

Grant Type	Maximum Award	Required Match	Application Deadline
Mini-Grant	\$2,000	None	At least 4–6 weeks before the project

## EXECUTIVE SUMMARY

Humanities Montana’s **Mini-Grants** are rapid-response grants awarded to nonprofit organizations and public institutions across Montana to support programs and projects that strengthen community through storytelling, conversations, learning, and reflection on our shared human experience. These grants are designed to support a vast array of bold and innovative projects that gather multiple perspectives and worldviews in thoughtful consideration of humanities ideas and content. Supported projects advance the humanities in Montana by increasing public access to humanities programming through which residents of our state can learn about our rich and diverse past, present, and future. We look to elevate the voices of those whose stories have not been told, raise awareness of critical conversations surrounding the current issues of our time, and encourage civic engagement of our citizens and residents.

Our grant opportunities are meant to be accessible and, although our award process is competitive, we are constantly working to enhance equity in our review process. We welcome any opportunity to support and guide you through the application process.

All applicants must schedule a consultation with our grants and evaluation director at least one week before applying (some exceptions may apply). A link to schedule a 30-minute consultation can be found on our website: <https://www.humanitiesmontana.org/mini-grants/>. For more information, contact:

Megan Sundy, Grants and Evaluation Director | [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org) | (406) 243-6067

<b>Draft Review Request Deadline (optional)</b>	1–2 weeks before submission
<b>Application Deadline</b>	Rolling ( <i>dependent on funding availability</i> )
<b>Anticipated Award Announcements</b>	3–4 weeks after submission
<b>Award Amount</b>	Up to \$2,000
<b>Cost Sharing / Match Required</b>	Not required
<b>Humanities Subject Expert Requirement</b>	At least one confirmed and committed subject expert
<b>Period of Performance</b>	30 days after completing all project activities and up to 1 year, but no earlier than Nov1, 2023, and no later than Oct 31, 2024
<b>Eligible Applicants</b>	<ul style="list-style-type: none"> <li>Nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>Accredited institutions of higher education (public or nonprofit)</li> <li>State and local governments and their agencies</li> <li>Federally recognized Native American Tribal governments</li> <li>Tribal organizations</li> </ul>
<b>Online Resources</b>	<a href="https://www.humanitiesmontana.org/mini-grants/">https://www.humanitiesmontana.org/mini-grants/</a>

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*This document contains guidelines for submitting a grant application to Humanities Montana. The document also outlines the requirements for managing grant awards, project monitoring, and final reporting requirements. NOTE: All grants are awarded subject to the availability of funds. Please apply for all Humanities Montana grants using our online grant application forms.*

## BACKGROUND

Humanities Montana offers the Mini-Grant 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

Humanities Montana’s **Mini-Grants** support public humanities programming that strengthens community and culture by promoting civic engagement, sparking thoughtful community dialogue, and reflecting on the human experience across the Big Sky State. These grants are

designed to support a vast array of bold and innovative projects that are meaningful to local communities and inspire timely community conversations.

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

Supported projects may be stand-alone or part of a larger organizational initiative.

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

**Multiple requests for support** of the same project either through Mini-Grants or Community Project Grants in the same fiscal year are not allowed. Organizations may receive up to one Mini-Grant and one additional grant in another category in the same fiscal year, as long as the requests are for separate and unique projects.

**Examples of supported humanities content** *(this list is not exhaustive):*

Literature • Philosophy • History • Language • Civic Engagement • Comparative Religion • Art History/Criticism/Theory • Education • Preservation & Access • Natural & Social Sciences • Environmental • Agriculture • Disability Studies

**Examples of supported Community Project formats & methods content** *(this list is not exhaustive):*

Storytelling • Historical Analysis • Public Writing Workshops • Literacy Programs • Ethical Inquiry • Interpretation at Historic Sites • Book Festivals • Exhibits • Lectures • Speaker Series • Panel Discussions • Teacher Institutes & Workshops • Humanities Program Planning • Reading & Discussion Programs • Humanities Events (conferences, symposia, Chautauqua, workshops, humanities labs)

**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 subject-expert) in all aspects of the project; all proposals require at least one confirmed subject expert-expert
- 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, and/or program participants from that specific community outlining their involvement)

**In addition, Mini-Grants must:**

- Involve professional project leadership
- Appeal to a broad audience
- Include a public program
- 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 (including building materials and construction of exhibits)
- Equipment, property, or other capital purchases
- Museum or library acquisitions, except in unusual circumstances
- Creation and performance of arts programs
- Projects that would raise funds for profit-making groups or 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 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.

### **Mini-Grant Funding Restrictions**

You **may not** use Mini-Grant funds for the following purposes:

- Outreach and engagement events and other distribution activities completed before the approved grant term start date or after project end date (period of performance) included in formal subaward partnership agreements
- General operations, renovation, restoration, rehabilitation, or construction of station or production facilities
- Preservation or cataloging of materials and collections
- More than 10% of the total award amount for executive director/CEO salary expenses
- Indirect project expenses exceeding 10% of the total award amount unless your organization has a federally negotiated indirect cost rate (NICRA). If your organization has a federally negotiated indirect cost rate, Humanities Montana must use the negotiated indirect cost rate for the purposes of this award. You will need to upload a copy of your NICRA agreement with your application if this applies to your organization.

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

**Other considerations** include:

- In accepting an award, the applicant organization/subrecipient agrees to use grant funds in accordance with the Humanities Montana grant award letter, subaward partnership agreement, 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 acknowledgment 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 before 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 based on the maximum possible right for non-commercial use or distribution.

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

**Applications submitted for projects starting before November 1, 2023, or after October 31, 2024,** 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 their proposals will not be considered for funding.

## ELIGIBILITY INFORMATION

### INELIGIBLE

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

**Individuals** and other organizations, including **foreign and for-profit entities**, or any **entity instituted for for-profit purposes** are ineligible.

### ELIGIBLE

**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
- A tribal organization

If your organization is eligible, we encourage you to engage skilled professionals to carry out programmatic activities. 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 Contributions

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 contributions include:

- Monitoring the progress of a 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 staff
- Contributing to the research, analysis, and interpretation of content
- Consulting with other project personnel regarding humanities themes and/or intellectual approaches to the content
- Providing direction, advice, and/or mentorship to the project team
- Providing input on grant product(s) prior to distribution
- Contributing to the development of ancillary resources to support the project
- Contributing to outreach and public engagement

Most applicants will not engage in all of 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.

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

## Cost Sharing

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

**Humanities Montana does not require cost match for Mini-Grants.** *However, any cost-share reported in a final report is appreciated and must be documented through receipts. Cost-share*



*includes the value of donated time and services (in-kind) and other cash contributions to the project from outside Humanities Montana. Cost-share funds must be allowable expenses and you may not include funds from other federal sources in your estimated cost-share.*

[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, 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 five 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 [Mini-Grants | Humanities Montana](#). To apply for a Mini-Project Grant, you must complete one application form and upload 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 specific Humanities Montana review criteria.**

[Learn more about review criteria.](#)

**In your application, you will be asked to provide:**

- A project name and brief project summary (2–3 sentences)
- An estimated timeframe for project activities (start and end dates)
- The total amount requested & total overall project cost
- Organizational information: name, website (optional), mission statement, description of community engagement
- Project management and leadership contact information and summary of qualifications
- Needs statement
- Detailed project description
- A description of humanities scholarship involved in the planning and execution of project activities
- A proposed budget for the project
- A budget narrative providing an explanation for each budget line-item figure

**Within your online application, you must upload, add, or link to the following supplemental documents and information:**

- Letters of commitment from humanities subject experts included in the proposal
- A copy of the CEO Approval and Certification Letter signed by your authorizing official
- A Unique Entity ID (UEI)
- An EIN and form W9

Optional, but highly recommended:

- Letter(s) of support from community partners included in the proposal

You will be prompted to upload or provide a link to these documents within the online application for. If you are unable to upload or provide a link you can send these documents to:

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

## Application Component Table

Application Component	Designation
Project Name	Required
Brief Project Summary	Required
Project Timeframe	Required
Amount Requested	Required
Total Project Cost	Required
Applicant Organization Name, Type, Mission Statement, Community	Required
Project Director Name, Email Address, Telephone	Required
Authorizing Official Name & Title, Email Address, Telephone	Required
Project Leadership & Personnel Description	Required
Needs Statement	Required
Detailed Project Description	Required
Quality of Humanities Content & Subject Experts	Required
Proposed Budget	Required
Funds Requested	Required
Budget Narrative	Required
Unique Entity ID (UEI)	Required
Employer Identification Number (EIN)	Required
Electronic Signature	Required
<b>Attachments</b>	
Letters of Support – Community Partners	Optional
Letters of Support – Humanities Subject Experts	Required
Applicant Organization CEO's Letter of Approval	Required
Applicant Organization's Form W9	Required

[Online Grant Portal & Application Form](#)

## GENERAL BUDGET GUIDELINES

You must propose a budget specific to the grant period of performance and the amount of funding for which you are applying.

Humanities Montana grant funds may be used only for expenses incurred during the grant period of performance. If you are including financial assistance for public programming 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 that are over-budgeted are less likely to receive support.

Allowable Costs/Expenses	Examples
<p><b>Direct costs</b> include expenses directly accountable to your proposed project activities and fulfillment of your project outcomes.</p>	<ul style="list-style-type: none"> <li>• <b>LIMITED Project staff salaries;</b> no more than 10% of overall requested amount may be allocated to an executive director's salary.</li> <li>• <b>Project contractor/consultant/scholar expenses,</b> such as panel participation, public presentations, research, and expert services to improve quality of humanities content, general honoraria, etc.</li> <li>• <b>Project-related travel/per diem,</b> 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.</li> <li>• <b>Project activities that directly support project design,</b> development, implementation, and evaluation efforts Examples include: <ul style="list-style-type: none"> <li>◦ Promotion/publication expenses for printing costs (posters, programs, etc.) and advertising through news outlets (newspaper, television, radio), and social media</li> <li>◦ Rental (only) of facilities and equipment such as meeting space, audio/visual equipment, etc.</li> </ul> </li> <li>• <b>Other expenses</b> need to be approved by Humanities Montana prior to inclusion in your proposed budget.</li> </ul>
<p><b>Indirect costs*</b> 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 are not required 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><b>For organizations WITHOUT* federally negotiated indirect cost rates (NICRA)</b>– No more than 10% of your overall request award amount may 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>	<ul style="list-style-type: none"> <li>• Other sponsored activities</li> <li>• All programs</li> <li>• Instruction</li> <li>• 10% de minimis and base (e.g., Modified Total Direct Costs (MTDC), "salaries," "salaries &amp; fringe") and whether the activity and rate are on- or off-site</li> <li>• 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-site</li> </ul>

<p>If you do not have a current indirect rate agreement with your cognizant agency but intend to negotiate one, provide additional detail in your budget justification.</p> <p><b>For institutions WITH* federally negotiated indirect cost rates (NICRA)</b> - Except as provided in <a href="#">2 CFR § 200.414(c)(1)</a>, 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.</p> <p>If applicable, you will need to include a copy of your NICRA agreement, the name of your cognizant federal agency, a point of contact, with your application.</p>	
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### **\*Indirect costs**

Organizations that wish to include indirect costs in the budget but have never had a NICRA may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). Per [2 CFR § 200.1](#), MTDC means 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 subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

### **\*Educational institutions WITHOUT federally negotiated indirect cost 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 an 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.

### **\*Institutions WITH federally negotiated indirect cost rates (NICRA) (educational institutions, government organizations, etc.)**

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.

If you choose to include indirect costs in your budget and your organization has a current federally negotiated indirect cost rate (NICRA), you will be required to upload a copy of your NICRA document verifying the appropriate rate, the base, the name of the agency with which you negotiated, and the state of that agreement.

