

# Mini-Grants: Up to \$2,000

---

*Humanities Montana*

## *Application Information*

---

Thank you for your interest in our **Public Humanities Grant Program**.

**Grant Type:** Mini-Grant

**Funding Amount:** Up to \$2,000

**Cost Share Requirement:** Not required

**Application Deadlines:** Rolling and at least 4-6 weeks before project activities

If you encounter challenges or have questions at any point in the application process, please review our online grant resources and contact our Grants and Evaluation Director by phone at (406) 243-6067 or email at [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

### Available Resources

- [Online eligibility survey](#)
- [FAQs](#)
- [Recorded informational webinars](#)
- [Grant guidelines](#)
- [Sample proposals \(coming soon\)](#)
- [How to video shorts \(coming soon\)](#)
- [Grant application checklist \(coming soon\)](#)
- [Forms & Links](#)
- [Scoring criteria](#)

### Here are a few things to consider before getting started with your application:

- All applicants must consult with our Grants and Evaluation Director before applying. We ask that interested applicants schedule a 30-minute grant consultation with Megan Sundy at least one week before submitting an application.
- Our grant award process is competitive and if you are unsure about the quality of your proposal, please contact our grants and evaluation director using the contact information listed above.
- Incomplete or inaccurate information may disqualify your application.

### Pro Tips!

- Copy the questions into a Word document and draft your responses there before adding them to the online application form. This also provides a backup copy of your application and can save you from having to re-write your application should something not save in our online portal.
- Note character limits and use spell-check! Grammarly is also a great editing resource and is free to download.
- Get organized! Read through the entire application in advance and collect all required supplemental materials. Don't wait until the last minute!
- Read the guidelines carefully BEFORE drafting your proposed budget. We will only accept requests for allowable expenses.

### Character Limits

Please note the character limits for each text area before drafting your response. We DO NOT require you to fill character limits, they are there as a guide to indicate whether we are looking for a brief description or a more detailed explanation. Character limits include spaces and punctuation.

## *Part 1 - Project Summary*

---

### Project Name\*

What is the name of your project?

- Enter a very brief and simple project name
- Avoid using commas, quotes, parentheses, etc.

*Character Limit: 100*

### Brief Project Summary\*

Think of this as your 30-second elevator pitch. In 2-3 sentences tell us 1) who you are, 2) what your project is about, 3) why it is important, 4) and what you hope to achieve.

*Character Limit: 300*

### Project Timeframe\*

What are your anticipated start and end dates for this project? *EXAMPLE: 11/05/2023--01/31/2024*

*Character Limit: 100*

### Amount Requested up to \$2,000\*

Enter the dollar amount (rounded to the nearest dollar) of funds you are requesting from Humanities Montana.

*Character Limit: 20*

## Total Project Cost\*

Enter the estimated total project cost, including expenses above and beyond those included in this request.

*Character Limit: 20*

## Part 2 - Organization Information

---

As required by the National Endowment for the Humanities and federal CFR200 uniform guidance regulations, **Humanities Montana can only issue subawards to organizations that are...**

- Constituted solely for non-profit purposes
- Registered and acknowledged via [Sam.gov](https://sam.gov) and can provide a Unique Entity ID (UEI)
- Able to provide a Form W9 with a registered Tax ID/EIN

To learn more about eligibility, review our **FAQs**, complete our **online eligibility survey**, and schedule a consultation with our Grants and Evaluation Director using this link: <https://calendly.com/humanities-montana-grants/30min>.

### **Applicant organizations 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. The organization or institution submitting a proposal to Humanities Montana 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.

An eligible applicant organization makes **substantive contributions** to the project. Examples of substantive contributions are included in the grant guidelines. If awarded, the applicant organization will be required to submit a signed agreement outlining their substantive involvement and contributions to the project.

For questions regarding fiscal sponsorship and substantive involvement, please contact our Grants and Evaluation Director at (406) 243-6067 before submitting this application.

## Applicant Organization Name\*

*Character Limit: 100*

## Applicant Organization Website

If possible, please provide a link to your organization's website or social media page.

*Character Limit: 2000*

## Organization Type\*

Which of the following best describes your organization type?

