

COLLABORATION GRANTS

Call for Proposals



Grant Amount	Up to \$20,000
Deadline	<ul style="list-style-type: none">• Inquiry form due April 30, 2022• Full application due July 31, 2022 (11:30 p.m. EDT)
Notification	Approximately six weeks after the application deadline
Date projects may begin	Oct. 1, 2022
Date projects must be completed	Within two years of notification
Additional details	<ul style="list-style-type: none">• This grant requires at least a 50 percent cash/in-kind match.• We plan to award one or two Collaboration Grants in 2022.• Indiana Humanities grants are funded through the support of the National Endowment for the Humanities, a federal agency.

At Indiana Humanities, we know that access to public humanities programs is essential. The humanities help to engage Hoosiers, inform them and inspire them. They stoke curiosity, promote dialogue and allow people to better understand the diverse and complex world in which we live. They're a vital component of thriving communities, enhancing quality of life and promoting economic development.

We also know that when people and groups come together to promote the humanities, they can do incredible things. We've seen it time and again in the work that we do—community organizations embracing the humanities, collaborating on a range of programs, capturing the attention of diverse audiences and creating widespread impact. It's the sort of work that Indiana Humanities wants to see more often across the state, and to encourage it, we offer **Collaboration Grants** to tax-exempt organizations who partner on humanities programming built around a common theme. The guidelines below present details about these grants, outlining the types of projects we support, who's eligible to receive them, how to apply and other important information.

What We Support

Indiana Humanities' mission is to encourage Hoosiers to think, read and talk, and we like to support projects that do just that—projects that help people learn new information, consider different perspectives, share ideas and understand one another better. The purpose of the Collaboration Grant, as its name suggests, is to encourage groups to work together to develop and implement programs that help us achieve this goal.

We're open to a variety of collaborations and are eager to consider the unique partnerships you propose.

- *Partners might come from the same town, city or county.* Consider, for example, a series of programs recognizing Dubois County's Latinx community that we supported with a 2021 Collaboration Grant. The grant recipient, the [Dubois County Museum](#), is collaborating with a number of local partners, including the Latino Collaboration Table, the Association of Latin Americans in Southern Indiana, the Southwest Dubois School Corporation and Greater Jasper Consolidated Schools to develop and facilitate public programs that explore, celebrate and commemorate the history, culture and heritage of Dubois County's Latinx residents. Activities will include Dia de los Muertos and Las Posadas celebrations, a poetry slam contest, a presentation on Latin American influences in American life and a traveling exhibition called *Voces Vivas (Living Voices)*.
- *The partnership might be regional in nature.* To illustrate this, we point to one of our 2020 Collaboration Grant recipients, the [Cedar Lake Historical Association](#). CLHA worked closely with another northwest Indiana organization, the Hesston Steam Museum, to bring a [historic steamboat to Cedar Lake for history tours and educational programming](#). The two groups hosted a series of educational activities, including rides on the boat; talks about the history of steam power and the science behind it; exhibitions and presentations on the lake's natural history, its development as an early-20th-century resort, and its role in the broader history of the Calumet Region; and more.
- *The partnership might consist of organizations from different parts of the state, collaborating on a project that impacts each of their communities and/or the state as a whole.* A good example of this is the work that Indianapolis-based [Big Car Collaborative](#), a 2019 Collaboration Grant recipient, is carrying out in New Harmony, Indiana. Big Car is partnering with the University of Southern Indiana, Historic New Harmony, the Indiana State Museum and Historic Sites, the New Harmony Gallery of Contemporary Art and the Workingmen's Institute to present a programming series called ["Social Alchemy: Utopia in Indiana."](#) "Social Alchemy" explores the history of utopian societies in the Midwest, contemporary approaches in social design and the future of these ideas. Activities in Indianapolis and New Harmony include exhibitions, public talks, a two-day symposium, film screenings, community meals and digital-media presentations such as podcasts and online videos.

Whatever the partnership looks like, you and your collaborators should work together to develop and implement programs that are tied to a core idea or theme and that provide audiences with

opportunities to deeply engage with the subject matter. As outlined further in the requirements below, the programming should involve humanities topics or includes humanistic approaches.

