

GUIDELINES AND REPORTING REQUIREMENTS

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. Use the Navigation window to easily jump from section to section within this document.

Grant Type	Maximum Award	Application Deadline
Film + Video	\$8,000–\$10,000	Aug. 20

Types of projects supported:

Film/video documentary

PRE-APPLICATION INSTRUCTIONS

Step 1 READ

Before applying, utilize the available resources online at humanitiesmontana.org/film-video-grants/ and humanitiesmontana.org/grants-resources/. Helpful tools include an online eligibility survey, recorded informational webinars, FAQs, sample forms, and additional resource links.

Step 2 CALL

After reviewing all available materials, consult with Humanities Montana's grants manager before applying at least three weeks prior to the application deadline. **All film and video grant applicants must call** Humanities Montana staff before applying.

Megan Hill Sundy, Grants Manager | (406) 243-6067 | megan.sundy@humanitiesmontana.org

You may address questions to Humanities Montana staff at any time, at (406) 243-6022 or via email to info@humanitiesmontana.org.

Step 3 PREVIEW APPLICATION QUESTIONS & REQUEST DRAFT REVIEW

Register your organization in the [online grant portal](#) and preview the application questions. Applicants may create draft applications and request a preliminary review from the grants manager no later than 2 weeks prior to the application deadline.

Supplemental information and documentation needed prior to submitting an application:

Unique Entity ID

Before submitting an application, your organization must obtain a Unique Entity ID (UEI) from the System for Award Management (SAM) [SAM.gov](https://sam.gov). Humanities Montana encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of submission, you will need to provide documentation from Sam.gov confirming your registration is in progress. You should allow several weeks to register with SAM and Grants.gov. Humanities Montana cannot make award payments to organizations without a UEI. [Learn more about this multistep process.](#)

Form W9

Ensure your organization has a copy of its most recent [W9](#), which includes the name of the organization applying for the grant, the registered physical and/or mailing address, and the Employer Identification Number (EIN) used by the IRS to identify a business as a tax-exempt entity.

CEO Approval & Certificate

Ensure your organization's CEO receives and signs a copy of our [CEO Approval & Certification letter](#) certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters.

Step 4 APPLY ONLINE

Using the online grant portal, submit your application by no later than 11:59 p.m. on August 20.

EXECUTIVE SUMMARY

The Film + Video grant opportunity supports collaboration between media producers and scholars to develop content grounded in humanities scholarship and prepare documentary films or programs made for television that engage public audiences with humanities ideas in creative and appealing ways. Humanities Montana awards at three levels: Development, Production, and Post-Production.

Film + Video Grants are intended to provide multi-year support, or one-time-only funding for major projects in film and video. Major projects are those requiring multiple stages of research and development, production, and post-production and which generally require a script and a year or more to complete.

The Film + Video Grant has funds available for projects in three different stages. Applicants may elect to apply for each stage sequentially or may apply for one-time funding at any of the stages. At the completion of each stage, the applicant must submit evidence of progressive and satisfactory development in order to be considered for funding at the next stage.

Stage One: Research and script development. Grants for up to \$8,000. Expected outcome: shooting script or equivalent (required to progress to Stage Two funding). Applicants must submit an example of previous work.

Stage Two: Production, including principal photography, source material acquisition, and rights clearance. Grants for up to \$10,000. Expected outcome: rough cut of film /video or equivalent (required to progress to Stage Three funding). Applicants must submit a completed script or detailed narrative treatment.

Stage Three: Completion of product, including post-production. Grants for up to \$10,000. Applicants must submit a rough cut of the project.

No one project can receive more than \$28,000 in total Film + Video Grants. All grants are awarded subject to the availability of funds.

