



NORTH CAROLINA
HUMANITIES
C O U N C I L

MANY STORIES, ONE PEOPLE

Large Grant Proposal
Guidelines and Application

North Carolina Humanities Council
122 North Elm Street
Suite 601
Greensboro, NC 27401
Tel: 336.334.5325

NORTH CAROLINA HUMANITIES COUNCIL MISSION AND CORE VALUES

The mission of the North Carolina Humanities Council is to support through grants and public programs vital conversations that nurture the cultures and heritage of North Carolina.

The North Carolina Humanities Council brings North Carolinians together to make sense of this world we share. The citizens of North Carolina live in a world defined by more than geographic boundaries. The state's culture and heritage are alive in the diversity of its traditions, its people and places, its history and art, its stories and music. As expressions of culture and heritage, the humanities are all around us, in our conversations, in the different ways we see the world, in the many ways we shape our lives. More than expressing our lives, the humanities offer us ways to ask our most fundamental questions about the meaning of what we say and do, about who we are.

In many ways, the Humanities Council's work is about translation, about finding ways to make the humanities accessible to people who take in the world in multiple ways and in varying capacities. The North Carolina Humanities Council invests in programs that show the processes and changes involved in acknowledging and reworking the narratives that describe human experience and expanding their boundaries. Thus the Council ascribes to the following core values:

- » A **commitment** to an interdisciplinary approach to the humanities
- » A **commitment** to dialogue
- » A **commitment** to self-discovery such that an individual can come to one's own understanding of the humanities--culture, identity, and history
- » A **commitment** to meeting community members where they are and honoring all who participate
- » A **commitment** to humanities scholarship and scholars to develop humanities perspectives
- » A **conviction** that the end-result of participating in the process of historical self-understanding is to become an informed and active citizen willing to grapple in the public realm with how to make decisions about local, public destiny
- » A long-standing programmatic **commitment** to cultural diversity, meaning inclusiveness for every North Carolina citizen

TYPES OF GRANTS

- ***Planning Grant \$750 or less***

The planning grant secures the assistance of a humanities scholar/consultant to plan a project. Allowable expenses include consultant's stipends and reimbursement for travel, meals, and lodging. There is no deadline for a planning grant. **Please submit the original application and one copy.**

- ***Mini-grant \$1,200 or less***

The mini-grant provides funds for scholar stipends, travel expenses including meals and lodging, publicity, and certain other expenses connected with a project of limited scope. Mini-grant applications must arrive at the NCHC office by the first day of the month to be considered for funding within the same calendar month. Applicants are required to submit proposals for projects which begin at least four (4) weeks from the date of funding. Grant awards are usually made no later than the end of the month. **Please submit the original application and 9 copies.**

- ***Large Grant more than \$1,200***

The large grant requires the submission of a draft proposal. Large grants provide funds for humanities projects of extended scope including, but not limited to, lecture/discussion series, performance/discussions, exhibit/discussions, and film/video productions. **Media projects are limited to \$5,000.** Large grants must be postmarked no later than the deadline dates listed below. Only large grant projects which begin at least four (4) weeks from the date of funding will be considered. **Please submit the original application and 30 copies.**

Draft proposals due:	March 20	August 20
Final proposals due:	April 20	September 20
For projects beginning after:	July 15	December 15

YOU NEED TO KNOW...

What makes a humanities program different from other kinds of programs?

An important goal of the humanities is to encourage reflection about values and ideas. All of us hold beliefs and assumptions which shape the way we see the world, whether it is a contemporary issue or our understanding of an historical event. A humanities program makes us more aware of the connection between our values and the views that we express in public and private life. It also encourages us to understand the values of others and how their views may differ from our own.

A good humanities program makes us think in new ways. It asks questions, without providing pat answers. It presents different points of view about an issue or a topic. A humanities program moves beyond facts and information (what, where and when) to questions of interpretation and analysis (i.e., “How can we learn from this?” or “Which version of the story do we choose to believe and why?”)

How do we find humanities professionals to help us plan and carry out our project?

