

# Research Fellowship Grant Guidelines and 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	Maximum Award	Deadline
Research Fellowship	\$4,000	Dec. 20

## Types of projects supported

- Research fellowships

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](mailto:info@humanitiesmontana.org).

Humanities Montana offers a fellowship program to support research in the humanities relating to Montana and the region. Typically as many as three awards of up to \$4,000 each will be made each year. Fellowships allow the grantee to devote several weeks of uninterrupted time for investigation, reflection, and writing.

**Eligibility** While preference will be given to Montana residents, applicants may include any legal resident of the United States who demonstrates evidence of interest and accomplishment in the field of the humanities. Persons seeking support for work leading toward a degree are not eligible to apply. If a prospective applicant has completed all of the official requirements for the degree and is awaiting only the formal award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree.

Some applicants may wish to conduct research under the guidance of a mentor. Applicants may choose their own mentor or request that Humanities Montana staff suggest one. The mentoring plan should be a part of the application, and mentors may receive up to \$1,000 in addition to the individual fellowship award. A written progress report from the mentor will be due six months after award, and a final narrative at conclusion of project.

Humanities Montana fellowships *are not limited to individuals in educational institutions*. Scholars and writers in various other settings—for example, museums, libraries, and historical associations, or others—are welcome to apply. Independent scholars and writers, not affiliated with educational or other institutions, also are eligible and are encouraged to apply.

**Purpose** Humanities Montana encourages serious scholarship on Montana and the region. Projects appropriate for funding must be within a humanities discipline. The humanities include, but are not limited

to, the following disciplines: history, philosophy, languages, linguistics, literature, archaeology, jurisprudence, the history, theory, and criticism of the arts, ethics, comparative religions, those aspects of the social sciences which have humanistic content and employ humanistic methods, and the study and application of the humanities to the human environment, with particular attention to reflection on our diverse heritage, traditions, and history, and to the relevance of the humanities to the current conditions of national life.

**Products** Research projects must result in a product that will be presented to Montana audiences. These may be, *but are not limited to*, exhibits, narrated computer and/or web-based products, a series of newspaper or magazine articles, books, and/or journal articles. Humanities Montana must receive a copy of the end product.

Fellowship recipients must present two public programs based upon their research by the end of the year following the grant period. Scheduling of these programs should be made in consultation with the Humanities Montana staff.

**Criteria for selection** Applications for fellowships, which *must be written by the applicant*, will be judged on the following:

- Conception, definition, organization, and description of the project
- Quality and significance of the contribution of the project to the humanities in Montana and the region
- Likelihood that the applicant will complete the project
- Appropriate and imaginative method(s) proposed for presenting the project to the public.

The description of the project should address the following questions:

- What are the basic ideas, problems, works, or questions the study will examine?
- What is the current state of the proposed study? Is it in its beginning stage or in progress? How does the part of the study to be done under the fellowship fit into the whole?
- Who is the proposed audience and what form will the final product take?
- What contribution is the proposed project likely to make to the humanities in Montana?

**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
- Include 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. All Humanities Montana board members review all Research Fellowship applications. Decisions are made at the next board meeting following the application deadline. 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.

**Other considerations** include the following:

- In accepting a grant, the recipient 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
- Suitable records and accounts of project expenditures must be maintained so an experienced bookkeeper is needed
- All materials publicizing or resulting from grant activities must contain the 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. Humanities Montana does not pay for indirect costs. Humanities Montana funds may not be used to pay for capital purchases, liquor, entertainment, or food for an audience. 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 ends 30 days after the funded program or activity ends.

### Funding Sources

The budget form lists 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

- *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. ***In the case of research fellowships it is not unusual for the majority or even all of the cost share to be in the form of the in-kind value of your additional time.***
- *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 as needed. 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

Humanities Montana funds may be used to support a research fellow applicant's time. Additional uncompensated time may be used as in-kind match. Please explain how you arrived at the budget figure for personnel time (for example x hours @ \$x per hour).

### 2) Travel/Per Diem

- Humanities Montana **may approve actual expenses for coach air or train 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 office expenses if there are unusual costs (outside of a typical home office) involved in the research project.

### 4) Promotion/Publication

- Humanities Montana may award funds for promotion of the research project's public programs and for printing and permission costs associated with the research

### 5) Facilities & Equipment

- Research Fellowships do not generally entail facilities and equipment costs.

### 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](http://mt.gov/govt/congressional_delegation.asp). Email a copy of your letter to Humanities Montana at [info@humanitiesmontana.org](mailto: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) You are 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. Copies of all receipts must be filed with your final report.

- 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) Humanities Montana requires you to provide copies of receipts and in-kind forms with your final financial report.
- 5) All income resulting from conduct of the grant project must be accounted for and reported to Humanities Montana on the final financial report form. Any such income is to be used solely to further the purposes of the grant program. Unless specified otherwise in the grant application or special conditions of the grant agreement, Humanities Montana should share in program income based on its level of funding for the project in relation to other supporters of the project. Examples of income include, but is not limited to, sale of publications, registration fees, and service charges.
- 6) 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.
- 7) 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.
- 8) 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
- 9) 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.
- 10) 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](http://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.