Funding Opportunity Title	Film + Video
Optional Draft Deadline	July 28, 2023, 11:59 p.m. Mountain Time
Application Deadline	August 20, 2023, 11:59 p.m. Mountain Time
Anticipated Award Announcements	October 2023
Award Amounts	Stage 1 Research & Development: Up to \$8,000 Stage 2 Production: Up to \$10,000 Stage 3 Post-Production: Up to \$10,000
Cost Sharing / Match Required	1:1
Period of Performance	Projects submitted to the August 2023 deadline must start and end between October 2023 and October 2024
Eligible Applicants	<ul style="list-style-type: none"> • Nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • Accredited institutions of higher education (public or nonprofit) • State and local governments and their agencies • Federally recognized Native American Tribal governments
General Grant Resource Page	https://www.humanitiesmontana.org/grants-resources/
Film + Video Resource Page	https://www.humanitiesmontana.org/film-video-grants/
Pre-Application Webinar (recorded)	https://www.humanitiesmontana.org/grants-resources/grant-informational-webinars/

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BACKGROUND

Humanities Montana offers this funding opportunity under the authority of the Office of Federal/State Partnership between the National Endowment for the Humanities (NEH) and the nonprofit network of state and jurisdictional humanities councils and serves as a pass-through entity (PTE). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; 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 reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Humanities Montana adds, “The humanities are the examination of what it means to be human through the interpretation and discussion of all forms of thought, interest, and expression. While we value traditional humanities disciplines, such as art history, literature, history, and philosophy, our emphasis is on the public humanities, which means that we look at the humanities as more than an academic discipline. For us, the public humanities are a mode of inquiry and conversation that aims to engage, support, or challenge the ideals, beliefs, tensions, and prejudices of the communities in which we live. We believe that important thought can happen outside of the academy – in neighborhood institutions, schools, churches, and at kitchen tables across the country. We are especially interested in instances of the public humanities that promote civic engagement – in raising critical issues facing everyday people and conducted with the hope of increasing participants’ thirst for staying engaged. Rather than being defined by rigid disciplinary boundaries, it is the humanistic lens, which emphasizes curiosity, questioning, and dialogue, that matters.”

[Learn more about Humanities Montana.](#)

PROGRAM DESCRIPTION

The Film + Video program supports the development, production, and distribution of documentary films or series that engage general audiences with humanities ideas in creative and appealing ways. Projects must be grounded in humanities scholarship and incorporate an approach that is thoughtful, balanced, and analytical; proposals must demonstrate the potential to attract a broad general audience.

Humanities Montana encourages film projects that promote a deeper understanding of Montana history and culture as well as those that examine themes and subjects in the humanities relevant and important to Montana communities.

Film and television projects may be stand-alone documentaries or a series of programs. Projects may also include supplementary components such as discussion programs and public screenings.

All Humanities Montana-funded projects must:

- focus on clearly defined humanities theme(s)
- build on sound humanities scholarship

- deepen public understanding of significant humanities questions
- approach a subject analytically, presenting a variety of perspectives
- involve humanities scholars (academic, professional, or expert) in all aspects of the project
- employ appealing and accessible formats that will actively engage the general public in learning
- demonstrate support and involvement of communities and cultures represented in project content and activities or specifically address why they are not involved (e.g., projects that involve Native American communities or cultures must include letters of support from participating scholars, researchers, program participants from that specific community outlining their involvement.)

In addition, Film + Video Grants must:

- involve appropriate media professionals
- appeal to a broad audience
- demonstrate a plan for statewide, regional, or national audience involvement and of secondary non-broadcast distribution and long-term utilization
- include a 1:1 cost-share of in-kind or other funds
- include public programming such as discussions, lectures, screenings
- include outreach/publicity and evaluation plans where appropriate

Humanities Montana cannot fund

- projects that present a one-sided, uncritical treatment of an issue
- projects that focus on personal instead of public concerns
- promotion of a particular political, religious, or ideological point of view
- political advocacy
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- 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 (includes building materials and construction of exhibits)
- equipment, property, or other capital purchases
- museum or library acquisitions, except in unusual circumstances
- arts programs usually focus on creation and performance*
- 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
- fiscal agent and fiscal sponsor fees
- costs for activities performed by federal entities or personnel
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Arts vs. Humanities considerations: 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.