A humanities scholar is defined as someone with an advanced degree (at least an M.A.) in a humanities discipline. NCHC staff can help you locate humanities scholars who are willing to participate and have experience in public programs. If you have a topic in mind, we can provide a list of individuals with matching interests and experience. You may also want to contact a university or community college humanities department, which may include literature, philosophy, religion, history, foreign language, and art theory and criticism.

What kind of groups have received grants?

Successful applicants have included libraries, schools, museums, religious institutions, universities, colleges, community colleges, tribal organizations, civic clubs, home-extension units, arts councils, city and county governments, community-based organizations, and ad hoc groups created for the sole purpose of carrying out a project.

What if an individual has an idea for a project?

NCHC does not make grants to individuals. Individuals with a project idea may want to consult with a non-profit organization to determine whether this group shares their interests and will serve as the project sponsor.

What kinds of project formats are supported?

Some of the projects NCHC has funded include reading-and-discussion programs, lectures, conferences, seminars, symposia, media projects (radio, television, film, video, CD-ROM), performance activities with discussion (such as plays, staged reading, and original performance initiatives), oral histories, photographic exhibits, museum exhibits, the creation and dissemination of printed materials, and teacher workshops.

What is the limit of a large grant request?

While there is no fixed limit, NCHC large grants average approximately \$5,000 and rarely exceed \$10,000. NCHC staff encourages you to contact them. They are ready to assist you in developing your program ideas and project formats. We encourage first drafts of all grant proposals, but we **require** first drafts of large grant proposals according to the schedule outlined above.

For more information, please contact:

Harlan Joel Gradin, Ph.D.
Associate Director/Director of Programs & Publications

North Carolina Humanities Council
122 North Elm Street
Suite 601
Greensboro, NC 27401
Tel: (336) 334-5236
Fax: (336) 334-5052
E-mail Contact:
gradinh@nchumanities.org

POLICIES AFFECTING ALL NCHC GRANT CATEGORIES

•**Sponsor Eligibility**—The sponsoring group must be a non-profit organization operating in North Carolina or a non-profit sponsor whose project focus is of interest to North Carolinians. NCHC does not give grants to individuals nor does it grant scholarships or fellowships. While NCHC welcomes applications that involve educational institutions, the proposed project must reach a broader community of citizens. We encourage programs that engage adults and life-long learning.

•**Humanities Scholars**—Humanities scholars must be involved in both the planning and implementation of NCHC-funded projects.

•**Topic Eligibility**—The subject of the project must be within or addressed by one or more of the humanities disciplines. NCHC cannot fund projects which center on the creative or performing arts (theatre, dance, music, or visual arts) unless the arts set the stage for a humanities program. NCHC cannot fund projects which advocate social or political action. Public funds cannot be used to advocate personal/political points of view.

•**Sponsor Cost-Share**—Project sponsors and all persons and organizations connected with a project must match NCHC grant monies with in-kind and/or cash contributions at least equivalent to the amount of NCHC outright funds requested.

•**Standard of Conduct**—The NEH stipulates that officers, employees, and agents of the project sponsor will neither solicit nor accept gratuities, favors, or anything of monetary value from prospective contractors or parties to the project who might hope to receive financial or other benefit from being associated with it.

•**Conflict of Interest**—Recipients of grants from NCHC must be careful to avoid real or apparent conflicts of interest in disbursement of grant funds. Such a conflict would arise if, for example, the project director or head of the sponsoring organization chose a spouse or relative to receive NCHC funds in return for services rendered to the project. The range of people prohibited from receiving NCHC funds without special approval include immediate family members, spouses, business partners, or employers of the people who make decisions on participants in the grant for the sponsor. Violation of these restrictions could result in revocation of the grant by the North Carolina Humanities Council.

