



**NORTH CAROLINA
HUMANITIES
COUNCIL**

MANY STORIES, ONE PEOPLE

Standing Together 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

Please check below to indicate if this is a draft or a final application.

- Draft
- Final (signed)

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	Fax	
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 (what will happen, who will be involved and dates):

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 <div style="border: 1px solid black; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;">X</div>	<div style="border: 1px solid black; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;">X</div>
Head, Applicant Organization <div style="border: 1px solid black; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;">X</div>	Treasurer or Finance Officer Grant Writer (if not Project Director) <div style="border: 1px solid black; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;">X</div>
Print Name of Head of Applicant Organization	



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PART II: NARRATIVE

Please answer the questions below not to exceed (5) pages. You may include additional attachments as appropriate.

A. In one or two paragraphs, provide a clear and concise overview of your proposed project:

a. Summarize what will happen and who will be involved

b. Explain how your project involves veterans in project planning, implementation and/or participation

B. Describe your intended audience. Include the number of people you hope to serve and their ethnicities/backgrounds.

C. Include a list of your planning committee members. Note veterans and other key partners.

D. Provide a list of scholars involved in the project. Include their credentials and relevant experience working with target population.

E. Include two or three project goals and how they will impact participants. One or more of these goals must support Standing Together grant goals.

F. Explain how the humanities play a central role in the project. *(If you have questions about this requirement, consult the Grant Proposal Guidelines on "What makes a humanities program different from other kinds of programs?" or contact North Carolina Humanities Council staff)*

G. Explain how this project is important to your community.

H. Provide a detailed description and timeline for all project activities. Explain how these activities support the goals identified in question E. above.

I. Summarize your publicity plan. Include timeline, addresses for 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. Also include the names of persons representing your target audience who will assist you with publicity.

J. Explain how the applicant organization is suited to be the sponsor, including how the project meets the organization's mission and the strengths the organization brings to the project.

K. Describe your plans for evaluating your project and what completion of a successful project looks like to you. Explain how this assessment relates to your project goals, Standing Together goals, and 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*)

<p>L. Describe other fundraising efforts for this project.</p>
<p>M. List the portion of your project for which you are requesting North Carolina Humanities Council funding support. Detail how you will allocate your request.</p>
<p>N. Indicate if the applicant organization has ever received a grant from the North Carolina Humanities Council. If so, include:</p>
<p>a. The name, date, and grant number</p>
<p>b. Lessons learned and changes made to present proposal based on that knowledge.</p>

Attach:

- A. Project timeline
- B. Schedule of sessions and events (include location, time and dates)
- C. List of planning committee members
- D. List of participating scholars and their roles, including institutions, affiliations, and contact information
- E. A list of other key participants
- F. A copy of the CV (curriculum vita) for each scholar participating in the project.
- G. A signed letter of intent from each key participant indicating their specific role and responsibility in the project (email confirmation from participants is acceptable)
- H. Budget explanation (details on each budget line item – who, what, how much)

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 \$5,000.
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					
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)			\$		



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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 equal to 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.



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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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