



INDIANA HUMANITIES

PROJECT DIRECTOR GUIDELINES

Collaboration Grant—2020

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 Collaboration Grant section of the Indiana Humanities grants administration page: <http://indianahumanities.org/iupdates/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

KICKOFF MEETING/CALL

As you begin your grant-funded project, Indiana Humanities' director of grants will work with you to schedule a kickoff conversation. Depending on the circumstances, this may be either in person or via a phone call, and if appropriate, you may want to include representatives from your partner organizations. During this conversation, we'll highlight some of the requirements spelled out in these guidelines, discuss a timeline for the project, explore communications approaches, and consider ways that we can continue to work together throughout the project to ensure its success.

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 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 your 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, return a copy to Indiana Humanities. ***You may do so by sending it via U.S. mail or scanning/emailing it.***

LETTERS TO CONGRESSIONAL DELEGATION

Because 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. We will not send any grant payments until we receive copies of these letters.**

CALENDAR OF PROJECT EVENTS

With the support of the Collaboration Grant, you and your partners will no doubt host a number of public programs, and Indiana Humanities wants to promote your good work. As your events begin to take shape, 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. (**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 up to **90 percent of your grant in advance**, provided that you will **disperse the funds within 90 days**. To receive payment you must submit an online [cash request form](#). Please understand that we will not send any funds in advance until you specifically request them. (If you do not request an advance, we will send all outstanding funds once we process the final report.)

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

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).
- Provided us with copies of the letters you wrote to your senators and representatives.

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 50 percent 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](#) 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/ihgrantsadmin>) 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).**

INTERIM REPORTING PROCESS

Indiana Humanities will work with you to set the timeline for your project and to build in opportunities for check-ins (likely one or two times throughout the course of the project). The director of grants will find time to either email or call you and may ask you to file a brief online report updating us on your progress.

SUBMITTING THE FINAL REPORT

Final reports are due within 90 days after the ending date of the project. Use the online [final report form](#). Note that you'll need to upload to the form a final expenditure report (we included a template in our introductory email and also have posted it in the Collaboration Grants section at <http://indianahumanities.org/ihgrantsadmin>). 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 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 Collaboration Grant section at <http://indianahumanities.org/ihgrantsadmin>. If you need assistance at any time, please reach out to us.