RESTRICTIONS GOVERNING THE USE OF NCHC FUNDS

- a. All activities funded by NCHC grants must be free and open to the public.
- b. NCHC cannot fund projects which advocate social or political action. Public funds cannot be used to advocate personal/political points of view.
- c. Funding is for projects that begin no less than 4 weeks after the date of the award. NCHC does not offer funding retroactively. While expenses incurred prior to the grant award are not reimbursable from NCHC funds., these expenses may be used as part of the sponsor's match when accurate documentation of in-kind services has been maintained. An NCHC "In-kind contributions" documentation form will be sent to the project director upon approval of the proposal.
- d. NCHC grant funds cannot be used to purchase equipment, buildings, or other non-expendable items, such as tape recorders, film projectors, or video equipment.
- e. Grant funds cannot be used to pay salaries to individuals who are administering the grant as part of a salaried job.
- f. The stipend payment to a speaker or presenter for a single presentation in a program cannot exceed \$400 in NCHC outright funds.
- g. Except for the meals of program presenters or consultants, NCHC funds cannot be used for food. In addition, grant funds cannot be used for popular entertainment for diversion, liquor, or social activities. In conjunction with project activities, applicants may provide refreshments and/or lunches and dinners for their audiences through local cash contributions or by charging participants for these costs. In some cases, which must be approved by NCHC, participants may be charged a nominal fee to cover food costs.

INSTRUCTIONS FOR THE GRANT PROPOSAL FORM

The NCHC Grant Proposal Form consists of four (4) parts:

- I. The Proposal Cover Section and Certification Page (Questions 1-9)
- II. A Project Description (Questions 10-12)
- III. A Detailed Outline of the Program, Publicity and Evaluation (Questions 13-16)
- IV. Budget Worksheet and Explanation (Questions 17-20)

The form for the Cover Section Budget Worksheet is included in this packet. All other answers should be typed on blank paper and attached to these forms.

I. PROPOSAL COVER SECTION

1. **Project title**—Select a concise title that describes the content of the project.
2. **Grant period**—List the dates of the beginning of the project and its completion.
3. **Sponsor**—The sponsor is the organization that takes responsibility for the project. It must be a non-profit group, although neither incorporation nor a 501(c) (3) tax exempt identification number is necessary to qualify for funding. List any co-sponsoring organizations here or add a page if necessary.
4. **Project director**—List the person who will bear the actual responsibility for managing the project, including maintaining contact with NCHC, maintaining records of in-kind contributions, and preparing the final evaluation report. All correspondence, except for fiscal matters, will be sent to the project director.
5. **Fiscal agent**—List the person responsible for receiving, disbursing, and maintaining records of grant funds and submitting fiscal reports to NCHC. The fiscal agent cannot be the project director and must be qualified by reason of occupation or experience for this role. For example, the fiscal agent should be a certified public accountant, a college or university business office employee, the treasurer of a non-profit organization, or an official of a responsible financial organization.
6. **Project summary**—Briefly describe in the space provided on the grant application cover page what activities your project will include.
7. **Project budget**
8. **Signatures**—The **final** (not the draft) proposal form must be signed by the project director, fiscal agent, and the head of the sponsoring organization; proxy signatures will not be accepted.

II. PROJECT DESCRIPTION

10. Please describe your project and its history. What are the specific issues and themes you wish to explore and address with your program(s), and how will the humanities help your participants understand these issues?
11. In your description, be sure to include:
 - a. Why the project is important to your community.
 - b. What you hope to achieve with this project.
 - c. Why your organization is suited to be the sponsor.
12. Please describe whom you want to attract to your program(s), including specific groups and/or segments of your community's population that you will target.
13. Please provide the following:
 - a. Project timeline
 - b. Schedule of sessions or events
 - c. Members of your planning committee
 - d. Scholars (including institutions and affiliations, with addresses)*
 - e. Other key participants*
 - f. CV (curriculum vitae, a brief summary)

**Please include a signed letter of intent from each of these participants in which they confirm their specific role and responsibility in the project.*

14. Please provide a summary of your publicity plan including media contacts, brochure mailing dates, radio, television, and internet advertising. Be sure to include the names of persons representing your intended audience who will assist you with publicity.
15. Describe your plans for evaluating your project, including evaluation by the audience, by any outside evaluator if necessary, and by your humanities scholar. You may include a stipend in your budget for one outside evaluator.
16. Has your organization ever received a grant from NCHC before? If yes, please indicate the name, date and project number of the program/grant for which you received support.