### Choices

Archive  
 Arts-related Organizations (including art museums)  
 Community Organization or Center  
 Cultural Heritage Organization  
 Festival  
 Foundation  
 Government - State or Local  
 Higher Ed - Four-year College  
 Higher Ed - Two-year College  
 Higher Ed - Affiliates (Press, radio station, archive, library, etc.)  
 Historical Site/House  
 Historical Society  
 Incarceration or Detention Facility  
 Independent Research Library and Center  
 Indigenous Tribal Organization or Community  
 K-12 School or School System  
 Media Organization  
 Membership Organization or Association  
 Museum - History  
 Museum - Other  
 Nature Center/Botanical Garden/Arboretum  
 Private Business or Organization  
 Public Library  
 Social Services or Health Organization  
 State or National Park  
 Other

## Mission Statement\*

Please write your organization's Mission Statement here.

*Character Limit: 1000*

## Community Engagement\*

- What communities do you work with and provide programming for?
- Please describe any under-resourced communities your organization serves or is led by.

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

*Character Limit: 1000*

## *Part 3 - Project Management & Contact Information*

---

NOTE: In the event of an award, both the Project Director and the Authorizing Official as identified in this application may be contacted at any time to discuss grant administration.

### **Project Director Name\***

The project director administers the entire project and is responsible for submitting fund requests and the final report to Humanities Montana at the end of the grant period.

*Character Limit: 200*

### **Project Director Email Address\***

*Character Limit: 254*

### **Project Director Telephone\***

*Character Limit: 100*

### **Authorizing Official Name & Title\***

Please enter the name, and title of the applicant organization's authorizing official with the authority to approve requests for federal financial assistance, provide fiscal oversight for this project, and acknowledge the terms and conditions of entering into a subaward partnership agreement with Humanities Montana for the purpose of carrying out project activities.

NOTE: This is your organization's Executive Director, Board Chair/President, or Executive Administrator Overseeing Project and CANNOT be the same person listed as the Project Director.

TIP: If you are both the Project Director and Executive Director, please list your Board Chair/President as your authorizing official.

*Character Limit: 100*

### **Authorizing Official Email Address\***

*Character Limit: 254*

### **Authorizing Official Telephone\***

*Character Limit: 100*

### **Project Leadership & Personnel\***

Please tell us about your project leadership and primary project personnel, their planned roles and responsibilities, and their relevant qualifications.

*Character Limit: 4000*

## Part 4 - Project Description

---

### Character Limits

Please note the character limits for each text area before drafting your response. We **DO NOT** require you to fill character limits, they are there as a guide to indicate whether we are looking for a brief description or a more detailed explanation. Character limits include spaces and punctuation.

### Needs Statement\*

As a state humanities council, Humanities Montana offers financial support for programs that tailor humanities program content to the unique demographics, interests, and concerns of our state.

To help us understand how your project aligns with our mission, please answer the following questions:

- Why is this humanities project relevant and timely for communities in Montana?
- How do you know this topic is important to Montanans?
- Why are you the best organization or group to lead this project?
- Describe any key partnerships or collaborations involved in this project.

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

*Character Limit: 2000*

### Detailed Project Description\*

Please describe your project by answering the following questions:

- What is your project type? (e.g. lecture series, reading program, cultural festival, panel discussion, living history day, etc.)
- Where will the project take place?
- What are the primary goals & objectives of your project?
- How will your project be implemented? Please include a timeline for your key activities.
- How will you reach your target audience?
- How will you evaluate success?

TIPS: This is the section where you provide the details of your project. Feel free to compose a more formal narrative here or cut and paste the bulleted list into the text box to help guide your answers.

*Character Limit: 8000*

## Quality of Humanities Content & Expertise\*

The best humanities projects engage critical reflection of human society and culture, and most importantly, what makes us human. We look for projects that present rich, meaningful, and well-vetted humanities content to public audiences in Montana.

To do this, we ask that every project approach its subject matter from multiple perspectives and enlist the support and involvement of at least one\*, or more subject experts to provide council, inform content design, or execute programming.

\*One humanities subject expert is required in order to be eligible for funding.

### Briefly explain the following:

- How does your project engage critical reflection of humanities topics from multiple perspectives?
- Who are the (humanities subject) experts\* contributing to this project?
- Name, title, description of their expertise and roles and responsibilities for your project:

*EXAMPLE: Jane Smith, Montana Historian, Montana Historical Society, expertise in the history of Nevada City, will help develop and execute panel discussion, and will be responsible for selecting panelists.*

\*For more information about what qualifies someone to be considered a humanities subject expert, refer to our FAQs or contact [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

NOTE: You will be required to upload a Letter of Commitment from your humanities subject experts with your application.

