

# Mini-Grants: Up to \$2,000

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*Humanities Montana*

## *General Application Information*

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### **Grant Type**

Mini-Grant

### **Funding Amount**

Up to \$2,000

### **Cost Share Requirement**

Not required

### **Eligibility**

All applicants must consult with our staff before applying. [Click here to Schedule a Consultation](#)

Nonprofit organizations, accredited institutions of higher education, state or local government or one of their agencies (schools, libraries, museums, etc.), federally recognized Native American Tribal governments, and tribal organizations. A Unique Entity ID (UEI) and Federal Tax ID (EIN) are required to apply.

Applicant organizations must not function solely as fiscal agents or fiscal sponsors. See guidelines for details.

### **Application Deadline**

Rolling submission deadline dependent on funding availability.

### **Award Announcements**

Applications are reviewed monthly and applicants will be notified of award decisions within 6 weeks of their submission.

### **Support**

If you have questions about the application process contact our grants office by phone at (406) 243-6067 or email at [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

### **Available Resources**

[Online eligibility survey](#)

[FAQs](#)

[Recorded informational webinars](#)

[Grant guidelines](#)

[Forms & Links](#)

## Pro Tips!

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

## Character Limits

Please note the character limits, including spaces and punctuation, for each text area before drafting your response. We DO NOT require you to fill character limits, they are there as a guide to indicate whether we are looking for a brief description or a more detailed explanation.

## *Part 1 - Request Overview*

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### **Project Name\***

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

*Character Limit: 100*

**Brief Project Description\***

Provide a one to two sentence description of the project.

*Character Limit: 250*

**Amount Requested up to \$2,000\***

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

*Character Limit: 20*

**Project Timeframe\***

What are your anticipated start and end dates for this project? *EXAMPLE: 11/01/2024--10/31/2025*

*Character Limit: 100*

**Part 2 - Organization Information****Applicant Organization Name\***

*Character Limit: 100*

**Description of Applicant Organization\***

Describe your organization, including its history, purposes, funding status, and governance.

*Character Limit: 1000*

**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

## *Part 3 - Project Description*

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### **Project Narrative\***

Describe the following details of your proposed project:

- What is your project type? (e.g. lecture series, reading program, cultural festival, panel discussion, living history day, etc.)
- Where will the project take place?
- Who is your primary audience or who will benefit from this project?
- What are the primary goals & objectives of your project?

*Character Limit: 5000*

### **Humanities Content\***

**Humanities content is the most important criterion by which applications will be judged.** 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.

Briefly explain the following:

- What humanities themes will your project explore?
- Why is Humanities Montana an ideal funder for this project?

*Character Limit: 2000*

### **Humanities Expertise\***

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.

**At least one humanities scholar or subject expert is required in order to be eligible for funding**

and you will be required to upload a letter of commitment from at least one scholar with this application.

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

Provide the following:

- Name and title
- Description of their expertise
- Their roles, responsibilities, and contributions to the project.

*For more information about what qualifies someone to be considered a humanities subject expert, refer to our FAQs.*

*Character Limit: 2000*

### **Letter(s) of Commitment - Humanities Subject Experts\***

Please upload a letter from your confirmed humanities subject expert outlining their role and commitment to this project.

NOTE: If you have multiple letters, upload all letters in a combined PDF file.

*File Size Limit: 5 MB*

### **Key Activities & Project Timeline\***

List major tasks or key project activities and the corresponding dates for proposed implementation or completion. Key activities should include outreach and evaluation plans.

Provide the following:

- Description of key activity
- Responsible party
- Date, time, venue/location

*Character Limit: 4000*

## ***Part 4 - Budget, Cost Share, & Fiscal Management***

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 office if you have questions about the budget table below before submitting this application. Call or email Megan Hill Sundy at (406) 243-6067 or [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

NOTES

- Humanities Montana DOES NOT require a one-to-one match for mini-grants.
- 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.

### Budget Narrative\*

Please describe how grant funds will be used and justify the totals and calculations for each itemized expense in the budget table.

You may write your narrative in the text area below or upload a separate document below the text area. We do not need both.

If you are supported through other funders, please include the name of the funder in the description and the project expenses covered through in-kind or other cash income.

#### EXAMPLE:

*PERSONNEL - Scholars/Speakers (honoraria & stipends): \$1,000 honoraria for John Smith, humanities subject expert #1*

*TRAVEL - Consultants/Contractors: \$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*

### Indirect Cost

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

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

Organizations that wish to include indirect costs in the budget but have never had a NICRA may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of

the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

Upload your NICRA document here:

*File Size Limit: 2 MB*

## Project Budget

Use this table to itemize your proposed project expenses. Select your expense category from the drop down list, provide a brief description to compliment your budget narrative, and include the estimated expense total rounded to the nearest whole dollar.

Expense Category	Description	Project Expense	Actual Expense	Cost-Share (In-Kind or Other Secured Funds) - Not required

## Fiscal manager name and title\*

Humanities Montana requires a fiscal manager who is not the project director/applicant. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager

will serve as the primary contact for questions about project expenses and receipts. 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 you to report actual expenses for each approved budget allocation in your final report. The applicant 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 submission of the final report.

**By clicking on this button, the applicant and fiscal manager agree to be responsible for all financial information supplied in financial reports.**

#### **Choices**

Yes, I agree.

## *Part 5 - Project Management & Contact Information*

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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 90 days after the grant period ends.

*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*

## Quick Questions - Optional

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### 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
- Grant writing workshop

### Would you like to receive our newsletter?

#### Choices

- Yes
- No

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

*\*You can unsubscribe from our newsletter at any time.*

*Character Limit: 254*

## Feedback

Please estimate the time (minutes or hours) you spent completing this application.

*Character Limit: 100*

## Thank you for your application!

Humanities Montana staff review Mini-grant applications monthly. Please allow us up to 6 weeks to review your application and announce funding decisions. Once we have reviewed your application, we will contact you with questions or announce your award via email.

Questions? Contact our grants and evaluation director, Megan Hill Sundy at (406) 243-6067 or [megan.sundy@humanitiesmontana.org](mailto:megan.sundy@humanitiesmontana.org).

## *Part 6 - Supplemental Documentation & Info*

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### 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*

### Approval and certification of sponsoring organization\*

This application is not considered complete until Humanities Montana receives a letter of approval certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters. Click [here](#) to read the regulations.

1. Download the CEO Approval & Certification template form.
2. Add relevant organizational information to the template.
3. The letter must be signed by the applicant organization's executive director, CEO, or board chairperson authorized to accept federal awards.
4. Scan, save, and upload a PDF copy of the signed letter to this application.

*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**.

**Enter your 12-character alphanumeric UEI in the space below.**

*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 in the space 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.

NOTE: Please be sure to upload a SIGNED and DATED Form W-9 (Rev. March 2024).

*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*