# ACTION GRANTS
## Call for Proposals

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|---|---|
| Grant amount | Up to $5,000 |
| Application deadline | Quarterly, with the following deadlines:<br>• November 30, 2026<br>• February 28, 2027<br>• May 31, 2027<br>• August 31, 2027<br>• November 30, 2027 |
| Notification | Approximately six weeks after the application deadline |
| Date projects may begin | Upon notification |
| Date projects must be completed | Within one year of notification; a final report is due within 90 days of completion |
| Additional details | • This grant requires at least a 50 percent match (cash and in-kind).<br>• We plan to award approximately 20 grants total during the 2026–2027 cycle; depending on demand, we cannot guarantee that funds will remain toward the end of 2027.<br>• The National Endowment for the Humanities, a federal agency, provides funding for the Action Grants. |
| How to apply | Applications must be submitted through the online grants portal (linked here and at https://indianahumanities.org/grant/action-grant). See "Appendix A—What to Expect in the Online Application" on page 10. |
| Have questions? | We're available and eager to support you as you develop your program idea and prepare your application. See "Application Support" on page 7 for contact information. |

Access to public humanities programs is essential to the citizens of Indiana. The humanities help to educate and inspire Hoosiers. They encourage 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. Just as important, they add enjoyment to life!

To help ensure that everyone across the state shares in these benefits, Indiana Humanities offers **Action Grants** to tax-exempt organizations, providing them with funds to develop and

implement engaging 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 spark curiosity, connect people, and explore the human experience, and we provide grants to help us carry out this work. Programs funded through Action Grants help people learn new information, consider different perspectives, share ideas, and understand one another better. They may come in a variety of formats—workshops, presentations, reading-and-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:

- Elkhart's **Ruthmere** arts and history campus hosted ***The Global Language of Headwear***, a traveling exhibition that displays nearly 100 hats and headdresses and explores the cultural identity, rites of passage, and spirituality that various headwear represent. Ruthmere presented accompanying programming, including a talk on the use of headwear in religious practices as well as free family days and children's activities.
- **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.
- For its "**Henry County Reads**" program, the **New Castle–Henry County Public Library** sponsored a community-wide read of the classic gothic novel *Rebecca* by Daphne du Maurier. The library distributed free copies of the book and offered related programs, including a book discussion with the Daphne du Maurier Society of North America, a reader's retreat, and a lecture on Alfred Hitchcock's 1940 film based on the book.
- 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 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 come from across the state, they represent an array of approaches, and some attempt to reach audiences that don't always have access to humanities programming. All are based on sound scholarship, and at the same time they're engaging. They serve as excellent examples of the types of projects that Indiana Humanities likes to support with our Action Grants.

## 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. Fiscal sponsorship is not permitted. 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 7). 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. 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 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, 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 public audiences.** 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).

   We'll also point out that Indiana Humanities focuses on providing humanities to the people of Indiana. While your project may draw audiences from outside the state (via virtual presentations, online exhibitions, digital media, and other means), it should designed and delivered with Hoosiers in mind.

   One final 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'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 $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, 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 below).

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 provide the National Endowment for the Humanities with 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 notification of grant.** While you may engage in planning your project during the time that Indiana Humanities is considering funding, the public programming should not take place until after you're notified of the grant. 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 consideration in a future cycle.
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
- Promotion of gender ideology or discriminatory equity ideology that violates applicable law; support for diversity, equity, and inclusion (DEI) or diversity, equity, inclusion, and accessibility (DEIA) initiatives or activities that violate applicable law; and/or environmental justice initiatives or activities that violate applicable law

## 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, with quarterly deadlines on February 28, May 31, August 31, and November 30 each year. After a deadline passes, we'll gather and evaluate all the applications we received over the course of the previous quarter. (So, for example, if you apply between March 1 and May 31, we'll begin reviewing your application in June.)

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. **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 within six weeks after the deadline. 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.
- Provide Indiana Humanities with advance notice of all grant-funded events and activities so we can include them on the events section of our website, promote them on social media, and send an Indiana Humanities representative to attend when possible.
- 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 match) at the conclusion of the project. We may also assign one or more interim reports depending on the length of your project timeline.
- 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—What to Expect in the Online Application

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 Résumé*. Attach the résumé as directed.

### Project Overview—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? Why is your project important to this audience (in other works, what is the community need)?
- *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 Résumés*. Attach résumés 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 Résumés*. If you feel it will be helpful, attach résumés 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?

## 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 re-create your own spreadsheet or table 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 pages 5–6. The amount of grant funds requested will automatically total at the bottom of the column; enter this number on the application line that says, "Total Grant Request."

- The column titled "Match—Cash" should reflect cash for project expenses that comes from your organization or your donors and collaborators. You should 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 match. The cash match amount will automatically total at the bottom of the column; enter this number on the application line that says, "Total Cash Match."
- The column titled "Match—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 10 below for more information about in-kind match. The in-kind match amount will automatically total at the bottom of the column; enter this number on the application line that says, "Total In-Kind Match."
- The budget template will automatically add together the total grant request, total cash match, and total in-kind match. This amount appears underneath the Total Project Budget heading. 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 combined) must equal at least 50 percent of your requested grant funds.
- You cannot use federal dollars for match purposes.
- Line items for food, beverages, and other restricted activities (see the list on pages 5–6) are prohibited, both for Indiana Humanities grant funds and match funds. These items should not appear anywhere in your budget.
- 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. 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 Explanation of Expense and Match column. Remember that clarity of budget is one factor on which we evaluate your proposal.