We'll consider a variety of formats and approaches—anything from a weeklong literary festival to a series of public workshops spread over several months. In order to put forth a competitive application, however, you must demonstrate that your proposed project will engage wide audiences and have a meaningful impact on the communities in which programs take place.

Eligibility

To be eligible for Collaboration Grant, you must apply on behalf of a tax-exempt organization, and your collaborators should be tax-exempt organizations as well. Schools, public libraries, churches, community organizations and government entities are eligible; 501(c)3 status is not required. We will not award Collaboration Grants to individuals or for-profit entities. Also, note that we will not give an organization more than one Collaboration Grant per calendar year.

Requirements

Your proposal must meet the following requirements in order to be considered. Our review committee will use these to evaluate, rate and rank your application.

Your project must:

1. **Contain a strong focus on the humanities.** When considering which humanities-related projects to fund, we use guidelines provided by the National Endowment for the Humanities. According to the NEH, the humanities include activities in the following disciplines:
 - Literature
 - Language
 - History
 - Philosophy
 - Archaeology
 - Comparative religion
 - Law
 - Ethics
 - Theory, history and criticism of the performing and visual arts
 - Social sciences that have humanistic content and/or humanistic method

We're especially interested in projects that align with our goals and help us carry out our mission. To learn more about what we do and what's important to us, visit www.indianahumanities.org. If you question whether your project falls into the humanities disciplines that we support, please contact us.

A point of clarification about the arts:

Indiana Humanities does not support arts-related projects, especially around the creation/display of visual art (drawing, painting, sculpture, etc.) or the performance of art (drama, dance, music, etc.). We realize that some components of your collaborative project may include arts-related activities, but we expect the bulk of the work to include a strong humanities focus. If your project includes a significant number of arts elements, reach out to us for guidance before applying.

2. **Involve other organizations in the design and implementation of the project.** Given the purpose of this grant, it's important that you collaborate with other groups to carry out this work and clearly demonstrate in your application how those groups will be involved. We expect that your partners will make meaningful contributions to the programming (not simply serve as host sites) and that they will benefit from the collaboration. We don't put limitations around how many partners you should include, but our review committee will assess your application on how feasible the project is and on the strength of the collaboration, so you should demonstrate that you have the right partners in place (in terms of quality and quantity) in order to be effective.

3. **Include humanities scholars in planning and implementation.** Humanities scholars are those with particular training or experience qualifying them as professionals in one or more of the academic disciplines of the humanities. Scholars may have advanced degrees (MA or PhD) in a humanities field of study and/or regular appointments at an institution of higher learning, or they may have developed a high level of expertise through immersion in a particular cultural tradition. Artists or authors are not humanities scholars unless they also fulfill these criteria.

We recognize that this requirement raises concerns for many applicants, so if you have questions about including qualified scholars as part of your project, please contact us for guidance.

4. **Be intended for a public audience.** Although you may design and market your program for a target audience, you must ensure that it is open to the public at large. Our review committees assess the public nature of all proposed programs and evaluate how factors such as timing and location will impact audience attraction. Note that we do consider programs delivered in schools and prisons to be public, and in these cases you may offer them to select audiences (i.e., you don't have to open them to the broader public).

Please note: You may charge admission to events funded with an Indiana Humanities grant, but the admission should be nominal (we recommend no more than the cost of a movie ticket). We will not fund a project if we feel the cost of admission will prevent it from being a truly public event. For this reason, we typically do not support conferences or workshops that charge significant registration fees, unless the grant goes toward an activity (e.g., a keynote address) that is open to the public at a free or reduced rate. Because projects funded through Collaboration Grants often include many activities, we may allow some exceptions, but know that we will look collectively at your proposed programming and weigh whether it is accessible.

5. **Be presented at sites that are accessible according to the Americans with Disabilities Act (ADA).** If the sites are not ADA accessible, you must demonstrate how you will make reasonable accommodations.

