

The background of the entire page is a blue-tinted photograph. In the foreground, there is a wooden barn with a dark roof. Behind the barn is a dense forest of evergreen trees. In the far background, a range of rugged, snow-capped mountains rises against a cloudy sky. The overall scene is a classic Montana landscape.

# Humanities MONTANA

## COMMUNITY PROJECT GRANT

### APPLICATION GUIDELINES

**Grant Website:**

<https://www.humanitiesmontana.org/community-project-grants/>

This document contains guidelines for submitting a grant application to Humanities Montana. Please apply for all Humanities Montana grants using our online grant application forms. NOTE: All grants are awarded subject to the availability of funds.

**Grant Type**  
Community Project

**Maximum Award**  
\$2,000 - \$10,000

**Required Match**  
1:1

**Application  
Deadlines**  
Dec 1, Apr 1, Aug 1

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# Community Project Grant Overview

## Program Summary

Community Project Grants are awarded to eligible nonprofit organizations and public institutions across Montana in support of 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 are those that 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 encourage 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. We also seek 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.

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. 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.

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

### Timelines

#### Winter

- November 15: Consultation deadline (some exceptions may apply)
- December 1: Application deadline for projects starting March 1 or later
- March 15: Decisions announced

#### Spring

- March 15: Consultation deadline (some exceptions may apply)
- April 1: Application deadline for projects starting July 1 or later
- July 15: Decisions announced (date is subject to change)

## Summer

- July 15: Consultation deadline (some exceptions may apply)
- August 1: Application deadline for projects starting March 1 or later
- October 15: Decisions announced

### **Community Projects must**

- Focus on a clearly defined humanities theme(s) and appeal to a broad Montana audience
- Build on sound humanities scholarship
- Include a 1:1 cost-share of in-kind (donated goods and services) or other cash income from other sources
- 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 projects require at least one confirmed subject expert
- Employ appealing and accessible formats that will actively engage the general public in learning
- Include public programming such as discussions, lectures, or presentations
- Collaborate with local community organizations to deliver public programming
- 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)
- Include sufficient outreach/publicity and evaluation plans where appropriate

### **Community Projects cannot**

- Present a one-sided, uncritical treatment of an issue
- Focus on personal instead of public concerns
- Promote a particular political, religious, or ideological point of view
- Involve political advocacy
- Advocate for a particular program of social or political action
- Support of specific public policies or legislation
- Support lobbying
- Support candidates running for political office
- Involve obscene, libelous, indecent, or defamatory content (including hate speech personal attacks, or material constituting harassment)

- Involve 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)
- Support events and programs that would raise funds for general operations, profit-making groups, or commercial purposes
- Museum or library acquisitions, except in unusual circumstances
- Creation and performance of arts programs
- 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

### **Community Project grant funds may NOT be used toward**

- Operating expenses of existing organizations for renovation, restoration, rehabilitation, or construction (including building materials and construction of exhibits)
- Equipment, property, or other capital purchases (unless approved as a direct cost by Humanities Montana)
- Meals or refreshments for an audience
- Alcoholic beverages or entertainment costs
- Fiscal agent and fiscal sponsor fees
- Costs for activities performed by federal entities or personnel
- 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.
- Outreach and engagement events and other distribution activities completed before the approved project start date or after the project end date (period of performance/grant term) included in formal subaward partnership agreements

### **Criteria for selection**

Applications for Community Project grants will be judged on the following:

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

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

#### **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 and subaward partnership agreement.
- Project and budget modifications must be approved and documented by Humanities Montana at least 30 days before the grant term ends.
- Records of project expenditures must be maintained by fellowship awardees.
- All materials publicizing or resulting from grant activities must contain the appropriate acknowledgement of Humanities Montana support.

**Rights to materials** (scripts, films, television and radio programs, viewer and listener guides) will ordinarily remain with the grantee. However, if Humanities Montana has provided over 25% of the total funding for such materials, plans for future use or distribution must be discussed with Humanities Montana for approval prior to implementation. In addition, the grantee must assure Humanities Montana that utilization of material funded under a grant will be sought on the basis of maximum possible right for non-commercial use or distribution.

**Humanities Montana respects Tribal data sovereignty** and recognizes the importance of Indigenous Knowledge by acknowledging tribes' inherent right to govern the collection, ownership, and application of data and resources. We will work closely with

applicants from Tribal organizations and communities to ensure award management policies respect and align with Tribes' needs.

