THE FINAL REPORT

Final reports are due within 90 days after the ending date of the project. 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 grants@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 humanities programming in your community. We're excited to support you!

Remember that you can also find all documents and forms referenced in this guide in the Quantum Leap Grant section at <http://indianahumanities.org/grantsadmin>. If you need assistance at any time, please reach out to us.