



INDIANA HUMANITIES

PROJECT DIRECTOR GUIDELINES

Advancing Racial Equity Collection Development Grants—2020

If you have questions regarding your project, contact Bronwen Carlisle, Programs and Special Projects Manager, at 260.446.4707 or bcarlisle@indianahumanities.org.

GRANTS ADMINISTRATION PAGE

You will find this guide, links to all required forms, logos/branding documents and other important materials in the Advancing Racial Equity Collection Development Grants section of the Indiana Humanities grants administration page: <http://indianahumanities.org/ihrgrantsadmin>. 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, namely the purchase of approved materials for circulation
- 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 email a PDF of the grant agreement. Please review the agreement carefully, and if the terms are acceptable, print and sign it. Note that this is a standard agreement and that we do not have the capacity to customize it. Two different signatures are requested—yours (as project director) and that of the sponsoring organization official (if applicable).

Along with the agreement, you'll find a document titled "Instructions for Certification." This explains in greater depth sections XIV and XV 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.

1. 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.
2. 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, return a copy to Indiana Humanities. *You may do so by sending it via U.S. mail or scanning/emailing it to bcarlisle@indianahumanities.org.*

PAYMENT OF GRANT AWARDS

Indiana Humanities will pay 100 percent of the awarded grant amount to your organization after you have signed and returned your grant agreement letter. You must use all funds within 90 days of receipt.

Please note that we will not send any payment until you have returned to Indiana Humanities the signed grant agreement (with your DUNS number included).

CERTIFYING CONTRIBUTIONS

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

In addition to receipts, please track the value of any in-kind contributions (staff/volunteer time, additional project funds, any donated services) and report these values on your final budget. More detailed instructions about additional contributions can be found on the final budget form.

Do not turn in cash receipts to Indiana Humanities but **do** retain copies for your files for three years (see additional information below).

APPROVED BOOK/MEDIA LIST

Grant money may only be used to purchase items from the [approved list](#) of books and media. The list includes fiction and nonfiction titles for children, teens and adults in multiple formats (books, CD books, eBooks, eAudiobooks, DVDs, Blu-ray). The final report form will require the project director to document an itemized list of how the funds were spent, and all documented items must come from the approved list. While we will not require you to turn in receipts as part of this documentation, you should keep all receipts for three years, as outlined in more detail below.

ACKNOWLEDGING INDIANA HUMANITIES' SUPPORT

You are required to acknowledge Indiana Humanities' support in newsletters, in press releases, on signage, on flyers, on web pages, at public events and anywhere else you share news of the collection. Please use our logo (found at <http://indianahumanities.org/ihgrantsadmin>). Please use the following credit line: "This program has been made possible through a grant from Indiana Humanities with funds from Lilly Endowment Inc."

SUBMITTING THE FINAL REPORT

Final reports are due on or before December 1, 2020. Use the online [final report form](#). Note that you'll need to upload to the form a final expenditure report that includes an itemized list of the resources you purchased using the grant dollars. You'll also see that we ask you to attach to the form any photos, press releases, printed articles, brochures, or other publicity material generated by the grant funding; as an alternative, you may email these items to bcarlisle@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 partnering with us. We're excited to support you!

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