An application will not typically qualify as a humanities project if its primary objective is to support the production of new art in any medium unless that artwork is significantly grounded in the aims of the humanities. While artistic creativity is an essential human activity, the applicant must demonstrate that they are engaging at a deep level with the study of that activity from a broader cultural, historical, or philosophical-theoretical perspective. Examples might include doing research in an archive in producing a museum exhibit; or consulting with collaborators with distinct cultural knowledge in producing a film.

Similarly, an application will not typically qualify as a humanities project simply by proposing a publicly disseminated medium (podcast, video, website). While storytelling is an important human mode of expression, a project's medium will not intrinsically qualify it as having humanities content unless the applicants address the question of how they are using specific ideas or questions from humanities disciplines to develop, explore, or enhance their project. If the project is derived from environmental studies, math, science, or social science, the burden for the applicant is to demonstrate how the project's methods and personnel engage directly with the humanities.

Film + Video Funding Restrictions

You may not use Film + Video awards for the following purposes:

- fictional films and audio projects, including historical dramas, dramatic adaptations of literary works, and other projects with characters or scenes for which there is not historical documentation or a clear foundation in other relevant humanities scholarship
- outreach and engagement events and other distribution activities for productions completed before the proposed start date of the period of performance
- projects that are primarily or exclusively recordings of lectures or stage productions
- projects that will satisfy requirements for educational degrees or formal professional training
- projects intended primarily for students in a formal learning environment (though projects may include components that can be used in classrooms)
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities
- preservation or cataloging of materials and collections

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs

Funding Categories

Stage One: Research and script development award (up to \$8,000) enable media producers to collaborate with scholars to develop humanities content and other program elements. Awards must result in a script or detailed treatment, which is required to progress to Stage Two funding. **Applicants must submit an example of previous work.**

Prior to applying for Stage One, you should have:

- assessed the major humanities scholarship related to the subject
- identified humanities themes
- assembled a group of humanities scholars to serve as advisers, and other experts if applicable
- consulted with the humanities scholars to identify the project's interpretive ideas
- formed a media team to see the project through its development period

- identified resources (such as archival materials and potential interviewees)

Stage One awards may support activities such as:

- meetings with scholars
- preliminary interviews preparation of program treatments or scripts
- production of a work-in-progress or trailer
- creation of partnerships for outreach activities and public engagement
- archival and other scholarly research to further development of script and humanities themes

Stage Two: Production awards (up to \$10,000), including principal photography, source material acquisition, and rights clearance, result in a rough cut of film /video or equivalent (required to progress to Stage Three funding). [Applicants must submit a completed script or detailed narrative treatment.](#)

Prior to applying for Stage Two, you should have:

- completed all required components of Stage One
- conducted extensive research on your subject, including archival work and preliminary interviews
- drafted the script or detailed treatment(s)

Stage Two awards may support activities such as:

- archival research and rights clearances
- meetings with scholars
- additional script development
- production (including filming, recording, and editing) and distribution

Stage Three: Post-production awards (up to \$10,000) support completion of product and public distribution. [Applicants must submit a rough cut of the project.](#)

Prior to applying for Stage Three, you should have:

- completed all required components of Stage One and Stage Two
- designed your plans for distribution, outreach, and partnerships

Stage Three awards may support activities such as:

- development of related resources that explore the humanities content and themes central to the project (e.g., websites and curriculum materials)
- post-production
- outreach and public engagement

ELIGIBILITY INFORMATION

To be eligible to apply, your organization must be established in the United States or its jurisdictions as one of the following organization types:

- a nonprofit organization recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code
- an accredited institution of higher education (public or nonprofit)
- a state or local government or one of their agencies
- a federally recognized Native American Tribal government

If your organization is eligible, you are encouraged to partner with independent producers and other skilled professionals to carry out programmatic activities. Under this arrangement, the applicant organization submits the application on behalf of the partnership(s). Applicant organizations must not function solely as fiscal agents or fiscal sponsors but must make **substantive contributions** to the success of the project. If Humanities Montana makes an award, the applicant organization is considered the recipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award, including adherence to, and compliance with, federal regulations and the terms and conditions of the award.

