

Regular Grant Guidelines & Reporting Requirements

Humanities **MONTANA**

The beginning of this document contains guidelines and suggestions for applying for a grant. The end of the document outlines the requirements for managing your grant and final report if you receive an award.

| Grant Type | Amount | Deadlines |
|------------|--------------|--------------------------------|
| Regular | Over \$1,000 | December 20/April 20/August 20 |

Types of projects supported:

- Book festivals
- Conferences
- Exhibits
- Lectures
- Media projects
- Museum assistance
- Oral histories
- Panel discussions
- Planning for humanities programs
- Public debates
- Reading and discussion programs
- Workshops
- “Other” (to encourage innovation).

Humanities Montana grant applications are electronic. We **strongly** suggest you consult with Humanities Montana staff before applying for any grant. You may address questions to Humanities Montana staff at any time, at 406-243-6022, or via email to info@humanitiesmontana.org.

Eligible grantees

- Nonprofits
- K-12 schools, Colleges, Universities
- Museums
- Libraries
- Historic preservation societies
- State or local government agencies
- Unions
- Business and professional groups
- Social service organizations
- Community, religious, or tribal groups
- Noncommercial media firms
- *Ad hoc* groups

All Humanities Montana-funded projects must have

- A central focus in the humanities
- A clearly defined theme
- Professional humanists involved in planning/executing
- No political advocacy
- A public program
- Publicity and evaluation plans where appropriate
- 1:1 cost-share of in-kind or other funds
- All applications for support of projects that involve Native American communities or cultures must demonstrate involvement of those communities or address why they are not involved.

Humanities Montana cannot fund

- Projects that focus on personal instead of public concerns
- Non-public meetings of organizations (although Humanities Montana will consider funding programs open to the public but held in conjunction with a group's meeting)
- Construction, restoration, or operating expenses of existing organizations
- Equipment, property, or other capital purchases
- Museum or library acquisitions, except in unusual circumstances
- Lobbying or direct social action, or planning for direct action, or projects which advocate a particular course of action
- Projects that present a one-sided, uncritical treatment of an issue
- Projects that would raise funds for profit-making groups or for commercial purposes
- Meals or refreshments for an audience
- Alcoholic beverages or entertainment costs
- Candidates running for political office

The Humanities Montana proposal review process awards grants on a competitive basis. Funding is limited. Humanities Montana board members review all applications. Regular Grant decisions are made at each of the three Humanities Montana board meetings (which may follow a deadline by several months). Applicants are notified of Humanities Montana's decision in writing. Applications may be funded (in whole or in part) with or without conditions, returned for revision and/or resubmission, or rejected. Humanities Montana's return of an application for revision and resubmission does not assure approval of the revised application.

Common reasons for rejecting an application include Humanities Montana's limited budget, insufficient detail, lack of substantial humanities content, inadequate participation of qualified humanities personnel, insufficient or restricted audience, advocacy or lack of balance in addressing issues, and insufficient budget detail or justification.

The arts and humanities are *not* the same, which is why Montana is served by both an arts council and Humanities Montana. Arts programs usually focus on creation and performance. Humanities programs focus on the interpretive aspects of the arts: discussions about their historical or philosophical contexts, critical analyses of their methodology, lectures or films that look at the characteristics of different art movements or periods. Occasionally Humanities Montana grants modest amounts for performances when such activities are teamed with interpretations, such as when a play or dance is preceded or followed by a lecture or scholar-led discussion.

Repeat proposals are allowed. However, applicants should be aware, when they submit proposals for annual programs or “repeat” projects of essentially the same format, Humanities Montana expects a request for substantially fewer funds than for initial projects, and some innovation in the project.

Other considerations include the following:

- In accepting a grant, the sponsor agrees to use grant funds in accordance with the Humanities Montana grant award letter and general grant provisions
- Grant funds may be spent only within the grant period for the purposes described in the proposal and for the items specified in the approved budget
- Humanities Montana requires a fiscal manager who is not the project director. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager submits a final financial report at the conclusion of the project. If you are with a university, this is usually someone in your Office of Research and Sponsored Programs.
- All materials publicizing or resulting from grant activities must contain appropriate acknowledgement of Humanities Montana support

Rights to materials (scripts, films, television and radio programs, viewer and listener guides) will ordinarily remain with the grantee; any plan for future use or distribution of such materials must be submitted to the Humanities Montana for approval prior to implementation (unless Humanities Montana has provided less than 25% of total funding.) In addition, the grantee must assure Humanities Montana that utilization of material funded under a grant will be sought on the basis of maximum possible right for non-commercial use or distribution.

