

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

---

*Humanities Montana*

## *Letter of Inquiry (LOI) Overview*

---

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

**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 than 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 while completing this form, please contact our Grants and Evaluation Director via phone (406) 243-6067 or email at [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

### **Here are a few things to consider before getting started with your LOI:**

- LOIs and/or Grant Consults must be completed no later than three (3) weeks prior to grant deadlines, after this time, we cannot guarantee timely feedback on your LOI and our response time may be delayed.
- Review our grant types and application deadlines carefully prior to completing the LOI process. You can find a complete list of our grants and application deadlines on our website at <https://www.humanitiesmontana.org/grants-resources/>.
- Complete our [online eligibility survey](#) to determine if your organization is eligible to apply.

### **Character Limits**

Please note the character limits for each text area before drafting your response. We **DO NOT** require you to fill the 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.

---

### **What's an LOI and why do I need it?**

The Letter of Inquiry (LOI) is an opportunity for you to tell us about your project idea and for us to explain our application process, including our guidelines and requirements. The LOI is the

first step to help you determine if Humanities Montana is the best organization to fund your project and if you meet the basic requirements to receive an award. During the LOI process, we assess the following features of your project:

- Eligibility
- Timeline for planned activities
- Humanities content
- Public audience engagement
- Contributing subject experts

Please begin the LOI process early especially if you need to partner with an eligible organization with a valid Tax ID/EIN and Unique Entity ID (UEI). [Learn more about eligible organizations, EIN's, and UEIs.](#)

**Humanities Montana offers two LOI options:**

**Option 1 - Complete this LOI Form** and we will contact you within 48 hours (excluding weekends) to discuss your project.

**Option 2 - Schedule a 30-minute consult** (phone, Zoom, in-person) with our Grants and Evaluation Director by using this link: [30-minute grant LOI consult request](#)

*NOTE:* You will be asked the same questions included in this form during your 30-minute consultation.

## *Quick Questions*

---

### **How did you learn about this grant opportunity?\***

*Please check all that apply. Your responses will help us identify effective outreach methods related to our grantmaking.*

#### **Choices**

humanitiesmontana.org  
 Humanities Montana newsletter  
 Social media (Facebook and/or Instagram)  
 Humanities Montana program or event  
 Current or Past Humanities Montana grant recipient  
 Word-of-mouth / referral  
 Grantwriting workshop

### **Would you like to receive our newsletter?\***

#### **Choices**

Yes

No

### If yes, to what email should we send the newsletter?

*If nothing is listed, we will send the newsletter to the email address listed in the following section. \*You can unsubscribe from our newsletter at any time.*

*Character Limit: 254*

## Contact Information

---

Who should we contact in response to this LOI?

### Name\*

*Character Limit: 200*

### Telephone\*

*Character Limit: 100*

### Email Address\*

*Character Limit: 254*

## Organization Information

---

As required by the National Endowment for the Humanities and federal CFR200 uniform guidance regulations, **Humanities Montana can only issue subawards to organizations that are...**

- Constituted solely for non-profit purposes
- Registered and acknowledged via Sam.gov and can provide a Unique Entity ID (UEI)
- Able to provide a Form W9 with a registered Tax ID/EIN

To learn more about eligibility, review our **FAQs**, complete our **online eligibility survey**, and schedule a consultation with our Grants and Evaluation Director using this link: <https://calendly.com/humanities-montana-grants/30min>.

### **Applicant organizations must not function solely as fiscal agents or fiscal sponsors.**

Organizations engaging solely in fiscal sponsorship activities (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) may not apply. The organization or institution submitting a proposal to Humanities Montana is considered the recipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award, including adherence to, and compliance with, federal regulations and the terms and conditions of the award.

An eligible applicant organization makes **substantive contributions** to the project. Examples of

substantive contribution are included in the grant guidelines. If awarded, the applicant organization will be required to submit a signed agreement outlining their substantive involvement and contributions to the project.

For questions regarding fiscal sponsorship and substantive involvement, please contact our Grants and Evaluation Director at (406) 243-6067 before submitting this application.

### **Applicant Organization Name\***

*Character Limit: 40*

### **Applicant Organization Website**

If possible, please provide a link to your organization's website or social media page.

*Character Limit: 2000*

### **Organization Type\***

Which of the following best describes your organization type?

#### **Choices**

Archive  
 Arts-related Organizations (including art museums)  
 Community Organization or Center  
 Cultural Heritage Organization  
 Festival  
 Foundation  
 Government - State or Local  
 Higher Ed - Four-year College  
 Higher Ed - Two-year College  
 Higher Ed - Affiliates (Press, radio station, archive, library, etc.)  
 Historical Site/House  
 Historical Society  
 Incarceration or Detention Facility  
 Independent Research Library and Center  
 Indigenous Tribal Organization or Community  
 K-12 School or School System  
 Media Organization  
 Membership Organization or Association  
 Museum - History  
 Museum - Other  
 Nature Center/Botanical Garden/Arboretum  
 Private Business or Organization  
 Public Library  
 Social Services or Health Organization  
 State or National Park  
 Other

## Mission Statement\*

Please write your organization's Mission Statement here.

*Character Limit: 1000*

## Community Engagement\*

- What communities do you work with and provide programming for?
- Please describe any under-resourced communities your organization serves or is led by.

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

*Character Limit: 500*

## Project Information

---

For more information about the *kinds of projects funded by Humanities Montana* and *examples of strong public humanities projects*, please take advantage of one or more of the following resources available on our website:

- [Previously funded projects](#)
- [FAQs](#)
- [Recorded informational webinars](#)

## Project Name\*

What is the name of your project?

- Enter a very brief and simple project name
- Avoid using commas, quotes, parentheses, etc.

*Character Limit: 100*

## Project Timeframe\*

What are your anticipated start and end dates for this project?

*Character Limit: 100*

## Project Topic and Humanities Significance\*

Briefly (note character limit) explain your project using the following bulleted list:

- What is your project type? (e.g., lecture series, cultural festival, publication, radio program/podcast, etc.)
- What is your project topic?
- How will you apply the humanities?
- Why do you believe this project is important/significant to communities in Montana?
- How will you engage the general public in this project?

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

*Character Limit: 2000*

### 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.

Humanities Subject Experts may include academic scholars, professional experts, and community experts. Learn more about Humanities Subject Experts.

Briefly (note character limit) describe your subject experts using the following bulleted list and example:

- Name and title of Subject Expert
- Their expertise/qualification
- 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.*

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: 1000*

### Feedback\*

Please estimate and report the time (minutes) you spent completing this form.

*Character Limit: 100*

### Thank you for your LOI!

Please allow us up to 48 hours (excluding weekends) to review your LOI. Once we have reviewed your form, we will either contact you with questions or approve your LOI so that you may proceed in the application process.

If you do not hear from our staff after 48 hours (excluding weekends), please contact our grants manager, Megan Hill Sundy at (406) 243-6067 or at [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).