Substantive Involvement

Applicant institutions must not function solely as fiscal agents or fiscal sponsors. Organizations engaging solely in fiscal sponsorship activities (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) may not apply.

An eligible applicant makes substantive contributions to the project. Examples of substantive contribution include:

- monitoring the progress of a media project
- contributing to the work plan, research plan, budget, outreach plan, fundraising plan, and/or distribution plan
- contributing to choices of personnel who work on a project, including project scholars and production staff
- contributing to the research, analysis, and interpretation of content
- consulting with other project personnel regarding humanities themes, treatments, scripts, and/or intellectual approaches to the content
- providing direction, advice, and/or mentorship to the production team
- providing input on grant product(s) prior to completion (e.g., reviewing “rough cuts”)
- participating in engagement, direction, and/or supervision of independent media professionals
- contributing to the development of ancillary resources to support the project
- contributing to outreach and public engagement

Most applicants will not engage in all these activities. An applicant that makes at least some substantive contributions to the success of the project, however, is not subject to the prohibition on applicant organizations serving solely as fiscal agents or fiscal sponsors.

If awarded, the applicant organization will be required to submit a signed agreement outlining their substantive involvement and contributions to the project.

[Learn more about managing subawards and subrecipient responsibilities.](#)

Fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants. Only applicant organizations meeting some or all of the requirements of substantive involvement listed above are eligible to apply.

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

Humanities Montana only awards film + video grants to organizations, not individuals or production companies instituted for for-profit purposes.

Cost Sharing

Cost sharing or matching is the portion of the project costs you pay for with non-Humanities Montana funds or the value of in-kind contributions from non-federal sources. Peer reviewers will not consider cost sharing in their evaluation of applications.

Humanities Montana requires a 1:1 cost share match for all Film + Video awards.

In your application 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. Cost-share funds must be allowable expenses and you may not include funds from other federal sources in your estimated cost-share.

In your final report your final cost-share must match or exceed your Humanities Montana Funds 1:1. For every dollar you receive from Humanities Montana, you must provide at least a dollar of cost-share, either in cash, in-kind, or a mixture of both. Cost-share funds must be allowable expenses and you may not include funds from other federal sources in your estimated cost-share.

You may contribute voluntary cost share to your project if the total costs exceed the amount awarded by Humanities Montana. Voluntary cost share includes:

- cash contributions made to the project by you or a third party
- your unrecovered indirect costs up to 10% of overall award for organizations that do not have a federal negotiated and do not budget for all of or a portion of the 10% allowed
- in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party

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

Other Eligibility Information

Arts vs. Humanities considerations (see [Program Description](#) section) PROGRAM DESCRIPTION

Repeat proposals in a single stage are allowed. However, applicants should be aware that the total funds awarded to any one project cannot exceed \$28,000.

Nonsequential proposals are allowed. You are not required to obtain a Stage One award before applying for a Stage Two or Stage Three award. However, applicants must submit required preliminary work with their proposals.

Other considerations include the following:

- In accepting an award, the applicant organization/subrecipient agrees to use grant funds in accordance with the Humanities Montana grant award letter and general grant provisions.
- The project director and authorizing official may not be the same person.
- Award funds may be spent only within the grant period of performance for the purposes described in the proposal and for the items specified in the approved budget.
- Project and budget modifications must be approved and documented by Humanities Montana.
- 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 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.

Incomplete, nonresponsive, or ineligible applications will not be considered for funding.

Applications submitted after the deadline will not be considered for funding.

Applicants and organizations with outstanding final reports from a previous award or program from Humanities Montana are ineligible and proposals will not be considered for funding.

