# INDIANA HUMANITIES
# PROJECT DIRECTOR GUIDELINES
*One State / One Story: The Year We Left Home*
**Campus Read Grant**

Congratulations on receiving a Campus Read grant from Indiana Humanities! We're excited about your project and the conversations it will spark at Indiana colleges and universities. If you have questions regarding your project, contact Megan Telligman, program manager, at 317.616.9409 or mtelligman@indianahumanities.org.

## CAMPUS READ RESOURCE PAGE

You will find this guide, links to all required forms, logos/branding documents, and other important materials on the Campus Read Resource page: **https://indianahumanities.org/campus-reads-grants**. 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
- Submitting required interim reports for the life of the project
- Submitting an event calendar to request funding
- Documenting project expenses
- Evaluating the project and submitting the final report

## THE GRANT AGREEMENT

Please review the agreement carefully, and if the terms are acceptable, sign and date both copies. Note that this is a standard agreement and that we do not have the capacity to customize it. Two different signatures are required—yours (as project director) and that of your grants/finance official.

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, return it to Indiana Humanities via email (mtelligman@indianahumanities.org) or mail (1500 N Delaware St., Indianapolis, IN 46202).

## REGISTERING IN THE SYSTEM FOR AWARD MANAGEMENT (www.sam.gov)

Indiana Humanities' grants are funded by the federal government through the National Endowment for the Humanities, which means that by accepting the grant, your organization becomes a "subrecipient" of federal funds. **Because of this, you must register your organization in the federal government's System for Award Management (SAM, located at [www.sam.gov](www.sam.gov)).** We attached to our introductory email (the same email that included this document) a one-page sheet with instructions on how to register in SAM. **If your organization is not already registered, please begin the process right away. Before we send any grant payments, we must verify that you're registered in SAM (and the process can take several weeks).**

If you have questions, first check out this helpful page from the federal government's grants management website: [https://www.grants.gov/applicants/organization-registration/step-2-register-with-sam.html](https://www.grants.gov/applicants/organization-registration/step-2-register-with-sam.html). Then feel free to contact us for further support.

**IMPORTANT NOTE: Registration and registration updates in the System of Award Management database are always FREE**. Never pay to register or update your registration. If you're asked to do so, it is a scam. Contact Megan at Indiana Humanities if you have any questions about this process.

## 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. As appropriate, we'll help to market your activities via our website, social media, and other outlets. (Please note: While we encourage you to promote your activities on Facebook and to tag Indiana Humanities, we're unable to accept invitations to serve as cohosts of events.)

## PAYMENT OF GRANT AWARDS

Indiana Humanities will pay **90 percent of your grant** upon receipt of the calendar of events. To receive payment you must:

- Have returned to Indiana Humanities the signed grant agreement (with your DUNS number included)
- Have registered in the System for Award Management ([www.sam.gov](www.sam.gov))
- Submit an online calendar of events (see above section).

**Indiana Humanities will pay the final 10 percent of the grant after we receive and approve the final report** as specified in your grant agreement.

## CERTIFYING CONTRIBUTIONS

Grant recipients are required to provide a one-to-one match for of the total cost of the project. This 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](staff/volunteer time) and one for [contributed goods and facilities](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).

## INTERIM REPORTING PROCESS

We also ask that you submit interim reports outlining your progress towards the goals stated in your application. The deadlines for the interim reports are as follows:

**June 1, 2020 – Interim Report #1 Due**
**January 30, 2021 – Interim Report #2 Due**
**June 1, 2021 – Final Reports Due (see section below)**

Interim reports can be brief (1-2 pages at most) and should update Indiana Humanities on progress towards courses or programs, outcomes of previously held programs, and any changes to programs, personnel, or budgeting. Email the interim reports to Megan Telligman at mtelligman@indianahumanities.org

## SUBMITTING THE FINAL REPORT

Final reports are due on or before **June 1, 2021**. Use the online final report form. Note that you'll need to upload to the form a final budget form (a template is available on the Campus Read Resource page). We do not require that you submit receipts, though you should keep those for your records (see below). 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 program; as an alternative, you may email these items to [mtelligman@indianahumanities.org](mailto:mtelligman@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.

## ACKNOWLEDGING INDIANA HUMANITIES' SUPPORT

**You are required to acknowledge Indiana Humanities' support.** Please use our logo and the INseparable program logo (found at **https://indianahumanities.org/campus-reads-grants**) and/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." We also ask that you acknowledge our support in press releases, on flyers, on web pages, at your public events, etc. **Note that for branding purposes, we call ourselves Indiana Humanities (not the Indiana Humanities Council)**.

**Thank you for developing and implementing humanities programming in your community. We're excited to support you!**