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

## Proposed Budget Form Instructions

The proposed project budget form is a fillable table integrated into the online application. Alternative versions of the proposed project budget form will not be accepted.

Complete the table by identifying each expense category, providing a brief description of each expense, and identifying the amount for each as funds requested, in-kind contributions, or other-case income. You will be asked to provide a detailed description of each, including funding sources for any in-kind or other cash income expenses included in the table. You are not required to include cost-match for **Mini-Grants**.

**If awarded, you will work with the grants & evaluation director to finalize an approved project budget, which will then be saved to your project as a supplemental document in the online grant management portal.**

### Definitions

In the table, 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 you cannot use other federally-sourced funds in your cost-share.***

- **Humanities Montana Grant Funds** are the grant funds you are requesting in your application.
- *(Optional with final report only)* **In-Kind Contributions** 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), and volunteer labor.
- *(Optional with final report only)* **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** *(Optional with final report only)*

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 project cost from all sources.

**Cost-Share** (*Optional with final report only*)

Your cost-share to the project is the total of your *In-Kind Contributions* and *Cash Income*.

**Expenses**

**1) Personnel**

- Project staff salaries and fringe benefits 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.
- Consultants/Contractors may be paid with Humanities Montana funds for their time and services directly related to the project.
- Scholars/Speakers and other subject experts (non-staff) 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)
- Please refer to the [U.S. General Services Administration website](https://www.gsa.gov/policy/usgsc) to calculate federally approved in-state and out-of-state lodging per diem rates.
- Mileage: 65.5 cents per mile in personal car (The IRS releases a new federal mileage rate at least one a year. To learn more about current mileage reimbursement rates visit: <https://www.irs.gov/tax-professionals/standard-mileage-rates>).

**3) Project Activities**

- **Outreach/Promotion/Marketing**

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.

- **Publication**

Design, printing, and other expenses related to the creation and distribution of publications resulting from direct project activities may be considered.

- **Facilities & Equipment Rental**



Humanities Montana grants do not cover the purchase of facilities or equipment but may be used for rentals of either specific to the scope of work in the proposal, but not pertaining to general operations. The value of facilities and equipment can also be used as an in-kind match.

#### **4) Other**

- Your project may entail expenses for other needs and require prior authorization from Humanities Montana. This may include indirect costs at the organization's federally negotiated rate (NICRA) or at the de minimis rate of 10% if the entity does not have a NICRA. (See allowable costs for more detail.)

## **APPLICATION REVIEW INFORMATION**

**The Humanities Montana proposal review process** awards grants on a competitive basis. Funding is limited. Humanities Montana staff and board members review applications. Decisions are made by the executive director and board chair. 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.

#### **Significance**

The responsiveness to a clearly defined and evidence-based need such as a gap in knowledge, skills, and 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 qualifications and potential contributions of the advising scholars, key organizational staff, and any additional experts.

[Learn more about review criteria.](#)

## **Review and Selection Process**

Humanities Montana staff review all applications for eligibility, completeness, and responsiveness. The executive director and board chair 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. 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](mailto:megan.sundy@humanitiesmontana.org).

## **Assessment of Risk and Other Pre-Award Activities**

Following the 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 applicants of funding decisions by email within one month of the final award decision and successful risk assessment.

## 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 finalize 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 forfeiting 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 the 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, or near, the fifth and twentieth 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.
- Humanities Montana requires subrecipients of Mini-Grant awards to provide copies of expense receipts and in-kind forms (only if reported) with the 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, log in 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 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 toward or 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 expense receipts** for their project. You will upload receipts for approved project expenses to your final report in our online grant management system.

**The final budget table 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 director via phone, email, virtual meeting, or in person prior to submitting a Mini-Grant application.

Humanities Montana  
311 Brantly  
Missoula, MT 59812

Grants office: (406) 243-6067

Grants and Evaluation Director email: [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org)

Main office: (406) 243-6022

General email: [info@humanitiesmontana.org](mailto:info@humanitiesmontana.org)