ACTION GRANTS
Call for Proposals

Grant amount	Up to $3,000
Application deadline	On a rolling basis—due the last day of each month (11:59 p.m. Eastern)
Notification	Within four weeks of the application deadline
Date projects may begin	Six weeks after the application deadline
Date projects must be completed	Within one year of notification
Additional details	• This grant requires at least a 100 percent cash/in-kind match. • We plan to award 35 to 40 Action Grants in 2025; depending on demand, we cannot guarantee that funds will remain toward the end of the year. • The National Endowment for the Humanities, a federal agency, provides funding for the Action Grants.

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.

To help ensure that everyone across the state shares in these benefits, Indiana Humanities offers **Action Grants** to Indiana organizations, providing them with funds to develop and implement responsive and meaningful humanities programming in their own communities. 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. Programs funded through Action Grants may come in a variety of formats—workshops, presentations, reading/discussion programs, exhibitions, podcasts, film documentaries, and more—as long as they're open to the public and utilize the humanities as a tool for engagement.

To help illustrate and inspire, here are some projects we've funded that align well with the goals of the Action Grants:

- The **Civil Rights Heritage Center** in South Bend hosted a **civil rights film series** that paired nationally acclaimed documentary films with panels of local individuals and humanities scholars who spoke to each film's topic and impact in the South Bend community.

- **Historic New Harmony** hosted **Heritage Artisans Days**, a three-day festival that allowed elementary students to experience what life was like in New Harmony, the site of two utopian communities in the early 1800s. Reenactors engaged with the students and provided history lessons through hands-on activities.

- As part of its **"Plant the Seed, Read!"** program, Warsaw-based **Kosciusko Literary Services** purchased copies of Ernest Hemingway's *A Farewell to Arms* for a community-wide reading program. It brought in a scholar to discuss Hemingway and the book at several public gatherings and school assemblies in towns around the region.

- The **Indiana Medical History Museum** in Indianapolis created an **app that allows deaf and hearing-impaired visitors to fully experience guided tours** of the museum via transcripts and ASL interpretation videos. Guests can borrow iPads with the app loaded and follow along during the tours.

- To help local residents learn about different religions and better understand and accept others' beliefs, the **Batesville Memorial Public Library** developed and hosted **"A World of Faith and Cultures in Our Neighborhoods."** As part of the project, religious-studies scholars from Indiana University presented talks at four libraries across Ripley County, and each site hosted a festival featuring food, music, and dress associated with different religious groups.

- The **Arab Indianapolis Foundation** produced a documentary called *Arab Indianapolis: A Hidden History* that tells the story of Arab Americans in the Hoosier capital. The foundation held screening-and-discussion programs at a variety of venues, and Indianapolis's public television station WFYI broadcast it.

- The **Wayne County Historical Museum** offered a series of public programs to accompany its exhibition *Gennett Records: The Birthplace of American Recorded Music*. These included development and screening of a documentary on the far-reaching history of Richmond's Gennett Recording Company; an afternoon at the museum featuring author talks, historical reenactors, and hands-on activities; and a murder-mystery evening at the historic Gennett mansion.

- **Roberts Settlement** hosted a **panel of history scholars for a discussion about Free People of Color** who came to Indiana during the early pioneer period and established communities like Roberts Settlement in Hamilton County and other places in the state. Topics included the Virginia and North Carolina beginnings, migration, settlement in Indiana, and the legacy and footprints left by the descendants of these early pioneers.

We especially like these programs because they fit well with our mission of encouraging Hoosiers to think, read, and talk. A few attempted to reach audiences that are sometimes left out of community conversations, and others used technology to make humanities programs more available to the public. All were based on sound scholarship and at the same time were engaging and accessible—with strong participation from the community. They serve as excellent examples of the types of projects that Indiana Humanities likes to support with our Action Grants.

For lists of previously funded projects, visit our Action Grant page and view the Funded Projects tab in the Grant Details section.