III. BUDGET WORKSHEET AND BUDGET EXPLANATION

17. Please describe other fundraising efforts you will make for this project.
18. Project budget worksheet and explanation. The budget worksheet summarizes the total cost of the budget and shows what costs are to be covered from the following categories:

- a. NCHC outright funds. This is the amount that you are requesting from NCHC in the form of a grant.
- b. In-kind contributions. This includes locally donated services and materials.
- c. Cash contributions. This includes cash donations for your project.

Total local contributions must, at a minimum, equal the total funds requested outright from NCHC.

19. Please attach to the proposal a budget explanation that provides the following information about the figures on the budget worksheet:

- a. A detailed breakdown of all itemized costs, cash contributions, in-kind contributions and NCHC outright funds;
- b. An explanation of the relationship of these expenditures to the project's purpose;
- c. Calculations justifying all entries, for example:
 - 1) salary: 20 hours X \$10 = \$200
 - 2) speaker stipend: 6 major speakers X \$150 = \$900
 - 3) travel, meals & lodging: 2 days lodging X \$70 X 2 speakers = \$280; meals for 2 days X 2 speakers X \$30 = \$120

20. Detailed Instructions for Computing the Budget

NCHC Outright Funds

Entries on both the budget worksheet and budget explanation should be based on the categories outlined below:

- a. **Salaries**—This category includes costs incurred for administering and managing a project by such persons as the project director, fiscal agent, public relations coordinator, project coordinator, or clerical support. **NCHC asks that outright requests for administrative costs be kept to a minimum. NCHC funds cannot cover indirect expenses.** Salary costs may be applied as in-kind contributions to the sponsor's match and recorded in the third column of the budget worksheet.
- b. **Employer's FICA**—When required by law, NCHC funds can be used for this purpose.
- c. **Employer's share of retirement and social security**— On the budget explanation, list the salaries for which these items are to be paid. If the calculations are complex, include a statement of explanation. Some institutions require withholding on stipends for speakers. Consult your fiscal agent on the financial expectations of the institutions with which you deal.
- d. **Speaker stipends**—This category includes all honoraria for speakers, workshop leaders, panelists, consultants, evaluators, etc. To ensure equitable and broad distribution of public monies, NCHC discourages large honoraria and recommends the following guidelines:

- Speaker:** For humanities or other scholars preparing and delivering a single presentation, NCHC recommends a base honorarium of \$200. Depending on the presentation length and amount of preparation, a scholar may be paid a minimum of \$150 and a maximum of \$400.
 - Panelist/Respondent:** NCHC recommends a range of \$50 to \$100, depending on the extent of involvement and preparation.
 - Moderator/Discussion Leader:** NCHC recommends a range of up to \$100 per moderated discussion. For an extended series, such as a post-performance discussion, honoraria should not exceed \$60 per event.
 - Advisor/Consultant:** NCHC recommends a base consulting rate of \$50 per meeting plus travel costs of 45¢ per mile and a *per diem* for necessary meals and lodging of up to \$70 per day lodging and \$30 per day meals. For day-long consultations, NCHC recommends a base rate of \$100 plus the same *per diem* limits.
 - Lay Participants:** NCHC recommends a range of \$30 to \$50, depending on the extent of involvement and participation. Fees in these categories exceeding \$400 may be met using cash contributions from the sponsor or as in-kind contributions.
- e. **Supplies and equipment rental**—This category includes the estimated cost of expendable supplies such as stationery, office supplies, video and audio tapes, film, costumes and sets, etc. Instructional supplies, such as manuals or printed materials for programs are allowable expenses but must be carefully justified. **NCHC funds cannot be used to purchase permanent or non-expendable items.**
- f. **Travel, meals, and lodging**—Travel in connection with project activities is reimbursable for economy class airfare and for **car travel at the rate of 45¢ per mile** for privately owned vehicles. NCHC funds may be used to reimburse actual food and lodging costs of speakers up to the *per diem* limits of \$70 per day lodging and \$30 per day meals.
- g. **Facilities rental**—NCHC funds may be used for rental of facilities when necessary. When the sponsor or another organization wishes to donate space for a program as an in-kind sponsor contribution, call the NCHC office for assistance in assigning a monetary value. Rental costs for required equipment such as video recorders and monitors or film projectors should also be listed.
- Printing and publicity**—This includes costs for printing or photocopying resource material, program brochures, posters, flyers, etc. Each expenditure should be listed separately, showing the quantity of each item to be printed and the rate per piece.