[Learn more about eligibility.](#)

APPLICATION AND SUBMISSION INFORMATION

Responsible Parties

Applicant Organization: This refers to the organization or institution submitting a proposal to Humanities Montana and is considered the subrecipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award, including adherence to, and compliance with, federal regulations and the terms and conditions of the award.

Authorizing Official: This person is typically the institution's president, vice president, executive director, board chair, provost, or chancellor and is the person submitting the application on behalf of the applicant organization.

Project Director/Applicant: The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

Fiscal Manager: This person is responsible for the fiscal management of the award (e.g., negotiating the budget, ensuring compliance with the terms and conditions of the award, tracking, accounting for, and reporting project expenses). This person is also responsible for ensuring that the applicant maintains and retains supporting financial documentation for all reported expenses paid for with Humanities Montana funds for at least 5 years following the project end date.

Application Package

You must apply using our online grant application. You can find more information about this funding opportunity at [Film + Video Grants | Humanities Montana](#). This funding opportunity includes completion of one application form and upload of a series of required and conditional forms.

Take note of the character limits, formatting instructions, and acceptable document format files for each section in the online application.

Read instructions carefully to ensure your narrative is comprehensive, succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

Each application component aligns with Humanities Montana’s review criteria.

[Learn more about review criteria.](#)

In your application you will be asked to provide:

- A description of your project’s humanities content and the humanities disciplines central to the project
- A description of humanities scholarship involved in the planning and execution of project activities
- A description of the significance of your project and evidence of your project’s value to Montana communities
- A description of your project’s target audience and intended reach
 - demographics
 - plans for at least one public presentation and discussion
- Work samples*
- A complete project workplan including:
 - project goals
 - intended outcomes
 - activities and outputs
 - project timeline(s)
 - for this phase of the project
 - for the project as a whole
 - outreach/publicity plans for the finished product
 - evaluation plans for the finished product
- A proposed grant period of performance
- A description of the applicant organization
- A list of project personnel and their relevant qualifications, including project director, staff, planners, consulting scholars, speakers, panelists, and others.
- A detailed project budget for this phase of the project
- A general budget for the project as a whole
- A budget narrative providing explanation for each budget line-item figure

***Work Samples**

In addition to your online application, you must upload or link to a sample of your work product (stage one—example of previous work; stage two—script or detailed treatment; stage three—rough cut). Stage one work samples should be no longer than 10 minutes in length. The segments in the sample should be selected by the applicant to demonstrate the artistic/technical quality of the production and the humanistic content/themes of it as adequately as possible within the time limit. You will be prompted to upload or provide a link to your work samples within the online application for. If you are unable to upload or provide a link you can send work samples to:

Email	Mailing Address
Megan.sundy@humanitiesmontana.org	Megan Hill Sundy, Grants Manager Humanities Montana 311 Brantly, Missoula, MT 59812

Application Component Table

Application Component	Designation
Project Name	Required
Brief Project Description	Required
Amount Requested	Required
Project Type	Required
Work Samples	Required
Humanities Content	Required
Humanities Scholarship	Required
Project Significance	Required
Target Audience & Reach	Required
Detailed Project Workplan	Required
Description of Applicant Organization and Substantive Involvement	Required
Project Personnel Qualifications	Required
Fiscal Manger Name & Contact Information	Required
Project Budget (funds requested + cost share match)	Required
Budget Narrative	Required
Unique Entity ID (UEI)	Required
Electronic Signature	Required
Attachments	
Budget Proposal for Specific Stage	Required
Budget Proposal for Entire Project	Required
Applicant Organization CEO's Letter of Approval	Required
Letters of Support	Conditionally required
Applicant Organization's Form W9	Required

[Online Grant Portal & Application Form](#)

GENERAL BUDGET GUIDELINES

You must submit a budget specific to the grant period of performance and stage of funding for which you are applying AND a complete detailed budget for the entire film project.

