

# INCOMMON GRANTS

## Call for Proposals



<b>Grant amount</b>	Up to \$5,000
<b>Application deadline</b>	<ul style="list-style-type: none"> <li>Round 1: Feb. 29, 2024 (11:59 p.m. EST)</li> <li>Round 2: Aug. 31, 2024 (11:59 p.m. EDT)</li> </ul>
<b>Notification</b>	Approximately six weeks after the application deadline
<b>Date projects may begin</b>	<ul style="list-style-type: none"> <li>Round 1: May 1, 2024</li> <li>Round 2: Nov. 1, 2024</li> </ul>
<b>Date projects must be completed</b>	Within one year of notification
<b>Additional details</b>	<ul style="list-style-type: none"> <li>This grant requires at least a 50 percent cash/in-kind match.</li> <li>We plan to award 5 to 8 INcommon Grants in 2024.</li> <li>Funding is provided by Indiana Humanities (through the support of the National Endowment for the Humanities, a federal agency) and the Central Indiana Community Foundation.</li> </ul>

Access to public humanities programs is essential to the citizens of Indiana. The humanities help to educate and inspire Hoosiers. They stoke curiosity, promote dialogue and allow people to better understand the diverse and complex world in which they live. They're a vital component of thriving communities, enhancing quality of life and promoting economic development.

In particular, the humanities can serve as a tool to spark in-depth conversation, insight and consideration of others' points of view on the social, economic and cultural issues that we as a society must continue to address. With this in mind, Indiana Humanities offers **INcommon Grants** to Indiana organizations so they can develop and implement public programs that use the humanities to explore subjects related to race and ethnicity. Grant-supported programs may examine a variety of topics, including the longer histories driving contemporary debates around immigration, gentrification, assimilation, incarceration, policing, institutional racism, the legacies of segregation in housing and education, and more.

### What We Support

As the INcommon name suggests, we're eager to support proposals that utilize the tools and methods of the humanities to foster dialogue and understanding on topics related to race and ethnicity. We know that these conversations can be difficult, but we believe the humanities can

create a space for people to come together to learn, consider different points of view, sometimes model respectful disagreement and discover shared values.

We welcome diverse projects from across Indiana, addressing different themes and using a variety of public humanities formats. INcommon Grants can be used to support new or ongoing public humanities programs that align to the key themes outlined below. Such projects may include reading series and civic reflection discussions; public lectures or panels; film screenings and discussions; or the creation of exhibits, web projects, podcasts, walking tours or documentary films.

We'll give high priority to projects that include community discussion and conversation at the heart of their proposed activities. Successful proposals will include input from humanities scholars, including as advisers or facilitators.

### Key Questions

- What are the historical roots that help explain why some people and communities, especially people and communities of color, are marginalized socially, culturally and economically?
- What insights do great writers and poets give us into the experience of being marginalized because of race and/or ethnicity in different times and places in American history?
- What role have activists, civic leaders, educators and community members played in pushing for change as well as helping Americans find common ground?
- How can humanities texts (poems, essays, novels, films and more) as well as humanities methods (shared reading, conversation, scholar talks and community history projects) create space for meaningful discussion about the legacies of race and ethnicity in the United States?
- How are the humanities, especially with our appreciation of complexity and nuance, uniquely suited to help communities consider conflicting points of view and work toward discovering shared values?

### Inspirations

Humanities organizations large and small from all around the country have created programs that invite the public to think, read and talk about the legacy of race and ethnicity in American life. Here are a few projects that have inspired us:

- [People + Property](#), a discussion program and publication exploring housing inequities in Indianapolis, which Indiana Humanities funded in a previous round of INcommon Grants.
- [Attucks: The School that Opened a City](#), a documentary film, funded in part by an Indiana Humanities grant, that shares the story of segregation and community in Indianapolis.
- [Powerful Conversations on Race](#), a community-discussion series hosted by Spirit & Place (and also supported with an INcommon Grant) that invites participants to share in facilitated critical conversations on both historical and contemporary issues surrounding race.
- [Living the Legacy](#), a series of presentations and discussions that explored the history and impact of redlining in Indianapolis. The Indiana Historical Society developed the project with the support of an INcommon Grant.
- [Created Equal](#), a film-and-discussion series exploring the civil rights movement.

