

PRESERVING WOMEN'S LEGACY GRANTS Project Director Guidelines

If you have questions regarding your project, contact George Hanlin, Indiana Humanities 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 Preserving Women's Legacy Grant section of the Indiana Humanities grants administration page: <http://indianahumanities.org/ihgrantsadmin>. 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, including the required kickoff event
- Ensuring that all conditions and restrictions attached to the grant are honored
- Providing quarterly updates
- Documenting project expenses
- Evaluating the project and submitting the final report

GRANT AGREEMENT

You'll 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. Note that the "Instructions for Certification" are for your information only, and other than reviewing them, you don't need to take further action.

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 to grants@indianahumanities.org.***

CERTIFICATE OF APPROVAL

If your project falls within a historic district or impacts a historic structure, you should have completed an application for a Certificate of Approval (State Form 52889) and submitted it with your proposal. We have forwarded your completed Certificate of Approval application to the state's Division of Historic Preservation and Archaeology (DHPA) for review. DHPA staff may reach out to you to follow up, ask clarifying questions, and provide additional information. This process may take several weeks. The DHPA must approve the Certificate of Approval application before you begin any work and before we award funds.

TRAINING WORKSHOP

As indicated in the call for proposals, the project director must attend a training workshop on Thursday, July 23. We'll present the workshop virtually via Zoom from 9:30 a.m. to 4:30 p.m. The workshop will feature skill-building sessions focused on getting the word out about your project and attracting visitors, ideas for kickoff events, background information on women's history in Indiana and more. We've sent an email with an agenda and registration information. Because the workshop is now virtual with room for unlimited participants, we encourage you to share registration information widely with your project partners and invite team members to attend.

PUBLIC ANNOUNCEMENT

We'll publicly announce the Preserving Women's Legacy Grant recipients on August 26, to honor the date 100 years earlier when the U.S. secretary of state officially certified ratification of the 19th Amendment. We're making the announcement via video and have hired a videographer to visit your communities, interview you about your project and capture footage. Please help coordinate with her so we can include you in the announcement. Remember: Until the August 26 announcement, we ask you to limit news of the award only to partners and not to share it with the community.

KICKOFF EVENT

As mentioned in the call for proposals, we want to ensure that the community engages with your project and that it receives the attention it deserves. Therefore, we're requiring you to include a kickoff event as part of your programming. Ideally the event will take place in the fall of 2020, and depending on conditions, it may be either in person or virtually. Potential events could include:

- A ribbon-cutting ceremony featuring the lieutenant governor, state representatives and local officials
- A check presentation by the lieutenant governor
- A short talk by a historian
- A short talk by an artist or other key creative personnel involved in your project
- Artist renderings of your project
- Presentations about the work you do as part of Main Street and what will this mean for your community

We'll provide additional guidance about the kickoff event at the training workshop and/or in follow-up emails.

CALENDAR OF PROJECT EVENTS

We want to promote your good work. Whenever your project includes activities that are open to the public (including the kickoff event and any workshops, lectures, tours and other public programs), you must 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 us, we're unable to accept invitations to serve as cohosts of events.)

FINAL DESIGN APPROVAL

Before proceeding with the fabrication of any permanent installments (sculptures, murals, trail signage, etc.), please send final renderings, design sketches, drawings or any other visual-planning materials for final review and approval to Jackie Swihart (jswihart@ocra.in.gov) at the Indiana Office of Community and Rural Affairs (OCRA). OCRA will review the materials to ensure that quality expectations of the project are met and will either confirm approval or provide feedback as quickly as possible.

PAYMENT OF GRANT AWARDS

We 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)
- Received the Certificate of Approval from the DHPA
- Attended the training workshop
- Complied with the reporting requirements of this grant

We 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.

ACKNOWLEDGING SUPPORT

You are required to acknowledge the support you received from the Preserving Women's Legacy Grant.

- For acknowledgment via media that are not permanent (press releases, flyers, websites, temporary signage, verbal acknowledgment at public events, etc.)
 - Use the logos for the Indiana Women's Suffrage Centennial, Indiana Humanities and the Indiana Office of Community and Rural Affairs (found in the Preserving Women's Legacy Grant section at <http://indianahumanities.org/ihgrantsadmin>); *and/or*
 - Include the following language: "This project received support from a Preserving Women's Legacy Grant, a program of the Indiana Women's Suffrage Centennial presented by Indiana Humanities and the Indiana Office of Community and Rural Affairs through funding from the state of Indiana."
- For acknowledgment via media that are permanent (plaques, trail markers, mural signage, etc.)
 - Contact George Hanlin, Indiana Humanities director of grants (ghanlin@indianahumanities.org) to discuss options and receive guidance.

QUARTERLY PROGRESS REPORTS

As a condition of the grant, we require you to file quarterly progress reports. These reports update us on the status of your project, outline funds spent to date and inform us whether work is still on schedule. You'll submit the quarterly reports using an online [progress report form](#). Reports are due:

- September 15, 2020
- December 15, 2020
- March 15, 2021
- June 15, 2021
- September 15, 2021

As part of the quarterly report, we'll ask you to upload a **ledger of disbursements**, which provides a detailed accounting of funds you've spent to date and outlines whether they came from grant dollars or from your cost-share/local match. You'll find the ledger at <http://indianahumanities.org/ihgrantsadmin>, in the Preserving Women's Legacy Grant section. We encourage you to download this spreadsheet and keep a running tally of your expenditures. Note that you can also use this form to log your in-kind support. When it comes time to submit your ledger as part of the quarterly progress report, you can upload the entire log, with all the expenses to date (i.e., you can just keep logging expenses and send the entire ledger; you don't have to report only the expenses you incurred in the previous quarter).

FINAL REPORT

Your final report is due January 15, 2022, and you'll submit it using an online [final report form](#). Note that you'll need to upload to the form a final **ledger of disbursements** (this should be a finalized version of the ledger you've been maintaining; you'll also find a blank copy at <http://indianahumanities.org/ihgrantsadmin>, in the in the Preserving Women's Legacy Grant section). In addition, you're required to upload a **final budget summary** (which we'll customize for your project and email to you as your close date approaches). You'll also see that we ask you to attach to the online report 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.

RECORDKEEPING

You should keep documentation of all cash expenditures (receipts, copies of invoices, etc.) with your project files.

Remember that as spelled out in the call for proposals, 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 (i.e., local funds) as well as in-kind contributions.

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 cash receipts or in-kind certification forms to Indiana Humanities, but **do** retain copies for your files. You should keep auditable records of all grant expenditures and all local match/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 match/cost-share contributions in a single place on the premises of the sponsoring organization, together with all other records from the project.

Congratulations on receiving a Preserving Women's Legacy Grant, and thank you for helping to tell the important story of women in your community. We're excited to support your work and are eager to see your finished project.

Remember that you can find all documents and forms referenced in this guide in the Preserving Women's Legacy Grant section at <http://indianahumanities.org/ihgrantsadmin>. If you need assistance, please contact us.