



**NORTH CAROLINA
HUMANITIES
COUNCIL**

MANY STORIES, ONE PEOPLE

Grassroots Grant Application

Send completed application via email to bvalladares@nchumanities.org

Or mail to:

Banu Valladares
Programs and Grants Administrator
North Carolina Humanities Council
320 East 9th Street, Suite 414
Charlotte, NC 28202

PART I: PROPOSAL COVER

Project Information					
Project Title			Project Dates From to		
Applicant Information					
Applicant Organization			Is Applicant Organization a Nonprofit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DUNS Number			Employer Identification Number		
Applicant Organization Address			Applicant Organization Phone		
Applicant Organization City	State	Zip	Applicant Organization County		
NC and US Districts					
NC Senate District		NC House District		US Congressional District	
Project Director					
Project Director Name			Project Director Title		
Project Director Address			Phone	Email	
City	State	Zip	County		
Treasurer or Finance Officer Information					
Treasurer or Finance Officer Name			Treasurer or Finance Officer Title		
Treasurer or Finance Officer Address			Phone	F	
Treasurer or Finance Officer City	State	Zip	Treasurer or Finance Officer Email		
Project Summary					

Briefly describe (in less than 200 words) what activities your project will include:	
Project Budget Request	
Use totals from the Project Budget Worksheet in Part III	
Total Funds Requested from the North Carolina Humanities Council	\$
Applicant Organization Grant Match (in-kind and cash) - two-to-one or greater	\$
Total Project Budget	\$
Signatures	
Project Director	Treasurer or Finance Officer
Head, Applicant Organization	Grant Writer (if not Project Director)
Print Name of Head of Applicant Organization	

Grassroots Grant Application

PART II: NARRATIVE

Please attach a Word Document not to exceed five (5) pages. In addition to the five (5) pages of narrative, you may include additional attachments as appropriate.

Describe your project and its history

As part of your response, please indicate:

- What humanities issues/ideas will be addressed? How are they central to the project's purpose?*
- Who is the intended audience? How many people? What ethnicities or backgrounds?
- Why is the project important to your community?
- What do you hope to achieve with this project? What are your project goals?
- What specific activities will you undertake to conduct your project?
- Why is the applicant organization suited to be the sponsor? What is the applicant organization's mission? What strengths does it bring to the project?
- For which portion of your project are you asking the North Carolina Humanities Council's support? Please detail how you expect to allocate your request.

**If you have questions about this requirement, consult the Grant Proposal Guidelines on "What makes a humanities program different from other kinds of programs?" You also may call North Carolina Humanities Council staff.*

Include:

- Your project timeline
- The schedule of sessions or events
- A list of planning committee members
- A list of participating scholars and their roles, including institutions, affiliations, and contact information
- A list of other key participants

Attach:

- One copy of the CV (curriculum vita) for each scholar participating in the project
- A signed letter of intent from each key participant indicating their specific role and responsibility in the project (email confirmation from participants is acceptable)

Summarize your publicity plan

Include:

- How and when you will communicate with your target audiences (address your media list, contact names and whether you will use press releases, brochures, articles, letters to the editor, radio/TV/internet marketing or interviews, event sponsorship, etc.)
- Names of persons representing your target audience who will assist you with publicity

Describe other fundraising efforts for this project

Describe your plans for evaluating your project*

- What will completion of a successful project look like to you?
- How does this assessment of success relate to your project goals?
- How does it relate to the North Carolina Humanities Council's mission?

**Evaluation should include responses from the project team, audience, participating scholars, and an outside evaluator if necessary. You may include a stipend in your budget for one outside evaluator.*

Has your organization ever received a grant from the North Carolina Humanities Council?

If so, indicate:

- The name, date, and project number of previous grants
- What has been learned and what changes have been made from the previous projects in relation to the present proposal



Grassroots Grant Application

PART III: PROJECT BUDGET

Instructions:

1. Complete the budget on the next page, cents rounded off. *
2. The amounts on the North Carolina Humanities Council Funds column should reflect grant funds to be spent carrying out the project. The total amount should not exceed \$2,000.
3. The Applicant Match - Cash and Applicant Match - In-Kind columns should reflect cash and/or in-kind contributions toward your project. **
4. Add all columns vertically and horizontally to indicate totals.
5. Indicate total grant match at the bottom of the form. The total of the two columns (Applicant Match - Cash and Applicant Match - In-Kind) should equal or exceed twice the requested grant amount. ***
6. **Attach a budget explanation of how these funds will be used.**

* For help completing your budget, refer to the **Restrictions for the use of North Carolina Humanities Council Funds** and **Budget Categories for North Carolina Humanities Council Funds** on the last pages of this form.

** For explanations of appropriate cash and in-kind contributions refer to **Applicant Organization In-Kind and Cash Match** on the last pages of this form.

*** The North Carolina Humanities Council does not require receipts for your expenses and/or cash or in-kind contributions. It is your responsibility to keep detailed records with your organization's files.