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

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

**Applicants 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

Eligible applicant organizations must be established in the United States or its jurisdictions as one of the following:

- **Private nonprofit organizations**
- **Accredited institutions of higher education**
- **State, local, and federally recognized Indian tribal governments and agencies (schools, libraries, museums, etc.)**
- **Groups of persons that form an association to carry out a project for approved nonprofit purposes**
- **Individuals (research fellowships ONLY)**

Other considerations:

- Non-public/membership organizations or groups that apply to the councils for funding must be constituted for nonprofit purposes.
- Individuals (with the exception of research fellows) and other organizations, including foreign and for-profit entities, are ineligible.
- Applicant organizations must not function solely as fiscal agents or fiscal sponsors but must make substantive contributions to the success of the project (see Substantive Involvement section below).

**A Unique Entity ID (UEI) and Federal Tax ID (EIN) or proof of tax-exempt or nonprofit status are required to apply.** Per [2 CFR § 25.300](#), Humanities Montana may issue subawards with federal funds only 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.

## Substantive Involvement

Humanities Montana only awards grants to organizations, not to individuals or companies instituted for for-profit purposes (e.g., LLCs). Applicants working with fiscal sponsors must consult with Humanities Montana staff to assess substantive involvement and determine eligibility before submitting an application.

Organizations engaging solely in fiscal sponsorship activities (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) may not apply on behalf of ineligible applicants. However, an applicant organization that makes substantive contributions to the success of the project, may be eligible. Only applicant organizations meeting some or all of the requirements of substantive involvement listed below are eligible to apply.

Eligible applicant organizations make some or all of the following substantive contributions:

- 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
- Consulting with other project personnel regarding humanities themes and intellectual approaches to the content
- Providing direction, advice, and/or mentorship to project leadership
- Providing input on grant product(s) prior to completion
- Participating in engagement, direction, and/or supervision of independent contracted professionals
- Contributing to the development of ancillary resources to support the project
- Contributing to outreach and public engagement

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

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

## Cost Sharing / Required Matching Funds

Cost sharing or matching refers to the portion of the project costs you pay for with non-Humanities Montana funds or the value of in-kind contributions from non-federal sources. **Humanities Montana requires a 1:1 cost share match for all Community Project**



**grants applications and final reports.** For every dollar you request or receive from Humanities Montana, you must provide at least one dollar of cost-share from other cash income, in-kind contributions, or a mixture of both. Cost-share funds must be applied to allowable expenses and you may not include funds from other federal sources in your estimated cost-share.

If you will charge a fee for admittance to your program, you must report all income as cash income on your budget form, and this income must be spent on project-related expenses. Event registration and attendance may not be cost-prohibitive or limit the program's accessibility to the general public.

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

- Cash contributions made to the project by you or a third party used to pay for allowable project-related expenses incurred during the project's period of performance.
- Your unrecovered indirect costs up to 10% of overall award for organizations that do not have a federal negotiated rate and do not budget for all or a portion of the 10% allowed.
- In-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party.

## Application Requirements & Instructions

**Application Questions are available for review** as a downloadable PDF on the website and in our grant management portal. Use the descriptions for each component below to inform your responses for questions in the online application.

All applications must be submitted via our [online grant management portal](#) by midnight the day of the application deadline.

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.

### **PART 1 – Request Overview**

**Project Name:** Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are

descriptive of the project and easily understood by the general public. Avoid using a title that requires clarification by the subtitle.

**Brief Project Description:** It should be written for a non-specialist audience and clearly state nature or format of your project, the importance of the proposed work, and 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.

**Amount Requested:** Provide the total dollar amount (rounded to the nearest whole dollar) you are requesting from Humanities Montana. This total should match the sum total include in your proposed budget table.

**Project Start Date:** This is the date you anticipate starting project activities included in your proposed workplan. Please reference your application submission date to determine the first possible start date for project activities related to this grant.

- December 1 submissions – On or after March 1  
April 1 submissions - On or after July 1
- August 1 submissions - On or after October 1

**Project End Date:** Provide an estimated date for the completion of your project activities. We recommend that this date is set for at least 30 days after all key activities have been completed and expenses paid.

## **PART 2 – Project Proposal**

**Significance Statement:** Describe the significance of your proposed project, including the primary humanities theme(s) involved and provide an overview, explaining the basic ideas, problems, or questions examined through the project. Explain how the project will complement, challenge, or expand relevant humanities issues and reach a Montana audience. Describe any unique or new interpretations of humanities content through incorporating multiple perspectives

**Project Narrative:** Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers or reviewers unfamiliar with the content or format 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 and 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

**Audience representation:** 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, we ask that you consider the following:

- 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 groups described below, how are representatives of this group involved in the project?

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.

**Fees & 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.

**Humanities Scholarship:** At least one humanities scholar or subject expert is required to provide meaningful support of your project. These individuals must have a deep understanding of the humanities theme(s) involved in your project and provide council, inform content design, or help execute programming. Enlisting the support of humanities scholars ensures that your project will share well-vetted humanities content from multiple perspectives with a public audience.