*Character Limit: 2000*

## Part 5 - Budget, Cost Share, & Fiscal Management

---

### Budget Instructions

**Failure to follow Project Budget and Allocations instructions and to accurately itemize and calculate the \$ amount may disqualify your application. We strongly urge you to request that our Grants and Evaluation Director review your draft budget table and budget narrative prior to submitting your application.**

**Questions?** Contact Megan Sundy by phone at (406) 243-6067 or by email at [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

Humanities Montana **DOES NOT** require a one-to-one match for mini-grants.

For more information regarding eligible expenses, please refer to the grant guidelines and FAQs section located on our website. We also strongly advise you to contact our Grants and Evaluation Director if you have ANY questions about the budget table below before submitting this application. Call or email Megan Sundy at (406) 243-6067 or [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

*\*Before listing personnel expenses, please identify any potential conflicts of interest such as HM board members serving as contracted scholars/advisors.*

*\*No more than 10% of the total request amount may be allocated to Executive Director/CEO salaries.*

*\*No more than 10% of the total request amount may be allocated to indirect project expenses.*

## Project Budget

**Instructions:** Select expense categories from the drop-down menu, type in a brief description of the expense, and enter the relevant amount.

Examples:

*Personnel - Speaker honoraria - HM Funds Requested = \$1,500*

*Personnel - Staff salaries - HM Funds Requested = \$200*

*Project Activity - Facility Rental - HM Funds Requested = \$300*

If you have questions, please contact our Grants and Evaluation Director at (406) 243-6067.

**Use this table to outline your proposed project expenses specific to the amount of funds you are requesting from Humanities Montana.**

- Select your expense type from the Expense Category drop-down menu.
- Type in a short description of your expense in the Description box.
- Enter your budget \$ allocations
- You will be asked to provide a detailed budget narrative describing each dollar amount listed and your justification for arriving at each amount in another section.

*NOTE: If awarded, you will be given the option to include cost share (in-kind and other cash contributions from other funding sources) in your final report, but cost share is not required for Mini-Grants.*



Expense Category	Description	Budgeted Expense

**A. Humanities Montana Funds Requested\***

Enter the amount requested from Humanities Montana. *This figure must match the Budget Total in the table above.*

*Character Limit: 20*

**Budget Narrative\***

Using your Budget Template (table), accurately itemize how you plan to expend the grant funds for each of the budget entries. You may write your narrative in the text area below or upload a separate document below the text area. We do not need both.

If you are supported through other funders, please include the name of the funder in the description and the project expenses covered through in-kind or other cash income.

TIP: Cut and paste the budget entries specific to your list in the budget table and itemize. See examples for the format to explain how the \$ amounts will be expended.

- Personnel - Project Staff Salaries:
- Personnel - Project Staff Fringe Benefits:
- Personnel - Consultants/Contractors:

Personnel - Scholars/Speakers (honoraria & stipends):  
 Personnel – Other:  
 Travel, Meals, Lodging, Per Diem – Staff:  
 Travel, Meals, Lodging, Per Diem - Consultants/Contractors:  
 Travel, Meals, Lodging, Per Diem - Scholars/Speakers:  
 Travel, Meals, Lodging, Per Diem – Other:  
 Project Activities - Outreach/Promotion/Marketing:  
 Project Activities - Program Materials (printing, supplies, etc.):  
 Project Activities - Facility/Equipment Rental:  
 Project Activities - Publication (design, printing, etc.):  
 Other Expenses - Please describe (F&A, indirect costs, etc.):

**EXAMPLE:**

*PERSONNEL - Scholars/Speakers (honoraria & stipends): \$1,000 honoraria for John Smith, humanities subject expert #1*

*TRAVEL - Consultants/Contractors: \$65 for RT travel from Roundup to Billings for John Smith to attend and present at the March 3 event. (100 miles @ .655 cents/mile)*

*PROJECT ACTIVITIES – Promotion: \$100 for newspaper and website advertisement of the event.*

*Project Activities - Facility/Equipment Rental: \$50 venue rental fee contributed/donated by the Moss Mansion.*

*Character Limit: 5000 | File Size Limit: 5 MB*

**Fiscal manager name and title\***

Humanities Montana requires a fiscal manager who is not the project director/applicant. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager will serve as the primary contact for questions about project expenses and receipts. If you are with a university, this is usually someone in your Office of Research and Sponsored Programs.

