



INDIANA HUMANITIES

PROJECT DIRECTOR GUIDELINES

Mini-Grant—2026

Congratulations on receiving an Indiana Humanities Mini-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 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 Mini-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, [Subpart 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 sections XV and XVI of the grant agreement—certifications that you attest to by signing the agreement.

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 send us details about them via our online [event submission page](#) so we're aware of them. (You'll need to complete a separate submission for each event/activity.) If you indicated in your application that your project includes public events (most projects do), we'll assign you a form to complete in [Foundant](#) titled Public Event Submission Confirmation Form. The form will ask you to confirm that you've submitted your event details to us; if you haven't, you'll have the option to provide them through the form. You'll find the Public Event Submission Confirmation Form on your Applicant Dashboard under "Follow Up Forms." 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 disbursing 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.**

DOCUMENTATION OF EXPENDITURES

keep documentation of all cash expenditures, in the form of receipts/invoices, with your project files. **Do not** turn in cash receipts to Indiana Humanities but **do** retain copies for your files for three years..

ACKNOWLEDGING INDIANA HUMANITIES' 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.

You may use the following text: "This program has been made possible through a grant from Indiana Humanities and the National Endowment for the Humanities." As an alternative to (or in addition to) the text, you may include our logos (click on the links to find logos for each organization in a variety of formats).

- [Indiana Humanities](#)
- [National Endowment for the Humanities](#)

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, we'll assign you brief interim report(s) 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 or send hard copies to Indiana Humanities, 1500 N. Delaware St., Indianapolis, IN 46202-2419.

KEEPING RECORDS AFTER PROJECT TERMINATION

Per federal requirements, you should keep auditable records of all grant expenditures for at least three years after you submit the final report. To ensure the safety of these records, keep the receipts/invoices for grant expenditures 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 or 317.638.1500.