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Project Budget					
Applicant Organization			Project Date(s)		
Expense Item		North Carolina Humanities Council Funds	Applicant Match Cash	Applicant Match In-Kind	TOTAL
a.	Salaries				
b.	Employer's Retirement				
c.	Employer's FICA				
d.	Scholar Stipends				
e.	Supplies and Equipment Rental				
f.	Travel, Meals, Lodging				
g.	Rental of Facilities				
h.	Printing and Publicity				
i.	Other (please itemize)				
TOTAL					
Total Grant Match (applicant cash match + in-kind match)			\$		



Grassroots Grant Application

PART IV: ADDITIONAL MATERIALS

Restrictions to the use of North Carolina Humanities Council Funds:

- A. Grant funds cannot be used to purchase equipment, buildings, or other non-expendable items, such as tape recorders, film projectors, or video equipment.
- B. Grant funds cannot be used to pay salaries to individuals who are administering the grant as part of a salaried job, nor can they be used to cover fixed costs.
- C. The stipend (payment to a scholar or presenter) for a single presentation in a program cannot exceed \$400 in North Carolina Humanities Council funds.
- D. Except for the meals of project scholars, grant funds cannot be used for food, entertainment, 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.
- E. Expenses incurred prior to the grant award are not reimbursable from North Carolina Humanities Council funds. Such expenses may be used as part of the applicant organization's match when accurate documentation has been maintained.

Budget Categories for North Carolina Humanities Council Funds:

- A. SALARIES
Includes costs incurred for administering and managing the project by such persons as the project director, treasurer or finance officer, public relations coordinator, project coordinator, or clerical support. However, grant funds cannot be used to pay salaries to individuals who are administering the grant as part of a salaried job.
- B. EMPLOYER'S FICA
When required by law, North Carolina Humanities Council funds can be used for the employer's share of retirement and social security. Some institutions require withholding on stipends for scholars. Consult the applicant organization's treasurer or finance officer for financial expectations.
- C. SCHOLAR STIPENDS
Includes all honoraria for scholars, workshop leaders, panelists, consultants, evaluators, etc. To ensure equitable and broad distribution of public monies, the North Carolina Humanities Council discourages large honoraria and recommends the following guidelines:
 - a. Scholar: for a single presentation: \$200. Depending on length and preparation, a minimum of \$150 and a maximum of \$400.
 - b. Panelist/Respondent: \$50 to \$100, depending on the extent of involvement and preparation.
 - c. Moderator/Discussion Leader: up to \$100 per presentation. For an extended series, such as a post-performance discussion, honoraria should not exceed \$60 per event.
 - d. Advisor/Consultant: base rate of \$50 plus per diem and travel expenses, if necessary. For day-long consultation, \$100 plus per diem and travel expenses (see travel below).
 - e. Lay Participants: \$30 to \$50, depending on the extent of involvement and participation.



D. SUPPLIES

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. North Carolina Humanities Council funds cannot be used to purchase permanent or non-expendable items.

E. TRAVEL, MEALS, and LODGING

Travel in connection with project activities is reimbursable for economy class airfare and for car travel at the rate of \$0.565 per mile for privately owned vehicles. North Carolina Humanities Council funds may be used to reimburse actual food and lodging costs of scholars up to the per diem limits of \$70 per day lodging and \$30 per day meals.

F. FACILITIES AND EQUIPMENT RENTAL

North Carolina Humanities Council funds may be used for rental of facilities and required equipment, such as video recorders and monitors or film projectors.

G. PRINTING AND PUBLICITY

This includes costs for printing or photocopying resource materials, program brochures, posters, flyers, etc., as well as costs for placing ads in newspapers and other media.

H. OTHER

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

Applicant Organization In-Kind and Cash Match

Project applicant organization and all persons and organizations involved in the project must match North Carolina Humanities Council grant funds with in-kind and/or cash contributions at least twice the amount of North Carolina Humanities Council funds requested. In-kind matching includes, but is not limited to, donations of labor, space, or materials, such as:

Administrative time	The value of time donated by persons involved in planning or administering the project, such as the project director, fiscal agent, planning committee, consultant, etc.
Program participation	Donated time of moderator, panelist, speaker waiving honorarium, etc.
Supplies and Equipment Rental	Fair market rental value of video or other equipment provided, postage & paper, cost of refreshments served at programs, etc.
Travel, Meals, Lodging	Mileage at \$0.565 per mile and any out-of-pocket meals or lodging while traveling on behalf of the project.
Rental of Facilities	Fair market rental value of meeting/event space.
Printing and Publicity	Value of promotion time/space donated by television stations or newspapers, use of photocopier, etc.
Other (please itemize)	Contributions not fitting categories above. Please specify the nature of these contributions.



Grassroots Grant Application

Assigning Monetary Value to In-Kind Contributions

Values assigned to in-kind contributions should coincide with the value of the services, facilities, or materials on the open market in the local area. For volunteer services furnished by individuals who are employed and perform the same services in their regular work environment, the in-kind match should be computed at their regular rate of pay pro-rated as appropriate. Documentation of in-kind contributions listed in the proposal budget and in your grant report is not required. It is your responsibility to keep detailed records with your organization's files.

The list below shows the North Carolina Humanities Council's guidelines for computing in-kind services where the local market value is not easily determined:

- A. Volunteer Services
For planning, administering, directing, and/or coordinating a project: \$15 to \$20 per hour per person unless the service is identical to that performed in the person's regular work environment; if so, prorate their salary. For clerical or secretarial assistance: \$6.50 per hour per person. Fringe benefits cannot be included as in-kind contributions.
- B. Consulting Services
For humanities scholars: \$100 per person per day; \$50 per person per meeting. For humanities scholars serving on the project planning committee or as project directors: \$15 to \$20 per person per hour.
- C. Meeting Space
If no rental fee structure already exists: \$100 per evening or \$150 per day for most large-group facilities.



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PART V: CHECKLIST

Please submit all the following with your application:

- Proposal Cover
- Up to 5 pages narrative
- CV (curriculum vita) for each participating scholar
- Signed letter of intent from each key participant
- Project Budget
- Budget Explanation

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