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

Humanities Montana

Part 1 - Application Information

Thank you for your interest in our Public Humanities Grant opportunity.

Grant Type: Community Project Grant
Funding Amount: $2,000-$10,000
Cost Share Requirement: A minimum 1:1 cost match is required.
Application Deadlines:
December 1 - For projects starting no earlier that March 1.
April 1 - For projects starting no earlier than June 1.
August 1 - For projects starting no earlier than October 1.

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.

Available Resources

- Online eligibility survey
- FAQs
- Recorded informational webinars
- Grant guidelines (update)
- 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 prior to submitting an application. We ask that interested applicants contact us using one or more of our LOI options: 1) complete the LOI form online and/or, 2) schedule a 30-minute grant consultation with Megan Sundy.

- You may request that our Grants and Evaluation Director review a draft of your application no later than 2 weeks prior to the application deadline.

- All applications are due by the date and time stated below and any revisions to submissions must be requested via email prior to the deadline as well.

- Our grant award process is competitive and if you are unsure about the quality of your proposal, please contact our grants manager 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 prior to 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 as 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 2 - Project Summary

Project Name*

Please enter the name of your proposed project.

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

Amount Requested*

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

Character Limit: 20

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?
- What are the primary goals & objectives of your project?
- How will your project be implemented?
- Where will the project take place?

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

Audience Served*

The public humanities are rooted in civic engagement and engage diverse audiences in reflection and discussion of ideas, culture, history, philosophy, literature, and art interpretation, among other topics relevant to Montana and our communities.

Because our grants are intended to increase access to public humanities programming in Montana and increase collaboration among communities and cultural organizations and projects, explain who your project serves, where they are located, and how they will be involved in this project.

Please answer the following questions:

- How will your intended audience engage with this project?

- Is there community involvement in the design and planning of your project?

- If your project serves or is led by, any of the following under-resources groups*, how are representatives of this group involved in the project?

Under-resourced communities may include, but are 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.

NOTE: If your project involves Native American or other underrepresented communities or cultures, describe how those community representatives are being consulted and involved in your project. It is highly recommended that you document involvement and commitment from your partners through letters of support uploaded to this application.

Character Limit: 2000

Accessibility*

The majority of projects we support are free and open to the public making the content accessible for as many people as possible.

In some cases, projects may require minimal and reasonable fees to support the basic and necessary costs of the program. For example, fees collected through ticket sales or publication sales are allowable if 1) they are not cost-prohibitive or exclusive of lower-income groups/individuals, and 2) all cash income generated from collection of these fees are used to pay for expenses related to this specific project (funds cannot be allocated to other program, projects, or general operating expenses for your organization). Fundraising events are not allowed.

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 is required explain why it is necessary and how the funds will be used.

Character Limit: 1000

Quality of Humanities Content*

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 qualities someone to be considered a humanities subject expert, refer to our FAQs or contact 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

Grant period start date*

When do your project activities officially start?

The <u>start date</u> should reflect when your project has confirmed funding and is ready to execute.

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

Character Limit: 10

Grant period end date*

When do your project activities officially end?

The <u>end date</u> 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

Project Work Plan*

How are you going to achieve your project goals and objectives?

Briefly outline the primary goal of this project and the major outcomes (effects) you anticipate from your planned key activities. Include estimated timeframes for key activities and deliverables.

Please outline the following:
- Primary project goal(s)
- Major project outcomes (effects)
- Key project activities and corresponding timelines
- Outreach plan (marketing, outreach, promotion, co-branding, etc.)
- Program evaluation plans (data collection, dissemination of findings, follow-up activities, etc.)

TIP: Use the following format.
Goals:
Example – We have three goals: (1) To produce a literary event that creates a meaningful dialogue between authors and festival participants…(2)….(3)

Outcomes:
Example – (1) Festival participants will increase their knowledge of… (2) Students will learn new skills…(3) Community members will engage in discussion about…

Key Project Activities & Timeline:
Date of completion   Description of Activity
Example –
August 2022   Planning committee meets to set a date for the 2024 festival & decide the theme

Outreach Plan:
Example - Publicity and promotion for this festival will include….

Evaluation Plan:
Example – Following each festival, we reach out to registered participants to complete an online survey…We track the success of our marketing plan through Facebook, Instagram….We

schedule focus groups with authors/presenters, participants, and students to learn more about their experiences….We will use this data to….

Character Limit: 4000

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.

Humanities Montana requires a one-to-one match for all 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.

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.)

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

*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.

*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.

Proposed 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 = $500
Personnel - Staff salaries - Other Cash Income = $5,000
Project Activity - Facility Rental - In-Kind Contribution = $800

If you are supported through other funders, please include the name of the funder in the description.

Example:
Personnel - Photographer (MT Film Office) - Other Cash Income = $9,000

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

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

- 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 according to the source (HM funds requested, In-kind, or Other Cash Income).
- 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.

Expense Category	Description	Humanties 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 <u>did not</u> include indirect expenses in your request and <u>do not</u> 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 Narrative*

Using your Budget Template (table), accurately itemize how you plan to expend the grant funds for each of the budget entries. Include descriptions for expenses listed as in-kind or other cash income too!

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: $1,000 honoraria for John Smith, humanities subject expert #1
TRAVEL: $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 <u>not</u> 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 6 - Additional Information, Attachments, & Certifications

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 Committment - Humanities Subject Experts*

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 our grants manager 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.

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