Eligibility

To be eligible for an Action 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 Action Grants to individuals, nonregistered entities, or for-profit entities. <u>Fiscal sponsorship is not permitted</u>. All organizations receiving a grant must provide Indiana Humanities with a Unique Entity Identifier (UEI) through the federal government's System for Award management website, SAM.gov (see more details on page 6). Recipients who are unable to provide a UEI will not be eligible for funding. Also, note that we will not award an organization more than one Action Grant per calendar year.

Requirements

Your proposal must meet the following requirements 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. <u>If you question whether your project falls into the humanities disciplines that we support, please contact us</u>.

   <u>**A point of clarification about the arts:**</u>
   Indiana Humanities typically 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 guidance from the Indiana Arts Commission or your local arts council. In general, <u>we do not award grants for writing workshops or other creative literary programs unless they include considerable opportunity for public reading and discussion</u>. 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 <u>if you have questions about including a qualified scholar as part of your project, please contact us</u>.

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. <u>Note that we do consider programs delivered in schools and correctional facilities to be public</u>, and in these cases, you may offer them to select audiences (i.e., you don't have to open them to the broader public).

    <u>Please note</u>: 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's 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 $3,000 in requested funding.** You may apply for a grant of up to $3,000 (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, especially if we determine that some of your components aren't humanities centered or that you've budgeted grant funds for ineligible expenses (see the restrictions outlined on page 5).

7. **Demonstrate at least a one-to-one match in cash or in-kind contributions from your organization or other sources** (e.g., if you request $2,500, you must show at least $2,500 of matching support). Matching funds must come from <u>nonfederal</u> 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 <u>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</u>. You'll find more information about the match in the "Budget" section in Appendix A below.

8. **Begin at least six weeks after the application deadline.** While you may engage in planning your project during the time that Indiana Humanities is considering funding, <u>the public programming should not take place until six weeks after the application deadline</u>. For example, if you submit an application in March (with a March 31 deadline), your program should not take place before May 15. In this case, we would review the proposal in

mid-to-late-April and notify you of our decision by the end of the month. The mid-May timeline would allow you the opportunity to prepare and submit the grant paperwork and to acknowledge Indiana Humanities' role in supporting the program (which is important to us). <u>We encourage you to submit applications well in advance of your program start date; if you do not receive funding but have allowed enough time, you may revise your application based on the feedback we give you and resubmit it for reconsideration</u>. If you have questions about the timing of your application, please contact us.

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

- Food and beverages (unless it's a key educational component of the program—for example, purchasing food for a program on Hoosier foodways); using grant funds to purchase alcohol is always prohibited

- Entertainment (unless it's a key educational component of the program—for example, hiring musicians for a program on Indiana's jazz heritage)

- 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

Application, Review, and Notification

You must submit your proposal using Indiana Humanities' 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**.

We accept applications for Action Grants on a rolling basis and review them every calendar month. Upon the start of a new month, we'll gather and evaluate all the applications we received over the course of the previous month. (So, for example, if you apply between January 1 and January 31, we'll review your application in February.) Our review committee will assess 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 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 consider 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've attached the Action Grant scoring rubric in Appendix C.**

We'll notify you about the status of your proposal by the close of the review month. We'll contact the project director, who will be responsible for informing other project team members.

We'll award an organization only one Action 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 our grants staff on ways that you might improve it) and submit it again.

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](). 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]() 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 (including changes to the budget) to Indiana Humanities prior to their execution.

- Acknowledge Indiana Humanities and the National Endowment for the Humanities 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
grants@indianahumanities.org
317.616.9784

The Indiana Newspaper in Education Foundation Award

While the goal of the Action Grant is to support public programming covering a broad range of humanities topics (as defined above), Indiana Humanities will set aside funds to award at least one grant each year that is dedicated specifically to a media literacy project. Support for this initiative is generously provided by the Indiana Newspaper in Education Foundation.

