Humanities
MONTANA

PUBLIC HUMANITIES FELLOWSHIP

APPLICATION GUIDELINES

Grant Website:
https://www.humanitiesmontana.org/research-fellowships/

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	**Maximum Award**	**Required Match**	**Application Deadline**
Fellowship	$4,000	None	December 1

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Public Humanities Fellowships Overview

Program Summary

The Public Humanities Fellowship is a competitive grant program intended to support research in the humanities relating to Montana and the region. Humanities Montana encourages serious scholarship within a humanities discipline that will contribute to sharing meaningful stories and cultural expressions relevant to Montana's diverse communities and connect Montana audiences to wider regional, national, and global contexts.

The purpose of this program is to stimulate new scholarship in the humanities and increase the general public's awareness and access to research findings. The Public Humanities Fellowship program supports continuous work on a humanities project for a period of five to six consecutive months. Fellowship funds may support recipients' compensation, travel, and other costs related to the proposed scholarly research and delivery of a public program in Montana.

Humanities Montana awards up to $4,000 to as many as four fellows annually. Awards are distributed through two separate installments. The first installment of up to $3,600 supports research and writing, and the second installment of up to $400 supports delivery of a public program to disseminate research to a Montana audience.

Humanities Montana fellowships are not limited to individuals in educational institutions. Independent scholars and writers in various other settings—for example, museums, libraries, historical associations, or others—are welcome and encouraged to apply.

Timeline
- November 15: Consultation deadline (some exceptions may apply)
- December 1: Application deadline
- March 15: Decisions announced
- April: Fellowships may begin as early as April 1
- September 30: Deadline for conclusion of Fellowship projects, including their public presentation in Montana

Products
Fellowships must result in a product that will be presented to Montana audiences. These may be, but are not limited to, exhibits, narrated computer and/or web-based

products, books, or a series of newspaper, magazine, and/or journal articles. Humanities Montana must receive a copy of the end product.

Fellowship recipients must present at least one public program in Montana based upon their research before September 30. Fellows are required to coordinate and schedule their public programs in collaboration with a local community organization and promote their program through Humanities Montana.

Fellowship projects must
- Involve professional scholarship
- Focus on a clearly defined humanities theme and appeal to a broad Montana audience
- Include public programming such as discussions, lectures, or presentations
- Collaborate with local community organizations to deliver public programming
- Include outreach/publicity and evaluation plans where appropriate

Fellowships project cannot
- Focus on personal instead of public concerns
- Present a one-sided, uncritical treatment of an issue
- Restrict program participation to a specific audience (e.g., students in a formal learning environment, academic conferences, poster presentations, etc.) unless culturally appropriate
- Contribute solely to preservation or cataloging of materials and collections
- Satisfy requirements for educational degrees or formal professional training

Criteria for selection
Applications for fellowships, which must be written by the applicant, will be judged on the following:
- Conception, definition, organization, and description of the project
- Quality and significance of the contribution of the project to the humanities in Montana and the region
- Likelihood that the applicant will complete the project
- Appropriate and imaginative method(s) proposed for presenting the project to the public

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.

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- 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 before the grant term ends on September 30.
- 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

Humanities Montana awards fellowships to individuals, not organizations or institutions of higher education. Within the parameters listed below, individual researchers, teachers, students, and scholars are eligible, whether they have an institutional affiliation or not.

Fellowship recipients will be required to submit a Form W9 to Humanities Montana. Awardees must report the award as taxable income when filing annual state and federal income taxes. Learn more on the IRS website.

Residency
While preference will be given to Montana residents, applicants may include any legal resident of the United States who demonstrates evidence of interest and accomplishment in the field of the humanities and has the capacity to work with a local Montana community organization to deliver a public program.

Independent Scholars
Independent scholars including individuals, teachers, and students not affiliated with an institution of higher education are eligible to apply.

Students
While applicants do not need to have an advanced degree, those who are currently enrolled in a degree-granting program are ineligible. If a prospective applicant has completed all of the official requirements for the degree (including dissertation research and writing) and is awaiting only the formal award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree.

Mentorships
Some applicants may wish to conduct research under the guidance of a mentor. Applicants may choose their own mentor, and the mentoring plan should be part of the application. Mentors may receive up to $1,000 of the individual fellowship award. A written progress report and a final narrative from the mentor will be required.

Dissertation revisions
Applicants may seek funding for a project based on a completed dissertation. The narrative section of these applications must state that the proposal is to revise a dissertation and explain how the new project moves beyond the original.

Faculty and staff
Applicants holding tenured, non-tenured, or administration positions at institutions of higher education are ineligible to apply unless they meet one or more of the following exceptions:
- Research is conducted as an independent scholar not affiliated with an institution of higher education
- Research and project activities are not intended to develop course curriculum for an institution of higher education
- Community college faculty
- Emeritus faculty

- A faculty member at an institution of higher education that is one of these federally recognized minority-serving institutions:
    - Native American-Serving Non-Tribal Institutions (NASNTIs)
    - Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs)
    - Alaska Native and Native Hawaiian-Serving Institutions (ANNHs)
    - Predominantly Black Institutions (PBIs)

Collaborative projects

The Public Humanities Fellowship program is designed primarily for individual researchers; awards may not be divided. Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are eligible. If seeking funding for more than one scholar in a collaborative project, each individual applicant must submit a separate application specifying their individual contribution.

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](#).

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

Applicant Information: Provide your name, telephone number, email address, and mailing address.

Project Title: 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.

Project Description: Provide a brief description of your project. It should be written for a non-specialist audience and clearly state 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 1,000 characters, including spaces.

PART 2

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 non-academic peer reviewers or reviewers unfamiliar with the area of study can understand the proposed project.

Your narrative must not exceed three single-spaced pages with one-inch margins and a font size no smaller than 11 points. Images, charts, diagrams, footnotes, and endnotes are allowed, if they fit within the three-page limit. You may add your narrative text directly into the text field or upload a Word or PDF document to the online application form.

Use the following section headings, providing the information indicated.

Significance and contribution
Describe the intellectual significance of your proposed project, including its value to humanities scholars, general audiences, and Montana. State the project's thesis or claim, and provide an overview, explaining the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field.

Organization and methods
Describe your method(s)and clarify the part or stage of the project that will be supported by the Public Humanities Fellowship. Examples include:
- Dissertation revision: Explain how you plan to move beyond the original dissertation and how the new project will benefit from the addition.
- Book projects: Explain how the final project will be organized. If possible, provide a brief chapter outline.
- Article projects: Provide an overview of the article, including details about the argument, sources, and word count.
- Digital projects: Describe the technologies that will be used and developed, and explain how the scholarship will be presented to benefit audiences in the humanities.
- All other projects: Describe the intended outcomes of your research and key research activities.

Competencies, skills, and access
Explain your competence in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify your level of competence in any language or digital technology needed for the study. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish.

Final product and dissemination: Describe the intended audience and the intended results of the project. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience.
- Publications: While a publication contract is not required, describe plans for publication and/or expressions of interest from publisher(s), if applicable.
- Digital products: Explain how the public will access the material.

Public Presentation: Describe your plan to present your research findings and final products to a Montana audience. Explain where you plan to host your presentation and which community organizations or groups you will partner with to coordinate the presentation. Specify your intended audience and describe your planned outreach efforts to ensure members of this audience participate in your program.

Workplan and timeline: Summarize your work plan, describing the part or stage of the project that will be supported by the Public Humanities Fellowship and the 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 April 1 and September 30. 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, such as the receipt of outside reviewers' reports from a publisher. If you plan to submit a manuscript for publication before the end of the period of performance, explain what additional work will be required and why it merits support.

PART 3

Project Budget & Budget Justification: 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. Your budget should also include a full breakdown of budgeted expenses funded through other secured funding or in-kind donations. Project budgets are examined closely by reviewers, and applications with incorrect, incomplete, or inadequate justification for expenses will receive a deduction in evaluation scoring.

Allowable expense categories for fellowships include the following:

- Personnel – Fellow/research salary (# of estimated hours @ $ estimated rate)
    - Research & writing time
    - Program coordination & planning time
- Travel – Fellows are required to retain documentation of all eligible travel receipts for up to five years after submitting the final report. Humanities Montana reserves the right to request receipts and financial documentation related to reported expenses during, and up to five years after the period of performance ends.
    - Mileage expenses (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.
    - Humanities Montana funds may be used towards actual expenses for coach air or train travel. Airfare for domestic travel charged to the award may not exceed the value of the basic least expensive accommodations class offered by commercial airlines or trains.
    - Lodging expenses (location name, # of nights @ $ estimate nightly rate) is allowable.
    - Meal costs are **not** an allowable expense.
- Project activities
    - Research materials
    - Fees (e.g., archive searches, copyright, licensing)
    - Outreach marketing for public program

Other costs must be approved by Humanities Montana before they are included in a final proposed budget.

PART 4

Supplemental Information & Documentation: Applicants must upload the following documents to their online application:

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Personal Statement (optional) — Must not exceed a single page
You may choose to upload a personal statement/cover letter explaining your interest in the Public Humanities Fellowship program and why you are the right person to execute this project, including any experience with public humanities or public-facing projects and how this experience would contribute to your career.

Attachment 1: Bibliography (required) — Must not exceed a single page
Your bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches to give a well-rounded representation of your project. Evaluators will use the bibliography to assess your knowledge of the subject area. Your bibliography must not exceed a single page. Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography, if the citation in the narrative enables readers to identify the work.

Attachment 2: Résumé (required) — Must not exceed two pages
Do not submit a narrative biographical statement instead of a résumé. Include any of the following information specific to your qualifications for completing the proposed project:
- Current and past positions
- Education: list degrees, dates awarded, and titles of theses or dissertations
- Awards and honors: include dates
  If you have received prior support from Humanities Montana, indicate the dates of these awards and the products that resulted from them.
- Publications: include full citations for publications and presentations
- Other relevant professional activities and accomplishments
- Level of competence in any relevant foreign languages

Attachment 3: Letters of recommendation
You are required to submit two letters of reference that address your proposed project and your ability to undertake it. Upload letters of recommendation combined in a single document, or email or mail them to Humanities Montana at megan.sundy@humanitiesmontana.org or 311 Brantly, Missoula, MT 59812.

Deadlines

Grant consultations and requests for application pre-reads must be completed at least two weeks prior to the December 1 application deadline. Both are contingent upon staff capacity.

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

Eligible applicants must submit applications online by midnight MST on December 1. 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

Public Humanities Fellowship applicants are notified of award decisions in writing in March following the December deadline. Following Humanities Montana's public announcement of funded projects, applicants may request results of their project evaluations by contacting megan.sundy@humanitiesmontana.org.

Award Management

The Public Humanities Fellowship 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/research-fellowships/.

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 an application for the Public Humanities Fellowship grant opportunity.

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