6. **Include a plan for execution.** You must demonstrate that you and your partners have the capacity to execute the project you propose. No matter how strong an idea is, we won't fund it if we don't have confidence that you can successfully implement it. In your application, be sure to provide sufficient detail as you describe your project ideas and goals. Tell us exactly what you and your partners are going to do and how you'll do it. Be thoughtful and clear about your

timeline. Identify your project team members and scholars, describe their roles and show how they'll contribute to your project's success.

7. **Not exceed \$20,000 in requested funding.** You may apply for a grant of up to \$20,000 (though of course you may also ask for less). When we award a grant, we look closely at budgets to evaluate where applicants are proposing to spend grant funds. In some cases, we may offer only partial funding (and we're doing so increasingly as our grants become more competitive).
8. **Demonstrate at least a 50 percent match in cash or in-kind contributions from your organization or other sources** (e.g., if you request \$16,250, you must show at least \$8,125 of matching support). Matching funds must come from nonfederal sources and ideally will demonstrate a level of community support for the project. We report to the National Endowment for the Humanities data on how much private investment our grants leverage, so we encourage you to be thoughtful about calculating your match and to provide an accurate valuation of what you and your donors/collaborators will bring to the table. You'll find more information about the match in the "Budget" section in Appendix A below.
9. **Begin after the project start date indicated on page 1 of these guidelines (Oct. 1, 2022).** While you may begin planning your project in advance, the public programming should not take place before the start date that we list. In other words, we won't fund your program if part or all of it has already occurred before we make our decision and notify you.
10. **Be completed within two years of the award date.** If awarded a grant, you must complete project activities within two years of receiving notification (with a final report due 90 days after close). If you'll need longer than two years to complete your project, please let us know before you submit your application; we may allow more time for compelling reasons.

Restrictions

Indiana Humanities will not award grants for any of the following purposes:

- General operating expenses (i.e., our grants must support the development and implementation of specific public humanities programs)
- 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

- Property or major equipment purchases (in other words, funds should not be used exclusively for equipment purchases; we may consider funding equipment, however, if it's a portion of the grant request and will support the overall goal of providing public humanities programming)
- Archival acquisitions
- Programming that falls outside of the humanities, including the creation or performance of art (see further explanation in the Requirements section above)
- Social services
- Prizes, awards or scholarships
- Publication of books
- Foreign travel
- Alcoholic beverages
- Entertainment (unless it's a key educational component of the program—for example, musicians for a program on Indiana's jazz heritage)

Application, Review and Notification

Sponsoring Organization

Partners in the collaboration must choose one organization to serve as the sponsor and appoint a representative from this organization to serve as project director. The project director will be the key point of contact with Indiana Humanities. The project director will likely complete the inquiry form and application, although another staff member from your sponsoring organization, such as a development director, may do so.

Inquiry

Before applying for a Collaboration Grant, you must complete a brief [inquiry form](#) by the deadline listed on page 1 of these guidelines (April 30, 2022). After you submit your inquiry form, an Indiana Humanities staff member will contact you either via phone or email to acknowledge it and to ask additional information and/or provide guidance. If we feel that your project aligns well with the goals of the Collaboration Grant, we'll ask you to submit a full proposal.

Application

If you're invited to submit a full proposal, you must do so using Indiana Humanities' online application system. Instructions for using the system are at www.indianahumanities.org/grants. Please note that first-time applicants will have to register. **More information about applying (including a list of narrative questions) is included in Appendix A below.**

A review committee will evaluate each proposal based on the extent to which the project aligns to the guidelines presented in this document. In particular, committee members will evaluate the richness of the humanities content and clear contributions of humanities scholars; the strength of the idea and

the collaborative aspects of the project; the feasibility of the methods and the partners' ability to execute the project; the statement of need; and the clarity and reasonableness of the budget. The committee will also take into consideration other factors such as the diversity of the applicant organizations and their audiences, the project's alignment to Indiana Humanities' mission and community support. **To help you better understand the factors that go into our assessment, we have attached the Collaboration Grant scoring rubric in Appendix C.**

The review process will take approximately six weeks, and once we know the status of your proposal, we'll notify the project director listed on your application. The project director is responsible for informing other team members.

Administration

If we award you a grant, we'll send the project director an agreement and information outlining the requirements for administering the grant.