Examples of Media Literacy Projects

According to the Center for Media Literacy, "Media literacy is a 21st century approach to education. It provides a framework to access, analyze, evaluate, create and participate with messages in a variety of forms—from print to video to the Internet. Media literacy builds an understanding of the role of media in society as well as essential skills of inquiry and self-expression necessary for citizens of a democracy."

The following are some examples of media literacy projects that the Indiana Newspaper in Education Foundation is interested in funding—though we will consider other ideas as well.

- Development of materials for students to assist them in accessing, analyzing, and evaluating specific news stories in newspapers and comparing them to other media sources.

- Teacher workshops, public lectures, and town-hall-type discussions on fake news in newspapers and other media (the perpetuation of which, according to David Chavern, president and CEO of the News Media Alliance, "undermines society's knowledge base and public discourse for a healthy democracy").

- Development of lesson plans to distinguish fact vs. opinion in newspapers (digital or print) and follow-through in the classroom. These plans may include elements of comparing and contrasting between various media sources.

- Projects to help students understand the role of newspapers as the "watchdog of government" and the importance of being an informed citizen in a democratic society.

- Plans for introducing students to digital newspapers and how to include them in research projects.

- Teacher workshops on the First Amendment of the U.S. Constitution as it applies to freedom of the press.

- Projects for using print or digital newspapers in the classroom. These should include the study of current events and how they affect students' daily lives.

Requirements and Restrictions

In general, the requirements and restrictions for this grant are the same as outlined above, with the following clarifications:

- Grants must be made to a tax-exempt Indiana organization. Individuals or newspapers must apply through a school, district, public library, or other nonprofit entity supporting the project.

- The target audience must be students or teachers (K–12 or college/ university), though components of the program may also benefit the public at large.

- All proposals must include an element (student materials, lesson plans, teacher guides, etc.) that can be shared with others (via websites or other means); the goal is to help teachers, librarians, news outlets, and others replicate and promote the work.

- While we require grant recipients to involve a humanities scholar in project planning and implementation (as outlined in the Requirements section above), we offer some flexibility for the Indiana Newspaper in Education Foundation award. The key is to demonstrate that the project will include qualified experts—whether teachers, librarians, professors, journalists, or others—who are capable of educating students about the concepts behind media literacy. All applicants should clearly demonstrate that their project includes the right mix of personnel to successfully plan, implement, and evaluate the work.

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, include a complete and accurate budget with itemized expenses, and demonstrate community need for the proposed programming. The following outlines the sections and questions you'll find on the online application form.

Call for Proposals

The purpose of this section is to remind you of the importance of reviewing the Action 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's 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'll serve as the administrative contact for the grant. 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 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 pages 6–7.)

- *Federal Funding.* We ask if your organization receives more than $1,000,000 in federal funds annually. If so, we must follow certain federal reporting requirements.

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. Make clear in your response how your programming centers on the humanities.

- *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.

Project Personnel and Partnerships

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

- *Humanities Scholars.* Who are your humanities scholars or experts? How are they involved in the planning and implementation of your project?

- *Project Team Members.* In addition to the humanities scholars/experts, 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.

- *Scholar Resumes.* Attach resumes or CVs for the scholars/experts involved in this project. Note that if you have multiple documents, you'll need to upload them together in one file.

- *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. 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.* We encourage you to attach up to 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. Letters of support are optional, but you can receive up to five scoring points for including them. If you have multiple letters, you'll need to upload them together in one file.

- *Additional Materials.* Attach any additional materials that you feel will be helpful as we consider your grant proposal. 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 [Action 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. As a reminder, you should not use grant funds for

any of the restricted items listed on page 5. <u>Total this column and enter the amount on the application line that says, "Total Grant Request."</u>

- 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. See the "additional budget notes" section immediately below for more information about cash cost share. <u>Total this column and enter the amount on the application line that says, "Total Cash Cost Share."</u>

- 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. See the "additional budget notes" section immediately below for more information about in-kind cost share. <u>Total this column and enter the amount on the application line that says, "Total In-Kind Cost Share."</u>

- Add together the total grant request, total cash cost share, and total in-kind cost share. This will be your total project cost. <u>Enter this amount on the application line that says, "Total Project Cost."</u>

- Once you've finalized your budget form, attach it to the application.