- [\*Latinos in Rural America\*](#), an exhibit and oral-history project designed to broaden knowledge, engagement and understanding of the Latino/a experience in rural Ohio.
- [\*Prison Public Memory Project\*](#), which uses history, art and new-media technologies to engage communities in conversation about the complex role of prisons in our society.
- [\*Reading Frederick Douglass Together\*](#), an innovative community-reading program created by Mass Humanities that uses Douglass’s seminal speech “What to the Slave Is the Fourth of July?” to open up provocative conversations on race and citizenship. Indiana Humanities has supported with an INcommon Grant a local version of the program, [\*Hoosiers Reading Frederick Douglass Together\*](#).
- [\*Arab Indianapolis: A Hidden History\*](#), a documentary and accompanying [\*discussion toolkit\*](#) that explores stories of Arab Americans across Indianapolis through food, health, religion and more. The documentary and discussion toolkit, supported in part by Indiana Humanities funds, are part of a larger [\*Arab Indianapolis program\*](#) that includes a book, a heritage trail, educator workshops and more.
- [\*The Glories of Our Journey: A Community Story\*](#), a documentary film that tells the history of the former John Hope School 26, an important center of Indianapolis’s Martindale-Brightwood neighborhood. The Oaks Academy, which now operates out of the school building, commissioned the film through the support of an INcommon Grant.

## Eligibility

To be eligible for an INcommon Grant, you must apply on behalf of a tax-exempt organization that’s [registered with the Internal Revenue Service](#); K-12 schools, colleges and universities, public libraries, churches and government entities are also eligible. We will not award INcommon Grants to individuals, nonregistered entities or for-profit entities. Fiscal sponsorship is not permitted. All organizations receiving a grant must provide Indiana Humanities with a Unique Entity Identification (UEI) through the federal government’s System for Award management website, SAM.gov (see more details on pages 6–7). Recipients that are unable to provide a UEI will not be eligible for funding. Also, note that we will not award an organization more than one INcommon 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 utilize humanistic methods

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 our website](#). 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.). If your project involves these activities, we encourage you to seek assistance from the Indiana Arts Commission or your local arts council. In general, we do not award grants for writing workshops or other creative literary programs unless they include considerable opportunity for public reading and discussion. As noted above, we will consider projects that focus on art history and criticism (e.g., a discussion program in which a qualified and engaging scholar explores artistic themes and/or helps put works in context), but funding for these projects is rare. Our advice: If your project includes arts components, reach out to us for guidance before applying.

- 2. 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.

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

- 3. 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 correctional facilities 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 an event 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.

- 4. Be presented at a site that is accessible according to the Americans with Disabilities Act (ADA).** If the site is not ADA accessible, you must demonstrate how you will make reasonable accommodations. (For more information, [visit this website](#).) When reviewing grant applications, we also consider other ways that you make your programs accessible (e.g., providing ASL interpretation, translations, large-print copy, etc.), so we encourage you to give this some thought and share your ideas in your proposal.
- 5. Include a plan for execution.** You must demonstrate that you 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're 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.

6. **Not exceed \$5,000 in requested funding.** You may apply for a grant of up to \$5,000 (though of course you may request 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).
7. **Demonstrate at least a 50 percent match in cash or in-kind contributions from your organization or other sources** (e.g., if you request \$5,000, you must show at least \$2,500 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.
8. **Begin after the project start date indicated on page 1 of these guidelines (May 1, 2024, for round 1 and Nov. 1, 2024, for round 2).** 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.
9. **Be completed within a year of the award date.** If awarded a grant, you must complete project activities within one year of receiving notification (with a final report due 90 days after close). If you'll need longer than a year 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**

You must submit your proposal using Indiana Humanities' online grants portal. You'll find on our website [instructions for applying](#). Please note that first-time applicants will have to create an account in the portal. **More information about applying (including a list of narrative questions) is included in Appendix A below.**

An independent 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 approach the project takes toward exploring the INcommon themes; the feasibility of the methods and the organization's capacity to execute the project; the strength of the idea and 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 organization and its audience, 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 INcommon 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.

We'll award an organization only one INcommon Grant per calendar year. If you apply for a grant and don't receive it, you may rework your proposal (we encourage you to consult with us on ways that you might improve it) and submit it in the following round.

## **Administration**

If we award you a grant, we'll email the project director information about administering it.

