

Community Project Grants: \$2,000–\$10,000

Humanities Montana

General Application Information

Grant Type

Community Project

Funding Amount

\$2,000-\$10,000

Cost Share Requirement

A minimum 1:1 cost match is required

Application Deadline(s)

December 1

For projects starting no earlier than March 1

April 1

For projects starting no earlier than July 1

August 1

For projects starting no earlier than October 1

Eligibility

All applicants must consult with our staff before applying. Grant consultations must be completed at least two weeks before the deadline. [Click here to Schedule a Consultation](#)

Support

If you encounter challenges or have questions about the application process, please review our available grant resources linked below and contact our grants office by phone at (406) 243-6067 or email at megan.sundy@humanitiesmontana.org.

Available Resources

[Online eligibility survey](#)

[FAQs](#)

[Recorded informational webinars](#)

[Grant guidelines](#)

[Forms & Links](#)

[Scoring criteria](#)

Pro Tips!

- Tell us what you want us to know. Individuals evaluating your application may not know anything about your organization, your project, or your community.
- Humanities Montana grants are for projects. A project is a discrete piece of your work. A successful application will make clear how the project is distinct within your broader organizational activities.
- What you are doing matters as much as why you are doing it. Successful applications have clear goals and deliverables that evaluators can easily identify in your narrative. The most competitive proposals are often the most straightforward.
- Your budget tells a story, too. How you spend your money is a strong indicator of your goals and values. The expenses in your budget should reflect your project plan.
- On time is better than perfect.
- Your audience is the heart and soul of your project. Who are you serving? What role do they play in your project, and for your organization?
- Keep it simple. Avoid generalizations, flowery language, and hyperbole. Don't write more than you need to. And don't forget to proofread!
- Create a backup copy of your application. Save your responses in a Word document before submitting your application. This can save you from having to re-write your application if something goes awry.
- Note character limits and use spell check!
- Be careful using AI. As a humanities organization writing is one of our specialties and we are often keen to AI crafted narratives and prefer to support original ideas expressed by humans through thoughtful and skillful composition.
- Collect all required documentation early. Don't wait until the last minute!
- Read the guidelines carefully BEFORE drafting your proposed budget.

Character Limits

Please note the character limits, including spaces and punctuation, 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.

Part 1 - Request Overview

Project Name*

Choose a project title that is descriptive of the project and easily understood by the general public. Avoid using a title that requires clarification by the subtitle. Avoid using commas, quotes, parentheses, etc.

Character Limit: 100

Brief Project Description*

Provide a brief description of your project. It should be written for a non-specialist audience and 1) clearly state nature or format of your project, 2) the importance of the proposed work and, 3) its relation to larger issues in the humanities. This description will appear on your application during the review process. Do not exceed 500 characters, including spaces.

Character Limit: 500

Amount Requested*

Enter the dollar amount (rounded to the nearest whole dollar) of funds you are requesting from Humanities Montana. This total should be reflected in your proposed budget.

Character Limit: 20

Project start date*

NOTE: Please refer to the grant guidelines for more information about available start dates.

Character Limit: 10

Project end date*

The end date is the date you will have completed all aspects of the project as articulated in your project application.

NOTE: Most organizations set their end date 30 days after all project activities have concluded.

All project activities must be completed within 12 months of the project start date.

Character Limit: 10

Part 2 - Project Proposal

Humanities Montana has aligned each section with a primary corresponding review criterion, but note that the criteria can be relevant in more than one section and that, taken together, the parts of the narrative should form a coherent whole.

For detailed descriptions of each section, refer to the grant application guidelines.

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.

Significance Statement (see guidelines)*

In the space below, describe the humanities theme(s) involved in your proposed project and your proposed project's relevancy and importance to Montana.

NOTE: Remember, humanities content and relevancy to Montana and Montana communities

are the most important criteria by which applications will be judged.

TIP: This is not a summary of your project activities. Use this section to articulate why your project is a humanities project and why Humanities Montana should support your efforts.

Character Limit: 3000

Project Narrative (see guidelines)*

In the space below provide a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that reviewers unfamiliar with the area of study can understand the proposed project.

Include information about the following in your response:

- Introduce your organization and explain why you are proposing this project
- Describe the primary goals & objectives of your project
- Explain how you will reach or engage a Montana audience
- Share innovative features of your project
- Describe any notable interdisciplinary collaborations and/or collaboration between community organizations involved in the project

Character Limit: 8000

Audience Representation (see guidelines)*

Describe your intended audience and how they will be represented and/or engage with your project.

NOTE: If your project involves content about or participation of communities historically under-represented in the humanities including, but not limited to: rural communities, youth/children, communities of color, Indigenous communities, LGBTQ communities, incarcerated people, people with disabilities, and people whose first (or only) language is not English, we ask that you document involvement and commitment from your partners through letters of support uploaded to this application.