<u>Additional budget notes</u>:

- Your match (cash and in-kind) must be at least equal to your requested grant funds.

- You cannot use federal dollars for cost-share purposes.

- Line items for food, beverages, and other restricted activities (see the list on page 5) are prohibited, both for Indiana Humanities grant funds and cost-share funds. <u>These items should not appear anywhere in your budget</u>.

- 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 15 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. <u>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</u>.

- 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. <u>Remember that clarity of budget is one factor on which we evaluate your proposal</u>.

Authorizations

You'll finalize the grant application in this section.

- *Sharing Permission.* Indiana Humanities occasionally provides 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.

Category	Grant Funds	Cost Share—Cash	Cost Share—In-Kind	Notes
Administration (list all persons, titles, hours, and rates of pay)		Jane Smith, program director 30 hrs. @ $27/hr. = $810 John Jones, executive director 10 hrs. @ $35/hr. = $350	Two volunteers 20 hrs. total @ $20/hr. = $400	
Program Personnel (list all non-administrative persons and stipends or rates of pay)	Susan Wilson, speaker = $500 honorarium Jim Brown, speaker = $500 honorarium Sarah Jackson, speaker = $1,075 honorarium	Sarah Jackson, remaining honorarium = $1,425	Speaking fee discount offered by Sarah Jackson = $2,500	Sarah Jackson (nationally recognized author) will serve as keynote speaker and offer a 50 percent discount on her $5,000 speaking fee (grant and cash funds will cover the $2,500 fee with the rest counted as in-kind).
Travel and Per Diem (list mileage, airfare, lodging, per diem, etc.)	Wilson mileage from Indianapolis, 320 miles RT x $.67/mile = $214 Brown mileage from Chicago, 84 miles RT x $.67/mile = $56 Jackson flight from Boston = $354 Jackson hotel (one night) = $128 Jackson car rental = $73 Jackson per diem, two days @ $50/day = $100			
Supplies (list expenses for any supplies)		Supplies for program (paper, envelopes, name tags) = $77		
Printing and Postage (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.
Space Rental (list expenses related to office and meeting space)			Public library meeting room for three days, $75/day = $225	Library is offering space free of charge, counted as in-kind.
Other (list all items not included above)		AV rental for three events, $100 per event = $300		
TOTALS	**$3,000**	**$3,496**	**$3,325**	

Appendix C—Action 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 *25 Points*	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. *0–5 points*	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. *6–12 points*	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. *13–19 points*	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. *20–25 points*	out of 25
Capacity *20 Points*	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. *0–5 points*	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. *6–10 points*	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. *11–15 points*	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. *16–20 points*	out of 20
Case Statement/Need *25 Points*	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. *0–5 points*	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. *6–12 points*	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. *13–19 points*	The proposal makes clear that this a project Indiana Humanities must fund. The writer 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. *20–25 points*	out of 25

Budget *10 Points*	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. *0–2 points*	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. *3–5 points*	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. *6–8 points*	This is a model budget. It presents a thorough accounting of how the grant dollars will be invested, and it's clear that the person preparing it 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. *9–10 points*	out of 10

Additional Factors

Factor	Considerations	Points Awarded
Reaches Underserved Audiences *5 Points*	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.).	out of 5
Builds Capacity *5 Points*	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.	out of 5
Aligns to Indiana Humanities' Goals *5 Points*	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.	out of 5
Demonstrates Community Support *5 Points*	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 give applicants the opportunity to submit optional letters of support. These should 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.	out of 5
Add together the points you assigned for each of the core components and factors listed above and enter the total to the right. **This is your final score.**		**out of 100**

Comments: