



# INDIANA HUMANITIES PROJECT DIRECTOR GUIDELINES INcommon Grant—2024

Congratulations on receiving an Indiana Humanities INcommon Grant. These project director guidelines explain what you need to do to administer your grant. If you have questions about your responsibilities or how to access forms, contact us at [grants@indianahumanities.org](mailto:grants@indianahumanities.org) or 317.638.1500.

## YOUR RESPONSIBILITIES

As project director, you're responsible for carrying out the terms of your agreement, including:

- Planning and managing project activities
- Ensuring that all conditions and restrictions attached to the grant are honored
- Documenting project expenses
- Evaluating the project and submitting the final report

## GRANT AGREEMENT

After we approve your grant, we'll load your grant agreement into Foundant, our online grants portal. The agreement will be located on your Applicant Dashboard under "Follow Up Forms" and titled **INcommon Grant Subaward Agreement**. Please review the agreement carefully, and if the terms are acceptable, sign, date and submit it. Note that this is a standard agreement and that we don't have the capacity to customize it.

Here are a couple of important things to know regarding the agreement:

1. **Indiana Humanities funds its grants with federal dollars that we receive from the National Endowment for the Humanities. When you receive a grant from us, you're considered a "subrecipient" of federal funds and must comply with federal regulations.** You'll see language in the agreement stating that the grant is made subject to rules and regulations of [2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (Uniform Guidance). Particularly, [Section E](#) of the Uniform Guidance outlines which costs are allowed and not allowed as part of your grant. As long as you follow the budget that you presented in your proposal (and that Indiana Humanities approved), you should remain in compliance with the guidelines. However, if you find you need to make changes to the project budget involving the addition or deletion of budget lines, you must reach out to us for approval. (See more details in the "Changes" and "Federal Grant Requirements" sections of the agreement.)
2. **You'll need to include your organization's Unique Entity Identifier in the signature section of your grant agreement.** The federal government requires that all recipients/subrecipients of federal funds obtain and provide the funding agency (in this case Indiana Humanities) with a Unique Entity

Identifier (UEI). If you already have a UEI and provided it on your grant application, the system will automatically pull it into your agreement. If you didn't provide it, you'll need to enter it manually. If you don't have a UEI, you'll need to obtain one. For instructions on getting a UEI, visit [SAM.gov](https://sam.gov) and/or watch [this video](#).

You'll find attached to your award 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.

## **MESSAGES TO CONGRESSIONAL DELEGATION**

Because we fund our grants with federal dollars, we want to demonstrate to Congress the value of our grants program. With this in mind, we encourage you to send a message (either a letter or an email) to each member of your congressional delegation briefly describing your project. We suggest stating that your project received support through a grant from Indiana Humanities, in cooperation with the National Endowment for the Humanities, and summarizing the impact that the project will have on your community. (When the details of your program are set, you should also consider inviting the elected officials and/or their staff to take part.) We included in our award notification email a document indicating to whom you may send the message (i.e., Indiana's two senators and your representative) as well as their contact information. This is a great opportunity to engage with your elected officials and inform them of your work, but note that it's optional and not required as part of your grant administration.

## **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, or tours), 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 your full grant in advance, provided that you'll **begin dispersing the funds within 90 days**. To receive payment, you must submit a **Cash Request Form** within Foundant. You'll find the form on your Applicant Dashboard under "Follow Up Forms." Please understand that **we won't send any funds in advance until you specifically request them**. (If you don't request an advance, we'll send all outstanding funds once we process the final report.) **In addition, we won't send payment until you've signed the grant agreement and provided your Unique Entity Identifier.**

## **CERTIFYING CONTRIBUTIONS**

Grant recipients are required to provide a 50 percent match for the total cost of the project. This cost share may consist of cash support as well as in-kind contributions. You should keep documentation of all cash expenditures, in the form of receipts, with your project files. In-kind contributions made to your project require documentation as well, and to help you we've created in-kind certification forms. There are two forms: one for

[staff/volunteer time](#) and one for [contributed goods and facilities](#). Duplicate these forms and distribute them to in-kind contributors. Collect signed forms from contributors and keep them on file with other project records. **Do not** turn in cash receipts or certification forms to Indiana Humanities but **do** retain copies for your files for three years (see additional information below).

## **ACKNOWLEDGING SUPPORT**

**You're required to acknowledge the support of Indiana Humanities and the National Endowment for the Humanities** on any materials you produce as part of the grant. We also ask that you acknowledge our support in press releases, on flyers, on web pages, at your public events, etc. Please use the Indiana Humanities logo and the National Endowment for the Humanities logo (various versions available [here](#) and [here](#)) and/or include the following text: "This program has been made possible through a grant from Indiana Humanities in cooperation with the National Endowment for the Humanities."

**If your organization is located in Marion County or Hamilton County, funding for your grant also came from the Indianapolis Foundation, a CICF affiliate, and you should acknowledge its support as well.** You should include logos from Indiana Humanities, the National Endowment for the Humanities and the Indianapolis Foundation on any published materials and/or include the following text: "This program has been made possible through a grant from Indiana Humanities, in cooperation with the National Endowment for the Humanities, and from The Indianapolis Foundation, a CICF affiliate." You can find the Indianapolis Foundation logo [here](#).

## **SUBMITTING REPORTS**

All grant recipients must submit a **Final Report**, which is due within 90 days after the end date of the project (as specified in the grant agreement). If your project/grant period is longer than six months, you must complete a brief **Interim Report** as well. You can access, complete and submit your reports within Foundant, on your Applicant Dashboard, under "Follow Up Forms." You'll receive an automated system email reminding you of the upcoming due date for your report(s) 14 days in advance. Note that on your final report, you'll need to upload an accounting of your final expenditures (the final report form includes a link to a template that you can fill out, and you'll also find a direct link to the template [here](#)). You'll also see that we ask you to attach to the final report form any photos, press releases, printed articles, brochures or other publicity material generated by the program; as an alternative, you may email these items to [grants@indianahumanities.org](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 and all cost-share contributions for at least **three years** after you submit the final report. To ensure the safety of these records, keep the receipts for both grant expenditures and cost-share contributions in a single place on the premises of the sponsoring organization, together with all other records from the project.

**Thank you for developing and implementing humanities programming in your community. If you need assistance with administering your grant, please contact us at [grants@indianahumanities.org](mailto:grants@indianahumanities.org) or 317.638.1500.**