## Letters of Support and Additional Materials

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

- *Letters of Support*. If desired, you may attach up to three letters of support from cosponsors, experts, and/or interested community groups to vouch for the value of your program and its potential impact on the community. Ideally, letters 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. Reviewers do not award points for them as a standalone element, but compelling letters may positively impact your scores in key areas of the scoring rubric. If you opt to include letters and have multiple documents, 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.

## 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. Note that this is for reporting purposes only and that we don't consider this when evaluating your application.

## 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 the budget that you submit. You may prepare your budget using the template provided with the application, or you may create and upload your own Word document or spreadsheet as long as you use the same columns and categories as the sample.

| Expense Category | | Grant Funds | Match—Cash | Match—In-Kind | Explanation of Expense and Match |
|---|---|---|---|---|---|
| Personnel | Salaries, Wages, Benefits | $255.00 | $255.00 | | Program director, 10 hrs. @ $30/hr. = $300<br>Executive director, 2 hrs. @ $45/hr. = $90<br>Custodian, 2 hrs. @ $20/hr. = $40<br>Childcare providers (x 2), 2 hrs. each @ $20/hr. = $80 |
| | Speaker Fees, Stipends, Honoraria | $2,000.00 | | $500.00 | Speaker fee for Susan Wilson, historian and facilitator. Wilson typically charges $2,500 but is providing a discount to our organization, so we're counting her $500 donation as part of our in-kind support. |
| | Volunteer Time | | | $195.72 | Two volunteers will staff the event (4 hrs. total) and another volunteer will distribute flyers the week prior (2 hrs.); 6 hrs. total @ $32.62/hour (per Independent Sector*) = $195.72 in-kind support |
| Travel | Mileage | $211.28 | | | Wilson mileage from Indianapolis, 278 miles round trip x $.76/mile = $211.28 |
| | Lodging | $116.00 | | | Wilson overnight hotel stay = $116 |
| | Airfare | | | | |
| | Trave—Other | | | | |
| Other | Supplies | $37.00 | | | Name tags, Post-It notes for small-group activity, new pack of dry-erase markers |
| | Printing, Copying, Production, Postage | $90.00 | | $30.00 | For flyers, signage, and handouts; printer gives us a 25% discount as a frequent customer so we're counting that as part of our in-kind contribution |
| | Facility, Venue, Space | | | $400.00 | We'll use an auditorium that rents at $100/hr. for 4 hrs., including set-up and tear-down; this is donated space and we're counting it toward in-kind match |
| | Marketing, PR, Advertising, | $50.00 | | | We'll spend $50 on social media ads to promote the event |
| | Miscellaneous | | | | |
| **Expense Totals** | | **Grant Funds** | **Match—Cash** | **Match—In-Kind** | **Total Project Budget** |
| | | **$2,759** | **$255** | **$1,126** | **$4,140** |

For this example, these are the numbers you'd enter in the "Budget" section of the application:
Total Grant Request = $2,759 / Total Cash Match = $255 / Total In-Kind Match = $1,126 / Total Project Cost = $4,140

* We encourage applicants to account for volunteer time as part of their in-kind match. The Independent Sector website offers a helpful online tool for assigning a dollar value to volunteer time (independentsector.org/research/value-of-volunteer-time.) As of July 2026, it recommends a valuation of $32.62/hour in Indiana.

# 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.

| Component | Weak | Fair | Strong | Points |
|---|---|---|---|---|
| **Humanities Focus**<br>*10 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.<br>*0–3 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.<br>*4–7 points* | The project clearly focuses on humanities topics and/or includes humanistic methods. It features solid public-programming elements. The scholars and their roles are clearly identified, and the scholars will likely contribute to the project's success. Projects scoring the highest points may apply innovative approaches or focus on unique humanities topics.<br>*8–10 points* | out of 10 |
| **Capacity**<br>*5 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 program's goals and evaluation methods are not clearly defined.<br>*0–1 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 reach its desired level of participation. The organization has outlined program goals and has provided some thought regarding evaluation.<br>*2–3 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. The organization has clearly defined the program goals and has outlined evaluation tools that will help to measure impact.<br>*4–5 points* | out of 5 |
| **Case Statement/Need**<br>*5 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 applicant does not "sell" the project, and if we don't fund it, it's hard to see that there will be much negative impact.<br>*0–1 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.<br>*2–3 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. If we fund this work, the team will carry it out with a sense of purpose and will create meaningful engagement.<br>*4–5 points* | out of 5 |
| **Budget**<br>*5 Points* | The budget does not include details to help reviewers understand how the organization will spend grant dollars. 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.<br>*0–1 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. The figures seem reasonable compared to what we understand about the project.<br>*2–3 points* | The budget is well prepared. It offers sufficient detail to help us understand how funds will be spent, and the person preparing it has invested time getting quotes, estimates, etc. The budget does a good job of accurately reflecting the costs involved with the project.<br>*4–5 points* | out of 5 |

**Comments:**