Itemize any costs for media advertising (newspaper, radio, television, internet).

- i. **Other**—This includes postage, telephone, and other expenses which do not fit in the above mentioned categories.

Sponsor's Cost-Share

Project sponsors and all persons and organizations involved in a project must match NCHC outright grant funds with in-kind and/or cash contributions at least equal to the amount of NCHC funds requested. In-kind matching includes, but is not limited to, the following donations of labor, space, or materials:

- a. the value of time for persons involved in planning or administering the project;
- b. the rental value of a donated meeting room or auditorium (call NCHC staff for special rules on valuing space);
- c. the value of publicity donated by local media outlets;
- d. the value of refreshments.

For further suggestions, call NCHC.

Assigning a monetary value to in-kind contributions

These values should coincide with the value of these services or materials on the open market in your local area (excluding facilities rental), as long as the assigned values are reasonable and will bear scrutiny by NCHC and its auditors. In situations where volunteer services are furnished by individuals who are employed and who perform these same services in their regular work environment, the in-kind match should be computed at their regular rate of pay and prorated as appropriate. Project directors will be responsible for maintaining documentation of in-kind contributions throughout the course of the project.

Listed below are NCHC guidelines for computing in-kind services where the local market value is not easily determined:

- a. Valuation of volunteer services: For planning, administering, directing, and/or coordinating a project, assign a value of \$15 to \$20 per hour per person unless the service is identical to that performed in the person's regular work environment.
- b. Valuation of consulting services: For a humanities scholar or a scholar of another discipline, assign a value of \$100 per day or \$50 per meeting, unless the scholar is a member of the project planning committee or is serving as the project director. In these cases their time should be computed at \$15 to \$20 per hour.
- c. Valuation of meeting space: Consult NCHC staff for assistance.

LARGE GRANT PROPOSAL APPLICATION COVER SECTION

NORTH CAROLINA HUMANITIES COUNCIL

**122 North Elm Street
Suite 601
Greensboro, NC 27401
Tel: (336) 334-5325
Fax: (336) 334-5052**

Please indicate if this is a draft (*required*) or a final application.

Draft
(one copy)

Final
(original plus 30 copies)

1. Project title: _____

2. Dates of project: From _____ to _____

3. Sponsor(s)'s name & address:

Telephone: _____

Sponsor's county: _____

Non-profit sponsor: Yes No

North Carolina District(s): _____

Congressional District: _____

4. Project Director's name & address:

Telephone: _____

Fax: _____ E-Mail: _____

5. Fiscal agent's name & address:

Telephone: _____

Fax: _____ E-Mail: _____

6. Project Summary:

7. Project budget request

Outright funds from NCHC	_____
Sponsor cost-share (in-kind and cash)	_____
Total project budget	_____

8. Signatures

Project director

Fiscal agent

Head, sponsoring organization

Grant-writer (if not project director)

Print name of head of sponsoring organization

Project budget—Fill out the worksheet below with one amount per box, cents rounded off. Attach to the proposal a **budget explanation** as described in the instructions to detail expenditures.

Expense Items	NCHC Outright	Applicant Cost-Share Cash	Applicant Coat-Share In-Kind	TOTAL
a. Salaries				
b. Employer's Retirement				
c. Employer's FICA				
d. Speaker's Stipends				
e. Supplies and Equipment Rental				
f. Travel, Meals and Lodging				
g. Rental of Facilities				
h. Printing and Publicity				
i. Other (Please itemize)				
TOTALS				

Sample Project budget—*To assist you in working through the details of your budget, we offer this worksheet, already filled out with a sample of a project.*

