

Three Year Sustaining Grants Guidelines and Reporting Requirements

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	Deadlines
Three Year Sustaining Grant	None	Dec. 20

Types of projects supported:

- Ongoing programs such as radio shows which occur regularly using the same format with changing content
- Recurring annual programs such as festivals or national academic events
- Recurring lecture series
- Other

Eligible grantees

- Must confer with and get approval from staff before applying. Such approval does not imply that the board will approve the application;
- Must have received funding from Humanities Montana **for the program under consideration** before;

Special Conditions

- If an application is not approved as a three-year sustaining grant, the board may still consider the application for single year support
- While Humanities Montana will not require an application for two subsequent years after a successful application for a sustaining grant, the staff and board will require an annual report demonstrating achievement of goals and compliance with HM requirements;
- Funds will be available annually contingent on Humanities Montana funding;
- All Three-Year Sustaining Grants are reported on annually, with a March 1-February reporting period.
- In the case of unsatisfactory evaluations or final reports, Humanities Montana retains the right to stop annual funding at any point;
- Receipt of a three-year sustaining grant does not guarantee funding after the grant period is completed, although after consultation with staff, applicants may reapply.

Before applying for a three-year sustaining grant please contact Humanities Montana staff at 406-243-6022, or email at info@humanitiesmontana.org.

Projects appropriate for funding must be within a humanities discipline. Among criteria used to select successful proposals will be humanities content, Montana focus, public interest, quality of scholarship, cost share, and demonstrated need for grant support.

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
- 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

Grant award process.

The Humanities Montana proposal review process awards grants on a competitive basis. All Humanities Montana board members review all applications. Decisions are made at the next board meeting following the application deadline. Funding is limited. 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 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
- Records of project expenditures must be maintained. A fiscal manager who is not the project director is required.
- 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.

Budget Form Instructions

General Budget Guidelines

The Humanities Montana budget form asks applicants to show expenses and income FOR ONE YEAR. The Humanities Montana board will award three-year sustaining grants at an annual budgeted amount (the amount requested or less depending on the board decision) times three.

Humanities Montana grant funds may only be used for expenses incurred during the grant period. You may charge a fee for admittance to your program if you wish. However, all income must be reported as cash income on your budget form and income must be spent on project-related expenses.

Humanities Montana does not pay for indirect costs. Humanities Montana funds may not be used to pay for capital purchases, liquor, entertainment, or food. 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 for all Three-Year Sustaining Grants is March 1-February 28 for a three year period (i.e. March 1, 2015-February 28, 2018).

Funding Sources

The budget form lists three funding source columns for your incoming funds and 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 (including paid salaries), gifts from private individuals, or grants from non-federal sources.

Note that the budget figures are for one year only. While successful applicants will be required to file an annual budget form reporting income and expenses for each year they will not be required to file prospective budgets for each year after the initial application.

Income

List all sources of in-kind contributions and other income and mark whether they are prospective or committed. 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 at least 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.

2) Travel/Per Diem

- Humanities Montana **may approve actual expenses for coach air, mileage, 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 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

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. Please also 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.
- Each year of the three year grant period you will be asked for an annual report;
- Your three-year sustaining grant award will be parceled out over three years (payment due at approximately the same time each year) and will be apportioned in equal amounts (unless Humanities Montana funding necessitates a reduction or elimination of the award). You will be required to submit annual financial reports that document how annual disbursements were spent.

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 annually.
- 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. In-kind forms 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 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 first payment 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.

Reporting

An online annual report will be due each year no later than 90 days after the date of the initial award. To access all reports, login to the same grants management system you use to apply for the grant and complete your annual reporting. The web address is:

www.grantinterface.com/Common/LogOn.aspx?eqs=B9OfTluxi4kDySSdSVliJVx6v7dKJ06j0.

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

Requirements

You will need to submit a budget form to Humanities Montana when you submit each annual interim report. The budget must show expenditure of all grant funds awarded in that year. All three year sustaining grants are reported on an annual March 1-February 28 basis. If, for any reason, the annual award cannot be spent in that reporting year, Humanities Montana staff must be consulted. While we strongly prefer grantees spend the entire amount awarded within each reporting year (March 1-February 28) Humanities Montana reserves the right to approve or deny changes to the overall budget. Any

amount not accounted for in a report due not more than 90 days after the final year February 28 deadline must be reverted to Humanities Montana by check.

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