Among other things, you'll need to:

- Electronically sign a copy of the agreement in the grants portal. **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 Unique Entity Identification (UEI), obtained through the federal System for Award Management website, [SAM.gov](https://sam.gov). 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 UEI. We'll ask for the UEI on the application, and if you already have one, please provide it. If you don't have one, you may leave the field blank (it's not required), but know that if you receive a grant, you'll need to register for a UEI and include it on the agreement. Obtaining a UEI can take several months, so if you're applying for a grant and don't have one, we strongly encourage you to begin the process right away. We won't be able to pay grant funds until you provide us with your UEI. For instructions on getting a UEI, visit [SAM.gov](https://sam.gov) and/or watch [this video](#).

- 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, the National Endowment for the Humanities and potentially the Central Indiana Community Foundation/Indianapolis Foundation as stipulated in the grant agreement.
- Submit a final report (including documentation of final expenditures and cost share) 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).

Indiana Humanities will pay the full award upon receipt of a payment request.

### **Application Support**

We're available to support you as you prepare your application, and we encourage you to reach out if you have concerns about whether your idea would be eligible for funding. (If you have doubts, we prefer that you seek advice before you take the time to complete the application.) We're also eager to provide assistance as you prepare your budget, identify your humanities scholars and develop your responses. For help, please contact:

George Hanlin, Director of Grants  
Indiana Humanities  
1500 N. Delaware St., Indianapolis, IN 46202  
[ghanlin@indianahumanities.org](mailto: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 should 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.

### Call for Proposals

The purpose of this section is to remind you of the importance of reviewing the INcommon Grant call for proposals.

- *Verification.* Before proceeding with the rest of the application, verify that you have downloaded and read the call for proposals.

### Project Title and Directors

This section provides us with the basic information we need about your project. We'll ask you to provide the following.

- *Project Title.* This is the name you've given your project. We encourage you to make it brief, self-explanatory and appealing.
- *Sponsoring Organization Official.* This is the person who is legally empowered to sign the application on behalf of the organization—usually the president, executive director or board chair. College and university applicants should obtain the approval of their administrative officials (office of research, sponsored programs, etc.).
- *Project Director Name.* The project director is the person who will serve as the administrative contact for Indiana Humanities. We'll send grant-related correspondence to the project director, so the person you list should be aware of the application and be prepared to serve.
- *Project Director Title.* This is the project director's title at the organization that's applying. If the project director isn't an employee at the organization, list "volunteer" or a similar title.
- *Project Director Phone Number.*
- *Project Director Email Address.* The email address should be the address at which the project director wishes to receive communications.
- *Project Director Resume.* Attach the resume as directed.

### Accessibility

We want to be sure that your programs are accessible to the public, so we ask you to answer the following.

- *ADA Compliance.* Will all of your grant-supported programs be presented at sites that are accessible according to the Americans with Disabilities Act (ADA)?
- *ADA Accommodations.* If your programming space isn't ADA accessible, what reasonable accommodations will you make?



- *Additional Accessibility Efforts.* In what other ways do you plan to make your grant-supported programs accessible (e.g., providing ASL interpretation, translations, large-print copy, onsite childcare, etc.)?
- *Program Cost.* Will you charge admission to your grant-supported programs, and if so, how much do you expect tickets will cost?

## **Federal Reporting Information**

Because Indiana Humanities' grant funds come from the National Endowment for the Humanities, a federal agency, we must adhere to federal guidelines and collect the following information.

- *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.
- *Unique Entity ID.* This is an identification number required 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 Unique Entity ID if you receive a grant. (See more information in the Administration section on page 7.)
- *Federal Funding.* We ask if your organization receives more than \$750,000 in federal funds annually. If so, we have to follow certain federal reporting requirements.

## **E-Payment Information**

Indiana Humanities prefers to make grant payments electronically because it's faster, more secure and less costly for us. This section asks you to provide contact information for the person at the organization who can assist with e-payment setup. (Note that we can accommodate paper checks if desired, and this information is optional.)

- *E-Payment Contact Name.*
- *E-Payment Contact Email Address.*

## **Project Basics—What, Who, Where, When**

These questions ask you to provide detailed information about your project's purpose, audience, location and timeline.

