



# **INDIANA HUMANITIES PROJECT DIRECTOR GUIDELINES A More Perfect Union Grant**

If you have questions regarding your project, contact George Hanlin, Director of Grants, at 317.616.9784 or [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org).

## **GRANTS ADMINISTRATION PAGE**

**You'll find this guide, links to all required forms, logos/branding documents, and other materials in the A More Perfect Union Grant section of the Indiana Humanities grants administration page, located at [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources).** (Choose the A More Perfect Grant in the checklist at the left to view only resources related to the A More Perfect Union Grant.) 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 expenses
- Submitting the final report

## **THE GRANT AGREEMENT**

We attached in the notification 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:

- Your signature (as project director/primary contact)
- The signature of a sponsoring organization official—this could be the board chair, the executive director (if you're not serving in that role), etc.; it should not be your signature

Along with the agreement, you'll find attached to the notification email 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](https://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp).

Return a copy of the signed agreement to Indiana Humanities. You may do so by sending it via U.S. mail (to 1500 N. Delaware St., Indianapolis, IN 46202) or scanning/emailing it (to [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org)).

## USE OF FUNDS/RESTRICTIONS

The purpose of the A More Perfect Union Grant is to develop and implement public programs that promote civic education and that help address the civic-health challenges that Indiana faces. The goal is to foster civil discourse, deepen understanding of the American experience and help the public to understand how informed, active civic engagement strengthens our country's democracy. You should apply funds toward the activities that you outlined in your grant proposal. If you find you need to make changes to the project scope, purpose, activities, personnel or budget, you must submit the proposed changes in writing to Indiana Humanities for approval. If you have concerns about your ability to fulfill the grant obligations, please consult with us. You'll find more details in section X of the grant agreement.

**You may not use A More Perfect Union Grant funds for the following purposes:**

- General operating expenses (i.e., funds must support the development and implementation of the specific public humanities programs you outlined in your proposal)
- Activities that promote a particular political, religious or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying
- Fundraising
- Endowment contributions
- Regranting of funds
- Purchase of land or facilities, construction or renovation
- Major equipment purchases
- Archival acquisitions
- Programming that falls outside of the humanities, including the creation or performance of art
- Social services
- Prizes, awards or scholarships
- Publication of books
- Foreign travel
- Alcoholic beverages
- Entertainment (unless it's a key educational component of the program)

If you have questions about appropriate uses for your A More Perfect Union Grant, contact Director of Grants George Hanlin at [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org).

## 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

Indiana Humanities wants to promote your good work. If your project includes activities that are open to the public (e.g., workshops, lectures, discussion programs, exhibitions, tours, etc.), please complete the [online event submission form](#) so we're aware of them. (You'll need to complete a separate submission for each event/activity.) 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.

## ACKNOWLEDGING SUPPORT

**Please acknowledge Indiana Humanities' and the National Endowment for the Humanities' support** in printed and electronic materials (web pages, signage, press releases, flyers, etc.) and at any programs or activities you host through the support of your grant (exhibitions, presentations, etc.). When possible, use the following language: "This program has been made possible through a grant from Indiana Humanities in cooperation with the National Endowment for the Humanities." We also encourage you to use the Indiana Humanities logo (found on the grants administration page, [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources), or directly at [this link](#)) and the National Endowment for the Humanities seal (also located on the grants administration page or directly [here](#)). Note that for branding purposes, we call ourselves Indiana Humanities, not the Indiana Humanities Council.

## INTERIM REPORT

In early May, Indiana Humanities will email to your project director a brief online form that we'll ask you to complete, providing an update on the status of your project. We'll ask you to complete the form by May 31. We may also check in via phone or email from time to time to request project updates.

## SUBMITTING THE FINAL REPORT

**Project work must conclude by September 30, 2022, and final reports are due no later than December 31, 2022.** Please use the online [final report form](#) to file your report. 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 at [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources)—direct link [here](#)). 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](mailto: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 for at least **three years** after you submit the final report. To ensure the safety of these records, keep them in a single place on the premises of the sponsoring organization, together with all other documents from the project. While we won't ask you to submit receipts or other documentation of expenses with your final report, we may ask you to provide them during an audit, so be sure to maintain them for the three-year period.

**We appreciate your efforts to administer with care you're a More Perfect Union Grant. Know that we value the important work you do to provide humanities programming in your community.**

**Remember that you can find all documents and forms referenced in this guide in the A More Perfect Union Grant section of the Indiana Humanities grants administration page, located at [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources). If you need assistance, please contact us.**