Among other things, the project director will need to:

- Sign and return a copy of the agreement. **This is a standard agreement and is nonnegotiable.** We reserve the right to cancel the agreement if you make significant changes to your project scope, purpose, activities, personnel, budget or timeline without obtaining our permission.
- Provide us with your organization's DUNS (Data Universal Number System) number. Indiana Humanities' grants are funded through the support of the National Endowment for the Humanities, a federal agency, and as a "subrecipient" of federal funds you must follow federal regulations, including registering for and providing us with a DUNS number. We'll ask for the DUNS number on the application, and if you have one, please provide it. If you don't have one, you can leave the field blank (it's not required), but know that if you receive a grant, you'll need to register and provide a DUNS number on the 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.
- Send letters to congressional representatives announcing the receipt of the grant.
- Coordinate all activities and communications among the partner organizations and serve as the key point of contact with Indiana Humanities.
- Submit to Indiana Humanities a listing of grant-funded events/activities.
- Comply with state and federal nondiscriminatory statutes.
- Report significant changes in the project to Indiana Humanities prior to their execution.

- Acknowledge Indiana Humanities and the National Endowment for the Humanities as stipulated in the grant agreement.
- Distribute grant funds among the partners. Indiana Humanities will send funds to only the sponsoring organization listed on the application and will not send payment to any other organization. (We will operate under the assumption that the partners have agreed among themselves how they will divide the grant and that they will manage the process accordingly.)
- Submit an expenditure and evaluation report at the conclusion of the project.
- Retain auditable records of grant funds and local donations of cash and in-kind contributions and services (for three years).

Note that Indiana Humanities will pay up to 90 percent of your award in advance (after we receive the signed agreement and congressional letters). We'll pay the remaining 10 percent after we receive the final expenditure and evaluation report.

Application Support

We're available to support you as you prepare your inquiry form and application, and we encourage you to reach out if you have questions or concerns about whether your idea aligns with the goals of the Collaboration Grant. We're also eager to provide assistance as you prepare your budget, identify your humanities scholars, fill out your application form and so on. For help, please contact:

George Hanlin, Director of Grants
 Indiana Humanities
 1500 N. Delaware St., Indianapolis, IN 46202
ghanlin@indianahumanities.org
 317.616.9784

Appendix A—Additional Information about Applying

A well-prepared application influences the grant-review process. To achieve a superior rating, proposals must meet the published criteria, clearly describe the end product and include a workable plan, have a consistent and accurate budget with itemized expenses and demonstrate community need for the proposed programming. The following outlines the sections you'll find on the online application form with some guidance for each.

Part 1: Overview

This provides us with the basic information we need about your organization. The following definitions/tips offer some guidance.

- *Project Title:* The name you've given your project. Make it brief, self-explanatory and appealing.
- *Sponsoring Organization:* The tax-exempt group assuming full responsibility for the grant and to whom the grant check should be payable.
- *Sponsoring Organization Official:* A person who is legally empowered to sign the application on behalf of the organization—usually the president, executive director or chair. College and university applicants should obtain the approval of their administrative officials (office of research, sponsored programs, etc.).
- *Federal Employer Identification Number (EIN):* Also referred to as the Federal Tax Identification Number (TIN), this is a unique nine-digit number that the Internal Revenue Service assigns to organizations.
- *Data Universal Number System (DUNS) Number:* This is an identification number that the U.S. Office of Management and Budget requires of all organizations receiving federal funds. If your organization doesn't have one at the time of application, you may leave this field blank, but know that you'll need to register for and provide us with a DUNS number if you receive a grant. (More information is in the Administration section above.)
- *Project Director:* The person who will serve as the administrative contact for Indiana Humanities. We'll send all grant-related correspondence to the project director, so the person you list should be aware of the application and be prepared to serve. The addresses you list (both email address and U.S. postal address) should be the location where the project director wishes to receive paperwork. Note that you must submit the project director's resume or CV as part of the application.
- *Contact for E-Payment Setup:* If you receive a grant, we prefer to pay funds electronically rather than via check. If you're willing to consider electronic payment, please provide the name and email address of the person to whom we should send setup instructions.
- *Project Cosponsor(s):* Provide information for each of the partner organizations, including the key contact at each. If you have more than three cosponsors, you may type the requested information into a separate document and attach it at the end of the application.