Character Limit: 2000

Fees & Accessibility (see guidelines)*

Please explain how you will create public access to your program (free admission, support for those with different abilities, translation or language support, rebroadcast or reposting of recorded programming, etc.). If an admission fee is required, explain why it is necessary and how the funds will be used.

Character Limit: 1000

Humanities Scholarship (see guidelines)*

Please describe the humanities scholarship involved in this project and the scholars or subject experts who are contributing to the project's design, planning, and/or implementation.

NOTE: At least one humanities scholar or subject expert is required in order to be eligible for funding and you will be required to upload a letter of commitment from at least one scholar with this application.

For more information about what qualities someone to be considered a humanities subject expert, refer to our FAQs or contact megan.sundy@humanitiesmontana.org.

Character Limit: 2000

Project Work Plan & Timeline (see guidelines)*

Summarize your project work plan, describing the part or stage of the project that will be supported by Humanities Montana and the key activities or steps that you will use during the period of performance to meet your program goals. Use a timeline that includes planned dates for each activity.

Your work plan must be specific to key activities between the proposed project start and end date (i.e. period of performance). If you do not anticipate finishing the entire project during the period of performance, discuss your plan for doing so. (See guidelines for suggested formatting.)

Character Limit: 4000

Part 3 - 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.

Allowable vs Unallowable Expenses

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 prior to submitting this application. Call or email Megan Hill Sundy at (406) 243-6067 or megan.sundy@humanitiesmontana.org.

Cost Match

Humanities Montana requires a one-to-one match for Community Project grants. If you request \$4,000 you must match that amount with another \$4,000 either in cash or in-kind value, i.e. the value of your time (not compensated for by the grant), equipment, or office space.

Definitions

In-Kind is the value of good and services donated to this project (e.g., volunteer time, portions

of staff salaries, facility rentals, supplies, etc.)

Other Cash Income is non-federal cash contributions to the project not covered by this grant (e.g., allowable expenses paid for by your organization, grant funds from another non-federal organization in support of the project, private donations, etc.)

- To learn more about calculating the value of volunteer time, please refer to the Independent Sector website for guidance.

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

- For organizations WITHOUT federally negotiated indirect cost rates (NICRA) no more than 10% of your overall request award amount may support indirect expenses such as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

- For institutions WITH federally negotiated indirect cost rates (NICRA), please read the grant guidelines carefully and call (406) 243-6067 with questions.

Proposed Budget (see guidelines)

Use this table to outline your proposed project expenses including cost share (in-kind and cash income from other funding sources).

1. Select your expense type from the Expense Category drop-down menu.
2. Type in a short description of your expense in the Description box.
3. Enter your budget \$ allocations according to the source (HM funds requested, In-kind, or Other Cash Income).

Examples:

Personnel - Speaker honoraria - HM Funds Requested = \$500

Personnel - Staff salaries - Other Cash Income = \$5,000

Project Activity - Facility Rental - In-Kind Contribution = \$800

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

Expense Category	Description	Humanities Montana Funds Requested	In-Kind Contributions	Other Cash Income

Indirect Cost

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

If you did not include indirect expenses in your request and do not have a NICRA, you do not need to upload anything here and may move on to the next question.

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). 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.

Upload your NICRA document here:

File Size Limit: 2 MB

A. Humanities Montana Funds Requested*

Enter the amount requested from Humanities Montana. *This figure must match the total funds requested listed in the table above.*

Character Limit: 20

B. Project cost-share In-Kind Contributions*

Enter the amount of in-kind project cost share, such as the value of equipment, time, donated space, etc. *This figure must match the total funds requested listed in the table above.*

Character Limit: 20

C. Project cost-share Other Cash Income*

Enter the projected amount of funds from other sources used as project cost-share. *This figure must match the total funds requested listed in the table above.*

Character Limit: 20

A + B + C = Total project cost*

Please enter the total project cost (HM funds requested + In-Kind + Cash).

Character Limit: 20

Budget Justification (see guidelines)*

Provide a narrative for each line item in your project budget which “justifies” the cost in terms of the proposed work. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated.

The budget justification should:

- Explain why each of the requested items is necessary to accomplish the proposed research.
- Be organized in the order of the detailed budget page.
- Make it clear that all budget requests are reasonable and consistent with Humanities Montana budget guidelines.
- Explain the origin and calculations for expenses listed as in-kind donated goods or services and funds secured through other sources. Other sources may include your organization’s monetary contribution toward allowable expenses.

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 submits a final financial report at the conclusion of the project. 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 the submission of a final financial report after the project's period of performance. The sponsoring 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 4 - 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 5 - Supplemental Information & Documentation

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 (required)*

File Size Limit: 5 MB

Approval and certification of sponsoring organization (required)*

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) (required)*

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 our grants office at (406) 243-6067.

Enter your 12-character alphanumeric UEI below.

Character Limit: 12

Employer Identification Number (EIN) (required)*

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 (required)*

Please upload a pdf copy of your organization's most recent (2024 or later) **Form W9**. To learn more, visit the IRS website.

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