



NORTH CAROLINA
HUMANITIES
C O U N C I L

MANY STORIES, ONE PEOPLE

Planning Grant Proposal
Guidelines and Application

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

PLANNING GRANT PROPOSAL APPLICATION COVER SECTION

NORTH CAROLINA HUMANITIES COUNCIL

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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.

Final

(original plus 2 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				

- 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.