Part 2: Project Summary

The project summary offers our reviewers a quick overview of your project. **In no more than two or three sentences per question** you should:

- Describe your project. What public programming/product will it produce?
- Describe the audience it will reach.
- Outline when it will take place. (We realize the collaboration will produce a number of programming components, possibly implemented over several months, so you may provide a general timeframe here.)
- Tell us about the collective goal of the partnership (that is, what you want to accomplish and why working together is the best way to achieve it.)

You'll see that in this section we also ask questions about whether your programs will be presented at sites that are accessible according to the Americans with Disabilities Act (ADA) and whether you'll be charging admission. Depending on your responses, you may need to provide further explanation.

Part 3: Narrative Questions

These questions allow you to provide more detailed information about your project's purpose, audience, connection to the humanities, implementation and evaluation. The online system allows you to start your application, save it and come back to it later, but just to be safe, you might want to type your answers in a word-processing program, save them, then copy and paste them into the online form.

These are the questions you'll need to answer:

- What is your collaborative project? Who are the partners, and what programs will they produce? Be specific about the different components (exhibitions, presentations, reading/discussion programs, brochures, etc.) and give a thorough description to help reviewers imagine how the project will unfold.
- Outline the goals of your project. What do you want to accomplish? What do you expect will happen as a result of your work? Why is there a need for this type of collaborative work, and what impact will it have?
- What is your organization's mission, and how does this project help you achieve it?
- Tell us about your intended audiences: Who are they? Why are they interested in participating? Considering each partners' previous activities, how many people do you estimate the project will reach? How will people find out about the programs? If your program will engage diverse audiences or reach underserved audiences, explain that here.
- Describe the role of each of the project's cosponsors. How will your partners contribute? (Remember that a key goal of this grant is to foster meaningful working relationships. Each

organization should make a significant contribution; this is not about one organization carrying out all the work and using partners simply to host events.)

- Why is collaboration the best approach to this project?
- Give us some idea of how you'll manage the collaboration. How will you ensure that partners' expectations are aligned, that all partners contribute as agreed upon and that all partners benefit?
- How will you build upon this opportunity? How will you use it to create a culture of collaboration going forward?
- Provide a list of project team members and their roles. (We realize that given the nature and potential breadth of the collaboration, you might not be in a position to include everyone involved, but provide us at least with the key team members. If it's more convenient, you may submit this as an attachment in the Required Attachments section.)
- Describe how the humanities are an integral part of your project. This may include how humanities disciplines, research, texts and/or methods are at the heart of your activity.
- Who are your humanities scholars, and how are they involved in the planning and implementation of your project?
- Give a detailed timeline for the project, including the projected months for planning, implementing and evaluating/reporting. (If it's more convenient, you may submit this as an attachment in the Required Attachments section.)
- How do you anticipate that Covid may impact your programming? If your programming includes in-person activities, what are your plans to ensure that you deliver them safely? What is your contingency plan should you have to cancel them?
- Describe your evaluation plan. How will you measure the impact of your collaborative approach? How will you know whether you've successfully accomplished your goals?

Part 4: Budget

Here you'll provide a line-item budget for the project, **using the budget format in Appendix B as a guide**. We've included at www.indianahumanities.org/grant/collaboration-grant a template you can download and complete; you may also create a spreadsheet (e.g., Microsoft Excel) as long as it has the same columns and categories.

Please note the following:

- The column titled "Indiana Humanities Funds" should reflect how you'll use the funding that you're requesting from Indiana Humanities.
- The column titled "Cost Share—Cash" should reflect cash for project expenses that comes from the sponsoring group and the other partners. You may count in this column the time that paid staff will spend on the project.

