



MANY STORIES, ONE PEOPLE

Road Scholar Program Guidelines

Who is eligible to host a Road Scholar program?

Any non-profit, adult organization planning a public program is eligible to apply. All applications are subject to approval and availability of funds.

How many Road Scholar events are permitted?

Organizations may apply for three Road Scholars per fiscal year. The North Carolina Humanities Council's fiscal year runs from November 1 through October 31.

Who pays for the Road Scholar speaker?

The Council pays the Road Scholar's honorarium and up to 175 miles. **All travel exceeding 175 miles and accommodation expenses are the responsibility of the hosting organization** and should be discussed and agreed upon with the requested scholar as a part of the scheduling process prior to applying to the Council for funding. The Scholar Confirmation form, which the host site completes upon approval and sends directly to the scholar, confirms any arrangements made.

How do I apply to host a Road Scholar event?

A complete list of all Road Scholar speakers and topics can be found in our online catalog. Once you have located a speaker you would be interested in hosting please contact the speaker to check their availability and decide on an event date using the information listed in the catalog.

Once you have selected a speaker and date, download and complete a funding application. The application should be submitted to the North Carolina Program Coordinator, Caitlin Patton, at cpatton@nchumanities.org. You can download the application and instructions [here](#). An application form can also be found under the 'Forms' tab on this webpage. Please retain a copy of the application for your records.

Incomplete applications will not be reviewed. Submission of an application does not guarantee approval.

When should I expect to learn the decision on my application?

Applications typically take two weeks to review and process.

How much time should be allowed for a presentation?

Presentations are designed to last 45 minutes to one hour with an additional 15 – 30 minutes for question-and-answer period and open discussion.

What are the hosting organization's responsibilities?

- Submit an application **at least 60 days in advance of your desired date.**
- Provide scholar travel assistance if requested.
- Provide a **1:1 match of Council funds.**
- **Complete and return all required forms.**
- Ensure that the Road Scholar event is free of charge, non-discriminatory, and open and accessible to the public.
- Present programs to an **adult audience.**
- Ensure that any donations made at the program are sent directly to the North Carolina Humanities Council.

What should be estimated attendance for the program?

The Council expects applicants to recruit an audience of no fewer than 25 people. Organizations may consider co-sponsoring the Road Scholar in order to attract greater local participation.

What will I receive if my funding application to be a Road Scholar Host Site has been approved?

The project director from the hosting organization will receive a notification email containing:

- Award Letter
- RS Scholar Confirmation Form
- Publicity Requirements
- Concluding Reports packet
- Audience Survey

Program posters to be displayed in a prominent location in the program room will be mailed separately.

A copy of the signed Award Letter must be returned to the North Carolina Humanities Council within one week of notification of approval.

Note: An event is not confirmed until the sponsor returns the Grant Award Letter/Contract to the Council and the Road Scholars Confirmation Form to the speaker.

Notify the Council as soon as possible if there are any changes in the approved event such as a date change, cancellation, or withdrawal.

Stay in regular communication with the speaker and provide the equipment requested by the speaker making certain it is set up and tested before the Road Scholar arrives.

What are the publicity requirements?

- Generate widespread publicity that welcomes the public to attend the program and assures you of an audience of 25 people. The North Carolina Humanities Council must be cited in all publicity using the following credit line in all publicity: "This presentation is made possible through funding from the North Carolina Humanities Council. The North Carolina Humanities Council is a nonprofit foundation and a state affiliate of the National Endowment for the Humanities."
- Send copies of all publicity materials generated for the program (flyers, newspaper articles, etc.) to the Council along with the Concluding Reports packet within one week of the program event.

The views and opinions expressed by sponsors of and participants in our programs, including our Roads Scholars programs, are their own and do not necessarily represent those of the North Carolina Humanities Council.