- *Project Description.* Describe your project in detail. What public programming will it produce? (For example, if it's an exhibition, what's it about? If it's an event, what will take place?) Provide a thoroughly detailed description to help reviewers understand how the project will unfold.
- *Audience.* Describe the audience(s) you intend to reach. Who are they and why are they interested in participating? How many people do you expect will participate? If your project will engage diverse and/or underserved audiences, which we strongly encourage, please explain that here.
- *Location.* Describe where the programming will take place or how it will be distributed. If the programming occurs in multiple locations, please list each of them.
- *Timeline.* Provide a timeline for your project. Share details regarding all stages of the project, including planning, implementing and evaluating/reporting. Be especially clear about when the programming will take place.

## Humanities Connections

These questions help us understand how your programming ties to the humanities and aligns with [Indiana Humanities' mission](#).

- *Humanities Content.* 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.
- *Community Dialogue.* Special consideration will be given to projects that include discussion or conversation as part of their proposed activities. What role, if any, will these methods play in your proposed programs? What experience do your organization and/or project team members have in facilitating community dialogue around similar themes? (If not applicable, leave blank.)
- *Humanities Scholars.* Who are your humanities scholars? How are they involved in the planning and implementation of your project?
- *Scholar Resumes.* Attach resumes or CVs for the scholars involved in this project. Note that if you have multiple documents, you'll need to upload them together in one file.

## Additional Personnel and Partnerships

These questions help us identify the range of expertise and level of support involved in the project.

- *Project Team Members.* In addition to the humanities scholars, list other project team members and describe their roles.
- *Partner Organizations.* List any partner organizations that are collaborating on this project and describe their roles. If there are none, you may skip this question.
- *Personnel Resumes.* If you feel it will be helpful, attach resumes or CVs for additional personnel involved in the project. Note that these are optional and not required. If you have multiple documents, you'll need to upload them together in one file.

## Goals and Evaluation

These questions ask you to consider the goals for this project and the ways you'll determine success.

- *Project Goals.* Outline the goals of your project and how they align to the themes and ideas included in the INcommon Grant's call for proposals. What do you want to accomplish? How does this project help you achieve your organization's mission?
- *Project Evaluation.* Describe your evaluation plan. How will you know whether you've successfully accomplished your goals?

## Letters of Support and Additional Materials

This section allows you to provide additional information that will help us evaluate your proposal.

- *Letters of Support.* Attach two or three letters of support from cosponsors, experts and/or interested community groups. These letters should vouch for the value of your program and its potential impact on the community. They should come from people who are well positioned to make the case and not too closely tied to your organization. (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.) If you're partnering with an organization to deliver a program, it's also helpful to include a letter demonstrating that group's commitment and support. Note that you'll need to upload the letters together in one file.

- *Additional Materials.* Attach any additional materials that you feel will be helpful as we consider your grant proposal. Note that these materials are optional and not required. If you have multiple documents, you'll need to upload them together in one file.

## **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 on our [INcommon Grant web page](#) 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 "Grant Funds" should reflect how you'll use the funds that you're requesting from Indiana Humanities. Total this column and enter the amount on the application line that says, "Total Grant Request."
- The column titled "Cost Share—Cash" should reflect cash for project expenses that comes from your organization or your donors and collaborators. You may count in this column the time that paid staff will spend on the project. Total this column and enter the amount on the application line that says, "Total Cash Cost Share."
- 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. Total this column and enter the amount on the application line that says, "Total In-Kind Cost Share."
- Add together the total grant request, total cash cost share and total in-kind cost share. This will be your total project cost. Enter this amount on the application line that says, "Total Project Cost."
- Once you've finalized your budget form, attach it to the application.

### Additional budget notes:

- Your match (cash and in-kind) must be at least 50 percent of your requested grant funds.
- 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 on pages 5–6 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. Attach the NICRA documentation in the Letters of Support and Additional Materials section of the application.

- 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.

## **Authorizations**

You'll finalize the grant application in this section.

- *Sharing Permission.* To help grow organizations' capacity, Indiana Humanities occasionally shares examples of well-written grant proposals. This question asks if you're willing to let us share your proposal with others.
- *Electronic Signature.* Once you're ready to submit the application, enter your name on this line. Your electronic signature will certify that the application is complete and accurate.
- *Date of Signature.* Enter the date you signed the application.