Refer to our [FAQs](#) for additional information.

**Project Work Plan and Timeline:** Summarize your 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 carry it out. Use a timeline that includes each activity. Your work plan must be specific to key activities between your proposed project start and end dates (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.

We understand that your work plan may change as your project develops, but it should not depend heavily on factors beyond your control. If your success relies on additional funding support, staff capacity, resources, partner collaboration, etc., explain what additional work will be required to meet your project goals.

In this section describe how are you going to achieve your project goals and objectives through planned activities and deliverables. 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.)

Sample 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....and we will promote the support of Humanities Montana by...

### 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....

## **PART 3 – Budget & Fiscal Management**

Project budgets are examined closely by reviewers, and applications with incorrect, incomplete, or inadequate justification for expenses will receive a deduction in evaluation scoring.

**Project Budget:** Accuracy and relevancy are essential in this section. Although your proposed budget is an estimate, it should be thorough and detailed and align with the project work plan. The application should include a full breakdown of budgeted expenses for your project. All expenses included in the budget must be allowable. You will use the budget table in the online application to itemize your project expenses and specify whether they are included in the funding request or paid for using in-kind or other secured income.

Refer to budget guidelines below for details about allowable and unallowable costs.

**Budget Justification:** Provide a narrative explanation for each budget line item, 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:

- Follow funding budget guidelines
- Explain why each of the requested items is necessary to accomplish the project outcomes
- Be organized in the order of the detailed budget table

- Make it clear that all budget requests are reasonable and consistent with Humanities Montana and Federal Funding policies
- Include descriptions of other secured or planned funding sources, both in-kind and cash

**NICRA Agreements:** 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.

**Fiscal Manager (name and contact information):** 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.

#### **PART 4 – Project Management & Contact Information**

**Project Director:** The project director oversees the entire project and is responsible for submitting fund requests and the final report to Humanities Montana at the end of the grant period. The project director serves as the primary contact for the award and will be responsible for 1) attending the award orientation, 2) attending the award cohort session, 3) signing the subaward partnership agreement, and 4) submitting the final report.

**Authorizing Official:** The authorizing official has 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. In most cases, this is your organization's Executive Director, Board Chair/President, or Executive Administrator overseeing the project and CANNOT be the same person listed as the Project Director. If you are both the Project Director and Executive Director, please list your Board Chair/President as your authorizing official. The authorizing official will be responsible for 1) reviewing your application prior to submission, 2) signing the CEO Certification document ([downloadable template](#)), 3) signing the subaward partnership agreement, and 3) reviewing the final report prior to submission.

**Project Leadership and Management:** Provide detailed information about staff or contracted employees contributing to the design, coordination, implementation of project activities, and general oversight of the project's progress. Include names, titles,

qualifications, and a brief description of their key responsibilities related to this project. Personnel listed here should align with any staff listed in the project budget.

## **PART 5 - Supplemental Information & Documentation**

**Letters of support - Community Partners (optional, but recommended)** You may choose to upload letters of support from community partners involved in your project. General support letters are not required, but if you are working with or sharing cultural and historical content about a historically underrepresented community (see Audience Representation) you are required to provide a letter of support from a member of that group engaged with your project. Upload all letters of support in a combined PDF file.

**Letters of Commitment - Humanities Scholars / Subject Experts (required):** You are required to upload at least one letter of commitment from a humanities scholar or subject expert referenced in your application. Upload all letters of support in a PDF combined file.

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

According to SAM.gov, "A Unique Entity Identifier (UEI) is a number that identifies your entity registration in SAM.gov. This identifier is assigned by SAM.gov ... The Office of Management and Budget (OMB) requires the Unique Entity ID to be used across federal systems, government-wide, for federal subaward purposes." And because Humanities Montana issues subawards using federal funds from the National Endowment for the Humanities (NEH), we required organizations to provide UEIs to process award payments. Here are a few tips:

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.
- UEIs are free!
- UEIs replaced DUNS Numbers in April 2022. DUNS Numbers are now obsolete.
- Visit SAM.gov for more information.

**Employer Identification Number (EIN) (required):** Your organization's EIN is also known as a Federal Tax Identification Number and is used by the IRS to identify a nonprofit,

government, or business entity. The EIN you provide in this space should match the EIN listed on your organization's Form W9.

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

## General Budget Guidelines

**Humanities Montana grant funds may be used only for expenses incurred during the grant period of performance.** Grant funds are limited and competition is tight. **Carefully review** the list of allowable and unallowable expenses below AND refer to the allowable and unallowable activities listed in the Program Summary before drafting your budget.

**Humanities Montana and cost share funds may not be used to pay for capital purchases, liquor, entertainment, or food for audiences.**

### Allowable Costs/Expenses

**Direct costs** include expenses directly accountable to your proposed project activities and the fulfilment of your project outcomes.

#### Examples

- **LIMITED Personnel expenses**, salary expenses for staff responsible for conducting key project activities, but no more than 10% of overall requested amount may be allocated to an Executive Director's salary.
- **Project contractor/consultant/scholar expenses**, panel participation, public presentations, research, and expert services to improve quality of humanities content, general honoraria, etc.
- **Project-related travel/per diem**, such as lodging and mileage for project staff, contractors, consultants, and scholars. All original receipts should remain with your organization for audit and tax purposes.
  - Mileage reimbursement (round trip travel to/from location = # of miles x reimbursement rate) — Humanities Montana allows mileage expenses for personal car use pursuant to the standard business mileage reimbursement rate determined by the IRS. This rate is subject to change. [Visit the IRS website for more information.](#)
  - Lodging (location, # of nights x nightly rate = total expense)
  - Meals – Only allowable with prior written approval



- **Project activities that directly support project design**, development, implementation, and evaluation efforts.  
Examples include:
  - Promotion/publication expenses for printing costs (posters, programs, etc.), advertising through news outlets (newspaper, television, radio), and social media
  - Rental (only) of facilities and equipment, such as meeting space, audio/visual equipment, etc.
- **Other expenses** need to be approved by Humanities Montana prior to inclusion in your proposed budget.

**Indirect costs** are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity.

#### **Examples**

- Other sponsored activities
- 10% de minimis and base (e.g., Modified Total Direct Costs (MTDC), "salaries," "salaries & fringe") and whether the activity and rate are on- or off-site
- If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, your project includes activities that occur both on and off campus)

You are not required to claim indirect costs. However, if you charge indirect costs to the project, you must not charge those same costs to the project as direct costs.

**For organizations WITHOUT federally negotiated indirect cost rates** – 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. 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. (See Appendix for more information)

**For institutions WITH federally negotiated indirect cost rates (NICRA)** - Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), Humanities Montana must use the negotiated rate(s) in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award.

If applicable, you will need to include a copy of your NICRA agreement, the name of your cognizant federal agency, and a point of contact with your application. (See Appendix for more information)

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

### **Unallowable Costs/Expenses**

**X Personnel** – More than 10% of overall requested amount allocated to an Executive Director's salary.

**X Travel** – Travel expenses unrelated to the project.

**X Project Activities – Food Costs** associated with receptions, social gatherings and events, lobbying, entertainment, and networking are not allowable. The purchase of alcohol is not permitted.

**X Project Activities** – Capital expenditures, equipment, special purpose equipment, general purpose equipment is unallowable, unless Humanities Montana has given prior written approval.

**See Page 4 for a full list of unallowable expenses.**

## Deadlines

**Grant consultations and requests for application pre-reads** must be completed at least two weeks prior to the application deadline. Both are contingent upon staff capacity.

You may schedule a consultation with Humanities Montana using the link provided on our website <https://www.humanitiesmontana.org/research-fellowships/>.

**Community Project grant applications are accepted on April 1, August 1, and December 1 annually.**

**Eligible applicants must submit applications online by midnight MST.** Applicants unable to complete the online application process must contact Humanities Montana prior to 5:00 p.m. MST on the application close date.

# Application Review & Selection

## Review Process

Humanities Montana staff review all applications for eligibility, completeness, and responsiveness. Board members and expert reviewers evaluate all applications that pass this initial screening. Reviewers must comply with federal ethics rules governing conflicts of interest.

Humanities Montana staff, board members, and expert reviewers evaluate applications using a scoring rubric. [Learn more about review criteria.](#)

## Selection Process

**The Humanities Montana proposal review process** awards grants on a competitive basis. Funding is limited. After all evaluations are complete, a review committee meets to discuss applications and make funding recommendations to the full Board of Trustees. Award decisions are made at the first board meeting following the application deadline.

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.

## Assessment of Risk and Other Pre-Award Activities

Following initial award selection, Humanities Montana staff conduct a risk assessment for selected applications. Staff 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 Announcements

Community Project grant applicants are notified of award decisions in writing 3-4 months following each deadline. Following Humanities Montana's public announcement of funded projects, applicants may request results of their project evaluations by contacting [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

## Award Management

The Award Management Guide provides detailed instructions for grantees to manage awards from start (date of award decision) to end (submission of final report). The guide can be found at <https://www.humanitiesmontana.org/community-project-grants/>.

## Humanities Montana Contact Information

All interested applicants must consult with Humanities Montana's grants office via phone, email, virtual meeting, or in person prior to submitting a grant application.

Humanities Montana  
311 Brantly, Missoula, MT 59812  
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