*Character Limit: 250*

**Fiscal manager mailing address\***

*Character Limit: 250*

**Fiscal manager telephone\***

*Character Limit: 100*

**Fiscal manager email address\***

*Character Limit: 100*

**Reporting Requirement Acknowledgement\***

Humanities Montana requires all subrecipient organizations to track, account for, and report their expenses as they pertain to this project. If awarded funds, Humanities Montana will require you to report actual expenses for each approved budget allocation in your final report. The applicant organization is responsible for maintaining and retaining supporting

documentation for all reported expenses paid for with Humanities Montana funds for at least 5 years following the project end date.

**By clicking on this button, the applicant and fiscal agent agree to be responsible for all financial information supplied in financial reports.**

### Choices

Yes, I agree.

## *Part 6 - Supplemental Documentation & Info*

---

### **Letters of support - Community Partners (optional, but recommended)**

Upload all letters of support in a combined file (pdf,doc,dox).

*File Size Limit: 5 MB*

### **Letters of Commitment - Humanities Subject Experts\***

At least one humanities subject expert must be meaningfully engaged in your project. Please upload a letter from your confirmed humanities subject expert outlining their role and commitment to this project. NOTE: If you have multiple letters, upload all letters of support in a combined file (pdf,doc,dox).

*File Size Limit: 5 MB*

### **Approval and certification of sponsoring organization\***

This application is not considered complete until Humanities Montana receives this letter of approval certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters. These regulations are here. *This letter must be signed by the sponsoring organization's executive director/CEO.*

**Download, print, sign, scan, and upload or mail your sponsoring organization's CEO's letter of approval and certification. Please use our [CEO Approval & Certification template form](#).**

*File Size Limit: 5 MB*

### **Unique Entity ID (UEI)\***

Humanities Montana cannot administer subawards to organizations without UEIs. The [Unique Entity ID \(UEI\)](#) is a 12-character alphanumeric ID assigned to an entity by **SAM.gov**.

*For any questions about this requirement, please contact Megan Sundy at (406) 243-6067.*

**Enter your 12-character alphanumeric UEI.**

*Character Limit: 12*

### **Employer Identification Number (EIN)\***

An [Employer Identification Number \(EIN\)](#) is also known as a Federal Tax Identification Number and is used by the IRS to identify a business entity. The EIN you provide in this space should

match the EIN listed on your organization's **Form W9**.

**Enter your 9-digit EIN below.**

*Character Limit: 10*

### **Form W9\***

**Please upload** a pdf copy of your organization's most recent **Form W9**. To learn more, visit the IRS website.

NOTE: Please be sure to upload a SIGNED and DATED Form W-9 (Rev. October 2018).

*File Size Limit: 5 MB*

### **Applicant/Project Director electronic signature\***

By typing your name below, you indicate that this application is complete and true to the best of your knowledge.

*Character Limit: 250*

## *Quick Questions - Optional*

---

### **How did you learn about this grant opportunity?**

*Please check all that apply. Your responses will help us identify effective outreach methods related to our grantmaking.*

#### **Choices**

- Humanitiesmontana.org
- Humanities Montana newsletter
- Social media (Facebook and/or Instagram)
- Humanities Montana program or event
- Current or past Humanities Montana grant recipient
- Word-of-mouth / referral
- Grant writing workshop

### **Would you like to receive our newsletter?**

#### **Choices**

- Yes
- No

### **If yes, to what email should we send the newsletter?**

*\*You can unsubscribe from our newsletter at any time.*

*Character Limit: 254*

### **Feedback**

Please estimate the time (minutes) you spent completing this application.

*Character Limit: 100*

**Thank you for your application!**

Please allow us up to 4 weeks to review your application and announce funding decisions. Once we have reviewed your application, we will contact you with questions or announce your award via email.

Questions? Contact our grants and evaluation director, Megan Sundry at (406) 243-6067 or [megan.sundry@humanitiesmontana.org](mailto:megan.sundry@humanitiesmontana.org).