## 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 INcommon Grant.

Category	Grant Funds	Cost Share—Cash	Cost Share—In-Kind	Notes
<i>Administration</i> (list all persons, titles, hours, and rates of pay)		John Jones, program director 50 hrs. @ \$27/hr. = \$1,350 Jane Smith, executive director 25 hrs. @ \$35/hr. = \$875	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 = \$500 honorarium Jim Brown, speaker = \$500 honorarium Sarah Jackson, speaker = \$2,000 honorarium		Speaking fee discount offered by Sarah Jackson = \$2,000	Sarah Jackson will serve as keynote speaker; she will cut her normal fees in half, so we're counting the \$2,000 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 \$.655/mile = \$210 Brown mileage from Chicago, 84 miles RT x \$.655/mile = \$55 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		
<b>TOTALS</b>	<b>\$3,920</b>	<b>\$3,136</b>	<b>\$3,025</b>	

## Appendix C—INcommon 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
<b>Humanities Focus</b> <i>20 Points</i>	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. <i>0–5 points</i>	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 necessarily inspire. <i>6–10 points</i>	The project clearly focuses on humanities topics and/or includes humanistic methods. It features solid public-programming components. The scholars and their roles are clearly identified, and the scholars will likely contribute to the project’s success. <i>11–15 points</i>	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. <i>16–20 points</i>	out of 20
<b>Alignment to INcommon Goals</b> <i>20 points</i>	The project doesn’t align with the grant’s goals. While it may include strong humanistic elements, the focus of the program doesn’t help participants to explore the social, economic, cultural and racial issues that divide our communities and to develop better understanding around them. <i>0–5 points</i>	The project includes some elements that help address the key questions around race and ethnicity that we’ve outlined in the grant guidelines, but they’re not very strong and likely won’t lead to meaningful conversation. With more thought and development, the project could rise to the level that we’re expecting to see with this grant. <i>6–10 points</i>	This project closely aligns with the grant’s goals, using the humanities to promote important dialogue and understanding around issues related to race and ethnicity. We expect that participants will come away with valuable insights around the questions we’ve raised in the guidelines. <i>11–15 points</i>	This is a model INcommon project. It clearly aligns with the themes outlined in our guidelines, and we’re excited to highlight this work. This is an outstanding example of how an organization can use humanities texts and methods to help participants think and talk about the legacies of race and ethnicity in our communities. <i>16–20 points</i>	out of 20
<b>Capacity</b> <i>15 Points</i>	The organization’s 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 organization does not have a strong track record. It does not appear that the organization has the capacity to draw an audience. The proposal is poorly developed. <i>0–3 points</i>	Given the proposal and what we know of this organization/team, it’s likely it 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 organization is positioned to achieve its goals in terms of attendance. <i>4–7 points</i>	The organization has developed a solid proposal that inspires confidence. It has put significant thought into the planning of the project and presents a clearly defined timeline that’s achievable. The organization has a clear audience in mind for its program and a method for reaching it. This organization has a reputation for delivering. <i>8–11 points</i>	This is an organization that we can depend on to do great work. It has a reputation for excellence. It has prepared a concise and inspiring proposal with clearly outlined goals and a well-defined approach to achieving the goals. The timeline is explicitly spelled out and on target. The organization leaves no doubt that it will reach its audience. <i>12–15 points</i>	out of 15

<b>Case Statement/Need</b> <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 person writing the proposal 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 value of the project.</p> <p><i>12–15 points</i></p>	<p>out of 15</p>
<b>Budget</b> <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 organization 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 organization 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
<b>Reaches Underserved Audiences</b> <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>
<b>Builds Capacity</b> <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 applicant to develop the skills of its team members; improve organizational strength; and grow its ability to develop, implement and evaluate meaningful humanities programming for the public, award up to five points. As part of your scoring, consider whether the organization is led by and serves members of underrepresented communities (e.g., BIPOC-led organizations), whether it’s at a disadvantage because it has not benefited from previous investment, and similar factors.</p>	<p>out of 5</p>
<b>Aligns to Indiana Humanities Goals</b> <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>
<b>Demonstrates Community Support</b> <i>5 Points</i>	<p>We want to ensure that our grant recipients are well regarded in their communities and that our grant-funded projects will have an impact, so we ask applicants to submit letters of support from other groups in their area. These should ideally come from outside organizations, not from people closely affiliated with the applicant, and should show that the applicant is a good partner, has a good track record, and is proposing a project that will be of value to the community. Based on the letters of support provided—and other information presented in the proposal—award up to five points.</p>	<p>out of 5</p>
<p><b>Add together the points you assigned for each of the core components and factors listed above and enter the total to the right.</b></p> <p><b>This is your final score.</b></p>		<p><b>out of 100</b></p>

**Comments:**