- The column titled “Cost Share—In-Kind” should reflect the dollar value of support given to the project instead of money. Examples include volunteer time, use of donated meeting space or donated supplies. Compute the in-kind value according to the actual pay scale of persons engaged in comparable work, the actual rental value for the room or the actual purchase value of the supplies.
- You cannot use federal dollars for cost-share purposes.
- Line items for alcoholic beverages, whether from Indiana Humanities grant funds or cost-share funds, are prohibited. These items should not appear anywhere in your budget.
- You cannot use grant funds for entertainment, unless it’s an essential part of the programming (see further explanation in the Restrictions section above).
- You should keep reimbursement for airfare, hotel and per diem at reasonable rates; you should reimburse mileage at no more than the current IRS standard rate. Note that grant funds cannot be used for international travel.
- You may apply up to 10 percent of grant funds toward indirect costs, unless your organization is allowed a higher rate through a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government. If your organization has a NICRA, you must submit a current copy along with your application when requesting grant funds for indirect costs.
- You should be specific and clear about how you’re spending grant dollars and meeting your match. If any budget items need an explanation, you should provide it in the Notes column. Remember that clarity of budget is one factor on which we evaluate your proposal.

Part 5: Required Attachments

- The online application requires you to attach resumes or CVs (no longer than two pages each) for the project director, other key personnel and scholars. Remember, the project director is the person whose name appears in the first section of the application and who serves as the primary contact between Indiana Humanities, the grantee organization and the partners. This person is also chiefly in charge of implementation and final reporting for the grant.
- Attach a copy of your organization’s annual operating budget.
- Attach a list of your organization’s board of directors.
- Attach support letters from each of the project cosponsors, explaining the organization’s involvement in and commitment to the project. These letters should describe the value of the project and the potential impact on the partners’ communities. You may also upload a letter or two from other groups or individuals expressing their support for the project. (Note that a letter of recommendation from a past participant or a potential beneficiary of the program is more effective than a letter from your board chair, a staff member or one of the team members designing or delivering the program.)
- Please note that the attachment sections don’t allow you to upload multiple documents—you must merge all of your items into one document and upload it. (For example, in the section that

asks for resumes, you won't be able to upload four individual resumes—you'll have to combine each of the four resumes into one document and upload that single document.)

Appendix B—Sample Budget

Use the following sample budget as a guide for laying out and itemizing your own budget. You may create your budget in either a Word document or spreadsheet as long you use the same columns and categories as in the sample. Note that this is a general example and not specific to the Collaboration Grant.

Category	Indiana Humanities Funds	Cost Share—Cash	Cost Share—In-Kind	Notes
<i>Administration</i> (list all persons, titles, hours, and rates of pay)		Jane Smith, program director 50 hrs. @ \$20/hr. = \$1,000 John Jones, executive director 25 hrs. @ \$30/hr. = \$750	Two volunteers 40 hrs. total @ \$15/hr. = \$600	
<i>Program Personnel</i> (list all non-administrative persons and stipends or rates of pay)	Susan Wilson, speaker = \$1,000 honorarium Jim Brown, speaker = \$1,000 honorarium Sarah Jackson, speaker = \$2,500 honorarium		Speaking fee discount offered by Sarah Jackson = \$1,000	Sarah Jackson will serve as keynote speaker; she will discount her normal fees in half, so we're counting the \$1,000 discount as in-kind.
<i>Travel and Per Diem</i> (list mileage, airfare, lodging, per diem, etc.)	Wilson mileage from Indianapolis, 320 miles RT x \$.58/mile = \$186 Brown mileage from Chicago, 84 miles RT x \$.58/mile = \$49 Jackson flight from Boston = \$354 Jackson hotel (one night) = \$128 Jackson car rental = \$73 Jackson per diem, two days @ \$50/day = \$100			
<i>Supplies</i> (list expenses for any supplies)		Supplies for program (paper, envelopes, name tags) = \$77		
<i>Printing and Postage</i> (list expenses for any printing and postage)		Printing for flyers and brochures = \$375 Mailing of brochures = \$159	Discount for printing of flyers and brochures = \$200	Printing company is giving us a discount, so we're counting that as in-kind.
<i>Space Rental</i> (list expenses related to office and meeting space)			Public library meeting room for three days, \$75/day = \$225	
<i>Other</i> (list all items not included above)		AV rental for three events, \$100 per event = \$300		
TOTALS	\$5,390	\$2,661	\$2,025	

Appendix C—Collaboration Grant Scoring Rubric

Our grant review committee uses the following scoring rubric to evaluate proposals.