Application Requirements

Please apply for all Humanities Montana grants using our online grant application forms. Instructions are included with each section.

Budget Form Instructions

General Budget Guidelines

Humanities Montana grant funds may only be used for expenses incurred during the grant period. The grant period begins the date funds are awarded (not application date) and normally ends 30 days after the program or activity ends. You may charge a fee for admittance to your program if you wish. However, such fees should be estimated as income, be reported as cash income on your budget form, and such income must be spent on project-related expenses.

“Indirect costs,” “administrative costs,” “overhead,” and “general operating costs,” are all terms for expenses incurred by organization through the execution of its day-to-day activities but which cannot be attached to a specific activity. They are the expenses that keep the lights on, give everyone a space to work and the equipment they need, pay for insurance, and manage financial transactions. Humanities Montana allows indirect cost requests of up to 10% of the total amount of the grant request.

Humanities Montana funds may not be used to pay for capital purchases, liquor, entertainment, or food for audiences. Grant funds are limited and competition is tight. Applications which are over-budgeted are less likely to receive support.

Program Title

The program title on the budget form should match the title used at the beginning of your online application.

Grant Period

The grant period begins the date funds are awarded and normally ends 30 days after the funded program or activity ends.

Funding Sources

The budget form provides three funding source columns for your expenses (*Humanities Montana Grant Funds, In-Kind Contributions and Costs, and Other Cash Income*). On the budget form, indicate which funding source provides what dollar amount of funding in each budget category. We encourage you to seek funds from multiple sources.

- *Humanities Montana Grant Funds* are the grant funds you are requesting in your application.
- *In-Kind Contributions and Costs* include the value of services and materials donated to the project. Examples include: the value of your time not reimbursed by the grant, a meeting room, media public service announcements (PSAs), volunteer labor.
- *Other Cash Income* includes actual cash contributions to your project from your organization's budget, gifts from private individuals, or grants from non-federal sources.

Income

List all sources of in-kind contributions and other income and mark whether they are prospective or committed. You may insert additional income source rows. Add your In-kind Contributions, Cash Income and Humanities Montana Grant Funds to reach your Total Revenue from all sources.

Cost-Share

Your cost-share to the project is the total of your *In-Kind Contributions* and *Cash Income*. Your total estimated cost-share must match your Humanities Montana Funds 1:1. For every dollar you request from Humanities Montana, you must provide at least a dollar of cost-share, either in cash, in-kind, or a mixture of both.

Expenses

1) Personnel

- Project staff may be paid a salary with Humanities Montana funds. Ordinarily no more than 10% of the Humanities Montana grant may be used for staff salaries. Participating scholars and other resource people may receive honoraria from Humanities Montana grant funds. Humanities Montana *recommends* the following honoraria:
- Up to \$200 for lecture/discussion leaders for a single presentation, \$75 for additional presentation of the same material at the same site
- Up to \$125 for panelist or moderators
- Up to \$400 for out-of-state lecturers. We encourage sponsors to seek others funds if higher honorarium is required
- Up to \$2,000 for nationally prominent speakers

2) Travel/Per Diem

- Humanities Montana may approve ***actual expenses for travel and per diem, with receipts***. Without receipts, Humanities Montana will refund the Montana state rates for travel/per diem:
- In-state events: \$23.00/day for food (breakfast=\$5.00; lunch=\$6.00; dinner=\$12.00).
- Out-of-state events: \$28.00/day for food (breakfast=\$6.00; lunch=\$6.00; dinner=\$16.00).

- In-state motel: \$12.00 (without receipt); Out-of-state motel: \$50.00.
 - Mileage: \$.50/mile in personal car.
- 3) Office**
- Humanities Montana may award funds for up to half of these expenses for established institutions and up to 100% for ad hoc or small organizations.
- 4) Promotion/Publication**
- All programs must budget for appropriate and effective publicity/promotion/outreach. You may request funds for promotional printing costs (posters, programs, etc.)and print and other advertising,
- 5) Facilities & Equipment**
- If you do not actually pay a rental fee for meeting space which normally rents out, Humanities Montana will accept in-kind for that amount. Equipment such as microphones, computers, etc., may also be rented. Humanities Montana will not pay for the purchase of equipment.
- 6) Other**
- Your project may entail expenses for other needs. Please detail them here.

During the Grant Period

Please acknowledge Humanities Montana funding in publicity and at public programs and events supported by the grant.

Grants awarded by Humanities Montana are largely provided with funds from the National Endowment for the Humanities (NEH). Please write a letter to Montana's congressional delegation describing your granted project's impact on the local and/or statewide community. It helps to thank our U.S. representatives for recognizing the importance of Humanities Montana grants and their continued funding from appropriations to the Federal/State Partnership Program of the National Endowment for the Humanities. Mail and email addresses for the congressional delegation are available at http://mt.gov/govt/congressional_delegation.asp. Email a copy of your letter to Humanities Montana at info@humanitiesmontana.org.

Obtain audience/participant counts to report at the end of the project.

An important part of a successful program is meaningful evaluation. Provide evaluation forms for use by the audience, program personnel, and volunteers. Humanities Montana can provide examples of evaluation tools.

Managing Finances

- 1) The fiscal manager is responsible for handling grant funds. All grant related expenses, income and in-kind contributions must be documented and reported at the end of the grant.
- 2) Financial records for the grant project must be kept for inspection and/or audit for a period of five years following the submission of the final report. Financial records include receipts/invoices/bills documenting actual expenditures, signed statements documenting the provision of in-kind goods and services (see item 3), payroll statements/stubs, etc. covering **all** expenditures of grant funds, matching funds, and project income. The federal government, Humanities Montana, or their designee may make a full audit of the grantee's records relating to this grant.
- 3) Keep accurate records of volunteered time and contributed services. This is your in-kind contribution. These records must be retained for five years as part of your financial records.

- 4) Unless specified otherwise in your grant agreement, Humanities Montana does **not** require you to provide copies of receipts and in-kind forms with your final financial report. However, if you can't assure access to these records for five years as required, please provide copies of all receipts, in-kind forms, and other documentation for ALL income and expense figures on your final financial report.
- 5) Unless otherwise specified, upon receipt of the signed grant agreement Humanities Montana issues the check for your grant award to the **name and address of the sponsoring organization**. Your sponsoring organization must have a DUNS number, the capability to deposit this check and write checks against the deposited funds. Humanities Montana writes checks to sponsoring organizations on the 5th and 25th of each month.
- 6) Grant funds are provided, all or in part, by the National Endowment for the Humanities. NEH and other federal requirements, constraints, and certifications applicable to this agreement and these funds are found at the Humanities Montana Grants webpage under "Required Federal Certifications." Grant funds may not be used for lobbying, capital/equipment purchase, liquor, or entertainment.
- 7) Grant funds may be expended only for grant project purposes and activities as set forth in the grant application and budget or as subsequently modified. A request for any budget modification must be made in writing and approved by Humanities Montana before any expenditures differing from the original grant award are paid from funds provided by Humanities Montana. The types of modifications which require approval include:
 - Changes in project scope, purpose or activity
 - Changes in the project director or other key professional personnel identified in the grant application
 - Changes in any project budget line which exceed ten percent (10%) of the total budget, or five hundred dollars (\$500.00) whichever is greater
 - Changes which introduce or eliminate types or categories of expenditures
 - Changes in duration of grant period (these changes must be submitted at least thirty (30) days prior to the termination of the grant period)
 - Decreases in the level of cost sharing cash
 - Decreases in the level of cost sharing in-kind
- 8) All project employees must have unemployment insurance and workers' compensation insurance. All state and local tax and employment laws, rules, and regulations applicable to employees paid from grant funds must be followed. All wages, fees, and non-employee compensation (e.g. honoraria) paid with grant funds must be reported to the appropriate local, state, and federal tax authorities, as required by law. Project staff and resource people are not employees of Humanities Montana, but are employees of the grantee.
- 9) Unused grant funds at the end of the grant period must be returned to Humanities Montana.

Final Reporting

An online final report is due no later than 90 days after the grant period ends. However, we strongly recommend you submit your report immediately upon conclusion of your grant work. To access the final report, login to the same grants management system you use to apply for the grant. The web address is: www.grantinterface.com/Common/LogOn.aspx?eqs=B9OfTluxi4kDySSdSVliJVx6v7dKJ06j0.

You will receive an automatic email reminder two weeks before the deadline. Failure to file the final report in a timely manner will disqualify your organization from receiving Humanities Montana grants and programs in the future.

Requirements

You will need to submit a final budget form to Humanities Montana when you submit your final report. The budget must show expenditure of all grant funds awarded. Any amount not accounted for in the budget must be reverted to Humanities Montana by check at the close of the grant period. We strongly prefer grantees spend the entire amount awarded.

You will also be asked to report on attendance numbers and demographics at your program(s), program type, and venue. We require a short, narrative evaluation of the project, digital photos if any are available, and promotion materials. You may preview the final report at any time after your grant is awarded.