Expense Items	NCHC Outright	Applicant Cost-Share Cash	Applicant Coat-Share In-Kind	TOTAL
a. Salaries			3620.00	3620.00
b. Employer's Retirement				
c. Employer's FICA				
d. Speaker's Stipends				1098.00
e. Supplies and Equipment Rental	1098.00			
f. Travel, Meals and Lodging				1683.00
g. Rental of Facilities	1683.00		200.00	200.00
h. Printing and Publicity		714.00		714.00
i. Other (Please itemize)				
TOTALS	2781.00	714.00	3820.00	7315.00

SAMPLE BUDGET EXPLANATION/NARRATIVE

A. Salaries

CCC and TI will cover the costs of:

1. Graphic artist's time for designing the brochures, flyers, and posters
2. Clerical assistant necessary to type letters and reports
3. Administrative assistance provided by members of the college staff
4. Project director's time needed to plan and implement the project

Graphic Artist (25 hours) @ \$10.50/hr.	\$263.00
Secretary (50 hours) @ \$9.75/hr.	\$487.00
Dean of Arts and Sciences (25 hours) @ \$25.00/hr.	\$625.00
Public Information Specialist (10 hours) @ \$11.93/hr.	\$120.00
Director (120 hours) @ \$17.72/hr.	<u>\$2,125.00</u>
	\$3,620.00 (in-kind)

D. All scholars are confirmed and will be present for the entire conference.

Name One	\$400.00	(2 days, 1 long session)
Name Two	\$100.00	(Consultant—\$20 x 5 hours)
Name Three	\$300.00	(2 days, 1 session)
Name Four	\$500.00	(2 days, 2 sessions)
Name Five	\$300.00	(2 days, 1 session)
Name Six	\$300.00	(2 days, 1 session)
Name Seven	\$300.00	(2 days, 1 session)
Name Eight	<u>\$400.00</u>	(2 days, 1 long session)
	<u>\$2,600.00</u>	

E. Film/Video-tape	\$60.00
Paper for brochures	\$350.00
stationary, envelopes _____	
	\$410.00

F. Travel

Name One, Raleigh, NC to Boone, NC	384 miles x .45 =	\$172.80
Name Two, Chapel Hill, NC to Boone, NC	356 miles x .45 =	\$160.20
Name Three, Raleigh, NC to Boone, NC	384 miles x .45 =	\$172.80
Name Four, Raleigh, NC to Boone, NC	384 miles x .45 =	\$172.80
Name Five, Raleigh, NC to Boone, NC	384 miles x .45 =	\$172.80
Name Six, Raleigh, NC to Boone, NC	384 miles x .45 =	\$172.80
Name Seven, Easton, PA to Raleigh, NC	(flight)	\$250.00
Name Eight, Washington, DC to Raleigh, NC	(flight)	<u>\$200.00</u>
		\$1,474.20

Per diem (meals) Friday (3) and Saturday (2)		*\$45.00 x 7	\$315.00
* (\$45.00 = \$30.00 + 1/2 of \$15.00 for two days)			
Lodging	Names One and Four	(1 night)	
	Names Three and Six	(1 night)	
	Name Five	(1 night)	
	Name Seven	(1 night)	
	Name Eight	(1 night)	
		5 nights x \$70.00 =	\$350.00
G. Facilities Rental			
	Use of Mini-Auditorium on 3/20 and 3/21		\$200.00
			(in-kind)
H. Printing and Publicity			
	Cash contribution from benefactor		\$714.00 (cash)

SAMPLE

NCHC CHECKLIST FOR SUBMITTING COMPLETED ROPOSALS FOR LARGE GRANTS

- ___ 1. Project title
- ___ 2. Dates of project
- ___ 3. Sponsor's contact information
- ___ 4. Project director's contact information
- ___ 5. Fiscal agent's contact information
- ___ 6. Project summary
- ___ 7. Project budget request
- ___ 8. Required signatures
- ___ 9. Certification signature (must match the Head of sponsoring organization)
- ___ 10-16. Project description and details, including letters of intent from participants

- ___ 17-20. Project budget
 - Does the grid match front block and budget explanation/narrative?
 - Is NCHC outright funding in the appropriate blocks?
 - Is the total amount correct?

- ___ Draft version (original)
- ___ Large Grant (original plus 30 copies)