Applicant Name:

Date:

Does this proposal meet the minimum guidelines (tax-exempt applicant, humanities topic/humanistic methods, public programming elements)? ☐ Y or ☐ N

If “yes,” use the rubric below to evaluate the proposal and assign a score.

Core Components

Component	Unacceptable	Acceptable	Good	Exemplary	Points Awarded
Humanities Focus <i>20 Points</i>	<p>The project’s connections to humanities topics and/or its use of humanistic methods are weak. The public programming components are minimal. The scholars/experts listed are not legitimate or are questionable at best. This would not be a good value for our investment.</p> <p><i>0–5 points</i></p>	<p>The project includes humanities elements and/or humanistic methods but they’re fairly commonplace. The project does include scholars/experts, though their role may be incidental or not well defined. This is an adequate public-humanities project, but it doesn’t inspire, especially given what we want to achieve with this grant.</p> <p><i>6–10 points</i></p>	<p>The project clearly focuses on humanities topics and/or includes humanistic methods. It features solid public-programming components around a common theme and should have good reach. The scholars and their roles are clearly identified, and the scholars will likely contribute to the project’s success.</p> <p><i>11–15 points</i></p>	<p>The humanities content focuses on a topic that’s underrepresented or not often studied. The project may apply unique approaches. The scholars/experts are extremely qualified and fully involved. This project is likely to engage the participants in meaningful and lasting humanities activities, as we would expect given our investment.</p> <p><i>16–20 points</i></p>	<p>out of 20</p>
Collaboration <i>20 points</i>	<p>The collaborative partnerships outlined in this proposal are weak. It appears that the applicant’s organization will carry out most of the work and that the partners’ involvement will be minimal. The project does not align with the spirit of collaboration called for in the guidelines.</p> <p><i>0–5 points</i></p>	<p>The project includes some collaborative elements, but they’re not as strong as they could be. We can see that the partner organizations will gain some benefit from working together, but the end results don’t appear compelling, and the long-term impact is questionable.</p> <p><i>6–10 points</i></p>	<p>The collaboration outlined in this proposal appears solid. Each of the partner organizations has a clearly defined role and will contribute significantly toward the programming. It’s likely that the joint effort will result in a series of programs that engage the community in meaningful ways.</p> <p><i>11–15 points</i></p>	<p>This is an outstanding collaborative effort. Each of the partners is fully engaged and brings significant resources to the table. The applicant clearly shows the value of the partnerships, and we get the sense that the working relationships formed here will continue, for the good of the public humanities.</p> <p><i>16–20 points</i></p>	<p>out of 20</p>
Capacity <i>15 Points</i>	<p>The partner organizations’ ability to carry out this project is questionable. The team does not appear qualified, the timeline is not well thought out/presented, the research/planning seems weak, and/or the organizations do not have a strong track record. It does not appear that the organizations have the capacity develop programming that draws an audience.</p> <p><i>0–3 points</i></p>	<p>Given the proposal and what we know of the organizations involved, it’s likely they could adequately carry out this project. The team appears qualified, and the timeline seems sound. Based on our understanding of the project and the target audience, we feel the partners are positioned to achieve their goals.</p> <p><i>4–7 points</i></p>	<p>The applicant has presented a solid proposal that inspires confidence. The partners have put significant thought into the planning of their project and present a clearly defined timeline that’s achievable. They have a clear audience in mind for their program and a method for reaching it. The organizations involved have a reputation for delivering.</p> <p><i>8–11 points</i></p>	<p>On the whole, we can depend on this group to do great work. The partners have a reputation for excellence. The applicant has prepared a concise and inspiring proposal with clearly outlined goals and a well-defined approach to achieving the goals. The timeline is spelled out and on target. The proposal leaves no doubt that this project will reach its audience and have impact.</p> <p><i>12–15 points</i></p>	<p>out of 15</p>

