Regular Grant

Humanities Montana

Project Name*

Character Limit: 100

Brief Project Description*

Write a very brief (one to two sentence) description of your proposed project. We will use this description in our calendar and press releases if your program is approved. You will be able to include a full description of the project later in this application.

Character Limit: 500

Amount Requested*

Character Limit: 20

Detailed project description*

Provide a detailed description of your proposed project explaining what your project is, why it is important, and who will benefit. If your project involves Native American communities or cultures describe how those community representatives are being consulted and involved in your project and, when possible, document tribal involvement through letters of support.

Character Limit: 10000

Humanities content*

Humanities content is the most important criterion by which applications will be judged. **Explain how your project is a humanities project.** The humanities include, but are not limited to, the following disciplines: history, philosophy, linguistics, literature, archaeology, jurisprudence, art history/theory/criticism, ethics, comparative religions, those aspects of the social sciences that have humanistic content and employ humanistic methods, and the study and application of the humanities to the human environment. The humanities deal with what is fundamentally and essentially human, the attributes which distinguish human beings from all other natural beings: self-consciousness, language, reason, creativity, human values and aspirations, and the products of all of these.

Character Limit: 5000

Grant period start date*

Enter the starting date of your grant period. Humanities Montana funds cannot be used for expenses incurred before the start of the grant period. The grant period cannot begin before the grant approval date.

Character Limit: 10

Grant period end date*

Enter the date your grant period ends (usually 30 days after project ends). Humanities Montana funds cannot be used for expenses incurred after this date.

Character Limit: 10

Timeline*

List major tasks and dates for the project. Include:

- Planning
- Publicity
- Implementation
- Evaluation

Character Limit: 5000

Target audience*

Describe the demographics and size of the prospective audience for your project. Indicate if you are targeting any special audience (gender, age group, business, school, ethnic, etc.).

Character Limit: 1000

Audience fee*

Indicate the amount of any fee you are charging the audience and how you determined to charge that amount. If you charge a fee, all proceeds must be spent on the project-related expenses (see Budget Instructions, Grant Guidelines).

Character Limit: 1000

Description of sponsoring organization*

Describe the sponsoring organization. Include its history, purpose, funding status and governance.

Character Limit: 5000

Project personnel*

List primary project personnel and their relevant qualifications. Include consulting scholars, speakers, etc. At least one humanities scholar is required in the planning and/or execution of the project and is a major criterion in our review of the application. Humanities scholars may be someone with a humanities degree or experience working in the humanities.

Character Limit: 5000

Fiscal manager name*

Humanities Montana requires a fiscal manager who is not the project director. 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

Budget Instructions

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 value, i.e. the value of your time (not compensated for by the grant), equipment, or office space. In other words the value of B + C must at least equal A.

A. Humanities Montana funds requested*
Enter the amount requested from Humanities Montana. This figure must match that given in the project budget and budget explanation.

Character Limit: 20

B. Project cost-share cash*
Enter the projected amount of funds from other sources used as project cost-share.

Character Limit: 20

C. Project cost-share in-kind*
Enter the amount of in-kind project cost share, such as the value of equipment, time, donated space, etc.

Character Limit: 100

A + B + C=Total project cost*
Please enter the total project cost (funds requested from Humanities Montana plus cash funds from other sources and in-kind cost-share).

Character Limit: 20

Project budget*
You must use our budget form. Downolad the Excel or Word version of the budget form on the right side of this webpage. Complete either form and upload below.

File Size Limit: 2 MB

Detailed Budget Explanation*
Describe **each line item** in your proposed budget. Address how costs and revenues were estimated or derived. Describe any confirmed or pending funding from other sources. A mix of

funds is desirable as an indication of community or other support. You may write in box below or attach a Word document.

Character Limit: 4000 | File Size Limit: 1 MB

Letters of support (optional)

Upload all letters of support in a combined pdf file.

File Size Limit: 2 MB

Approval and certification of sponsoring organization

Download, print, sign, scan, and upload or mail your sponsoring organization's CEO's letter of approval and certification. A form letter to use is on the right side of http://www.humanitiesmontana.org/grants/regularandmajorgrants.phphttp://www.humanitiesmontana.org/grants/grants_regular.phpthis webpage.

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 detailed http://www.humanitiesmontana.org/grants/certifications_regular.phphere.

File Size Limit: 2 MB

Electronic signature*

By entering your name below, you indicate that this application is complete and true to the best of your knowledge.

Character Limit: 250