Humanities Montana grant funds may only be used for expenses incurred during the grant period of performance. If including financial assistance for public programing and charge a fee for admittance to your program, all income must be reported as cash income on your budget form and income must be spent on project-related expenses. Event registration and attendance may not be cost prohibitive or limit accessibility of the general public.

Carefully review the list of allowable and unallowable expenses below.

Round all costs to nearest whole dollar.

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.

Allowable Costs/Expenses	Examples
<p>Direct costs include expenses directly accountable to your proposed project activities and fulfillment of your project outcomes.</p>	<ul style="list-style-type: none"> • <i>LIMITED</i> Project staff salaries & no more than 10% of overall requested amount may be allocated to an Executive Director's salary. • Project contractor/consultant/scholar expenses, such as panel participation, public presentations, research, and expert services to improve quality of humanities content, general honoraria, etc. • Project-related travel/per diem*, such as lodging, meals, and mileage for project staff, contractors, consultants, and scholars. All original receipts should remain with your organization for audit and tax purposes. • Project activities that directly support project design, development, implementation, and evaluation efforts Examples include: <ul style="list-style-type: none"> • Promotion/publication expenses for printing costs (posters, programs, etc.) and advertising through news outlets (newspaper, television, radio), and social media • Rental (only) of facilities and equipment such as meeting space, audio/visual equipment, etc. • Other expenses need to be approved by Humanities Montana prior to inclusion in your proposed budget.
<p>Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity.</p> <p>You do not have to claim indirect costs.</p> <p>If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs.</p> <p>For organizations WITHOUT federally negotiated indirect cost rates – No more than 10% of your overall request amount to support such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.</p> <p>If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your budget justification.</p> <p>For institutions WITH federally negotiated indirect cost rates - Except as provided in 2 CFR § 200.414(c)(1), Humanities Montana must use the negotiated rate(s) in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.</p> <p>You will need to include the name of your cognizant federal agency and a point of contact, if applicable.</p>	<ul style="list-style-type: none"> • other sponsored activities • all programs • instruction • 10% de minimis and base (e.g., "MTDC," "salaries," "salaries & fringe") and whether the activity and rate are on- or off-site. • If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus).

NOTE: Institutions with federally negotiated indirect cost rates (educational institutions, government organizations, etc.)

Per [2 CFR § 200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH subaward project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH subawards.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), Humanities Montana must use the negotiated rate(s) that are in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. Humanities Montana will not adjust your award amount due to changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when Humanities Montana issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, Humanities Montana must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs. If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under Indirect Cost Type. If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, if applicable.

Reference [NEH's General Guidance on Calculating Indirect Costs](#) for more information.

Proposed Budget Form Instructions

The proposed project budget form template can be downloaded directly from within the Film + Video application form in our online grant management system. Other versions of the proposed project budget form will not be accepted.

Program Title

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

Grant Period of Performance

The grant period of performance is the span of time during which you may incur new expenses to carry out the work of your Humanities Montana award. Your grant period of performance begins the date funds are awarded and normally ends 30 days after the funded program or activity ends.

Funding Sources

The budget form lists three funding sources 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. **Please note that if public television is an intended exhibitor, you cannot use funds from anonymous 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 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

- Project staff (research fellow) may be paid a salary with Humanities Montana funds. No more than 10% of the Humanities Montana grant may be used for CEO or Executive Director salaries. Participating scholars and other resource people may receive honoraria from Humanities Montana grant funds.

2) Travel/Per Diem

- Humanities Montana **will pay actual expenses for coach air or train travel and per diem.**
- In-state events: \$33.50/day for food (breakfast=\$8.25; lunch=\$9.25; dinner=\$16.00)
- Out-of-state events: \$54.00/day for food (breakfast=\$13.00; lunch=\$15.00; dinner=\$26.00).
- In-state motel: \$12.00 (without receipt); Out-of-state motel: \$50.00.
- Mileage: 65.5 cents per mile in personal car

3) Project Activities

- **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,
- **Facilities & Equipment**
Humanities Montana grants do not cover the purchase of facilities or equipment, but may be used for rentals of either. Humanities Montana will not pay for the purchase of equipment. The value of facilities and equipment can also be used as in-kind match.

4) Other

- Your project may entail expenses for other needs and require prior authorization from Humanities Montana.

APPLICATION REVIEW INFORMATION

The Humanities Montana proposal review process awards grants on a competitive basis. Funding is limited. All Humanities Montana board members review all 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.

Review Criteria

Reviewers (Humanities Montana staff and Board of Trustees) will use the following criteria to review applications:

Compliance & Eligibility

The applicant organization's eligibility to receive an award from Humanities Montana and completeness of the application.

Strategic Alignment

The likely contribution of the project to public understanding of the significance of the topic and the humanities ideas the project engages with; the quality of the scholarship and analytical perspectives informing the project.

The audiovisual or audio approach and the likelihood that the program will effectively convey humanities content in an engaging manner; the quality of the script or treatment(s), archival materials, and other resources that the applicant would use in the program.

Significance

The responsiveness to a clearly-defined and evidence-based need such as a gap in knowledge, skills, understanding of specific humanities ideas; the value and benefit to Montana citizens and communities; adequate knowledge of, established rapport, and representation of cultures and communities represented in the project; the estimated size of the audience, the potential for broad public appeal; the quality of the distribution plan; the engagement of collaborative partnerships.

Quality

The quality of the project work plan and its articulation of specific, measurable, and realistic goals, activities, outreach, and evaluation efforts within an achievable time frame.

Feasibility

The feasibility of the project work plan; the likelihood that the applicant will achieve the project's goals; and the appropriateness of the project's costs.

The quality of the work sample and its demonstration of the qualifications of the media team to produce the proposed project successfully.

The qualifications and potential contributions of the advising scholars, key organizational staff, and any additional experts. The experience of the media team and the quality of the team's previous work.

[Learn more about review criteria.](#)

Review and Selection Process

Humanities Montana staff review all applications for eligibility, completeness, and responsiveness. The Board of Trustees review all applications that pass this initial screening.

Humanities Montana instructs reviewers to evaluate applications according to the review criteria. Reviewers must comply with federal ethics rules governing conflicts of interest. The Grants Committee composed of Board of Trustees members supplement the reviewers' comments to address matters of fact or significant points that the other reviewers have overlooked. They then make funding recommendations to the full Board of Trustees. The Board of Trustees meets at least three times each year to review applications and make award decisions. Following Humanities Montana's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting megan.sundy@humanitiesmontana.org.

Assessment of Risk and Other Pre-Award Activities

Following the Board of Trustees initial award selection, Humanities Montana staff conduct a risk assessment for selected applications. Staff will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with public policy requirements.

This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. After completing its risk assessment, Humanities Montana will determine whether making an award would be consistent with organizational policies, whether it must impose any special terms and conditions, and what funding level is appropriate. Humanities Montana may elect not to issue awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award.

AWARD ADMINISTRATION

Anticipated Announcement of Award Dates

Humanities Montana will notify you of funding decisions by email within one month of the final award decision and successful risk assessment. Film + Video awards are typically finalized in late September and announced in early October.

Award Distribution

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on Humanities Montana as a PTE.

Each applicant organization/subrecipient will be contacted by Humanities Montana staff after the award announcements to adjust and finalized project budgets in response to specific conditions of the award such as allocation of funds to different expense categories or partial funding amounts.

To ensure organizations are compliant with both Humanities Montana and NEH requirements, all subrecipients are required to sign a subaward partnership agreement and provide a copy of the organization's most recent form W9 prior to receiving award funds.

Subrecipients will receive their award letter and subaward partnership agreement electronically via DocuSign within two weeks of the official award date. Once received, the subrecipient has 30 days to sign the subaward partnership agreement and provide a copy of the organization's W9. If the agreement is not signed within 30 days, the organization risks forfeit of their award.

Unless otherwise specified, upon receipt of the signed agreement and any required supplemental documentation, Humanities Montana will send a check for 100% of your grant award to the name and address of the applicant organization as listed on the organization's W9.

The applicant organization must have a [UEI](#), a [W9](#), and the capability to deposit this check and write checks against the deposited funds. Humanities Montana writes checks to subrecipients (applicant organizations) on the 5th and 20th of each month.

Subrecipient Monitoring Requirements

Per [2 CFR § 25.300](#), Humanities Montana may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier.

Humanities Montana will monitor the subrecipient and project activities to ensure their subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. Humanities Montana must ensure that subrecipients track, appropriately use, and report program income generated by the subaward. [See 2 CFR § 200.332](#) for information that you must include in subaward agreements.

Subrecipients will be asked to participate in a virtual awardee cohort session, during which they will offer a brief overview of their project to Humanities Montana staff and board members as well as other awardees from that particular grant cycle. Although not required, all subrecipients are strongly encouraged to participate.

Subrecipients are required to acknowledge Humanities Montana support in all materials publicizing or products resulting from Humanities Montana-funded activities. Materials (including, but not limited to: promotional materials, publications, social media assets and content, etc.) must contain an acknowledgment of Humanities Montana support through use of Humanities Montana logos and verbal or written acknowledgements at public events. Use of logos must adhere to Humanities Montana's branding guidelines. Learn more about [Humanities Montana Logos and Brand Guidelines](#).

Humanities Montana staff may contact subrecipients during their grant period of performance to check on the status of project activities and inquire about any necessary modifications to the project budget, activities, or timeline.

Humanities Montana reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

Fiscal Management Duties & Responsibilities

- 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.
- 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 [Cost Sharing](#)), 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.
- 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.
- Unless specified otherwise in your grant agreement, Humanities Montana does **not** require subrecipients of Film + Video awards 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.
- Grant funds may not be used for lobbying, capital/equipment purchase, liquor, or entertainment.
- 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 of performance)
 - Decreases in the level of cost sharing cash
 - Decreases in the level of cost sharing in-kind
- 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.
- Unused grant funds at the end of the grant period must be returned to Humanities Montana.

Reporting Requirements

If you receive an award, you must complete required reports using the Humanities Montana online grant management system, unless otherwise instructed. You may preview the final report form at any time after your grant is awarded.

An online final report is due no later than 90 days after the grant period of performance 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.

[Access the online grant management system.](#)

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.

Subrecipients must include a synopsis of project progress and achievements specific to proposed activities included in the original proposal and within the approved grant period of performance.

Information required for this portion of the report include the following, and may be subject to change:

- Progress towards of achievement of project goals
- Description of your project's contribution to the advancement of humanities in Montana
- Description of your project evaluation efforts and your findings relative to your intended outcomes. An important part of a successful program is meaningful evaluation as well as articulation of findings and utilization for future programming. Humanities Montana can provide examples of evaluation tools.
- Evidence of benefit to the intended audience through description of a success story, audience/participant quotes.
- Evidence of acknowledgement of Humanities Montana support via links and/or uploaded photos and publication materials.

You will also be asked to report on audience/participant counts (e.g., attendance numbers, views, number of partners) and demographics at your program(s), program type, and venue.

Subrecipients are required to submit an updated final financial report for their project. You will download your approved project budget from the online grant management system, revise, obtain your fiscal manager's signature, and upload the revised version to your final report.

The final financial report 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. If you need to revise fund allocations, you must contact Humanities Montana and receive written approval. We strongly prefer grantees spend the entire amount awarded.

Humanities Montana Contact Information

All interested applicants must consult with Humanities Montana's grants manager via phone, email, virtual meeting, or in person prior to submitting a Film + Video project proposal. If you have questions about this funding opportunity.

Humanities Montana
311 Brantly
Missoula, MT 59812

Grants Manager office: (406) 243-6067
Grants Manger email: megan.sundy@humanitiesmontana.org

Main office: (406) 243-6022
General email: info@humanitiesmontana.org