Case Statement/Need <i>15 Points</i>	<p>The proposal does not make a compelling case as to why this project is important to the community, nor does it convey enthusiasm and make us want to fund the project. The applicant does not “sell” the project, and if we don’t fund it, it’s hard to see that there will be much negative impact.</p> <p><i>0–3 points</i></p>	<p>Based on the proposal, we can see that this project has merit. The proposal sheds some light on the value the project brings to the community and how participants will benefit. While the enthusiasm factor might not be the highest, we can tell that the project team will be engaged and committed to creating impact.</p> <p><i>4–7 points</i></p>	<p>The proposal makes a compelling case as to why the project is important and clearly defines the impact it will have on the community. The proposal conveys a strong sense of enthusiasm and excitement. We know that if we fund this work, the team will carry it out with a sense of purpose and will create meaningful engagement.</p> <p><i>8–11 points</i></p>	<p>The proposal makes clear that this a project Indiana Humanities must fund. The applicant demonstrates how the project is creative, innovative, and dynamic and how it will provide essential and impactful humanities programming to the community. The proposal leaves no doubt as to the long-term value of the collaboration.</p> <p><i>12–15 points</i></p>	<p>out of 15</p>
Budget <i>10 Points</i>	<p>The budget does not include details to help reviewers understand how the organization will spend grant dollars and meet its match. It doesn’t seem reasonable, it proposes to spend funds on prohibited activities, and/or the numbers don’t add up. It raises questions about the ability to execute.</p> <p><i>0–2 points</i></p>	<p>The budget is adequate. While it might not offer the most detail, the applicant has put some thought into it, and we get a sense of how grant dollars will be spent and how the organization will meet its match. The figures seem reasonable compared to what we understand about the project.</p> <p><i>3–5 points</i></p>	<p>The budget is well prepared. It offers sufficient detail to help us understand how funds will be spent. The applicant has been thorough with calculating cash and in-kind cost share, and we feel the budget does a good job of accurately reflecting the costs involved with the project</p> <p><i>6–8 points</i></p>	<p>This is a model budget. It presents a thorough accounting of how the grant dollars will be invested, and it’s clear that the applicant has spent time getting quotes, estimates, etc. The cash and in-kind cost-share calculations are detailed and reasonable. The budget’s detail inspires confidence in the project.</p> <p><i>9–10 points</i></p>	<p>out of 10</p>

Additional Factors

Factor	Considerations	Points Awarded
Reaches Underserved Audiences <i>5 Points</i>	<p>Indiana Humanities wants to be sure that we reach diverse organizations, communities and audiences, and we recognize that we have not always done so. Award up to five points if you feel that the programming proposed in this proposal would reach underserved groups (consider factors such as race, ethnicity, age, gender, sexual/gender identity, socioeconomic status, rural/suburban/urban status, geographic outreach, etc.).</p>	<p>out of 5</p>
Builds Capacity <i>5 Points</i>	<p>Indiana Humanities also wants to help organizations build their capacity so that they’re better prepared to serve their communities. If you feel that the opportunity to collaborate with us on a grant-funded project will help the applicants to develop the skills of their team members; improve organizational strength; and grow their ability to develop, implement and evaluate meaningful humanities programming for the public, award up to five points. As part of your scoring, consider whether any of the partner organizations are led by and serve members of underrepresented communities (e.g., BIPOC-led organizations), whether they’re at a disadvantage because they have not benefited from previous investment, and similar factors.</p>	<p>out of 5</p>
Aligns to Indiana Humanities’ Goals <i>5 Points</i>	<p>Indiana Humanities’ mission is to connect people, open minds and enrich lives by creating and facilitating programs that encourage Hoosiers to think, read and talk. If the proposed project supports our mission and helps us achieve it, award up to five points.</p>	<p>out of 5</p>
Demonstrates Community Support <i>5 Points</i>	<p>We asked the applicant to include letters of support from each of the partners, explaining the organization’s involvement in and commitment to the project, as well as the value of the project and the potential impact on the community. We also suggested that the applicant include letters of support from other groups who will benefit from the project. Based on the letters provided—and other information presented in the proposal—award up to five points.</p>	<p>out of 5</p>
<p>Add together the points you assigned for each of the core components and factors listed above and enter the total to the right.</p> <p>This is your final score.</p>		<p>out of 100</p>

Comments: