



Standing Together: Humanities and the Experience of War **Grant Application Instructions**

About *Standing Together* Grants

The humanities play a vital role in helping us understand the human experience and consider our obligations to one another. The question of what we owe each other becomes particularly urgent when men and women serve in wartime. For nearly the first time in a generation—since the War in Vietnam—Americans have lived with the ongoing consequences of war. Since 2001, over two million American men and women have been deployed in the conflicts in Iraq and Afghanistan. Like their predecessors, many recent military veterans have risked everything in serving their country. Yet, as members of an all-volunteer service corps, in which less than 1 percent of the U.S. population serves, they will not always find their military experiences readily understood by the public at large. In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, the National Endowment for the Humanities (NEH) launched the *Standing Together* initiative.

Supported through the NEH's *Standing Together* Initiative, the North Carolina Humanities Council launched a special grant category in 2015 titled *Standing Together: The Humanities and the Experience of War*. The objective of this grant was to draw on the power of the humanities to:

- Support advanced scholarship in the humanities that explores war and its aftermath
- Promote discussion and deepen understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans
- Support returning veterans and their families.

Because of the success of the program and the North Carolina Humanities Council's commitment to shining a light on the experience of veterans, the Council will again offer this initiative in 2016.

The North Carolina Humanities Council encourages proposals that have clear potential to involve North Carolina's veterans. Possible projects might, for example:

- Bring military veterans, humanities scholars, and communities together to discuss fiction or nonfiction writings as well as films that explore veterans' experiences of military service and of returning home
- Examine the experiences of military veterans through the medium of film, television, radio, or interpretive digital formats
- Convene school educators to study historical, literary, and philosophical materials of value and interest to veterans returning to the classroom
- Curate, preserve, and exhibit significant collections of veterans' materials, such as letters, photographs, memorabilia, and oral histories.

Criteria

Standing Together grant applications will be evaluated using the following criteria:

- Project supports advanced scholarship in the humanities that explores war and its aftermath
- Project promotes discussion and deepens understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans
- Project supports returning veterans and their families

- The humanities play a central role in the project
- Veterans are directly involved in planning, implementing and/or participating in the project
- Project goals are achievable
- Project activities support project goals
- Project is important to the presenting community
- Project is a good match for applicant organization's mission
- Applicant organization has the capacity to bring the project to fruition.

Funding

Standing Together projects can receive up to \$5,000 in North Carolina Humanities Council funds.

Apply

Download the *Standing Together* application and instructions. Please familiarize yourself with our Grant Guidelines.

Deadlines

Standing Together proposals will be accepted and awarded in the summer

Mandatory Draft Proposals: July 1, 2016
Final Proposals: August 1, 2015
Grant Awards: Announced in September 2016

Where to Submit Your Application

Please submit your completed application to: bvalladares@nchumanities.org

Or mail to:

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

Contact Information

For more information, please email to Banu Valladares at bvalladares@nchumanities.org

Instructions for Completing Your Application

1. Download and save the application form to your computer
2. Fill it out on your computer
3. Print out the application and attachments
4. Sign the original
5. Scan the completed application and attachments into one document and email to bvalladares@nchumanities.org or snail mail it (post marked) by the required date
6. If within a week of submitting your application you do not receive an email confirming receipt of your application, please contact the office for confirmation

Part I: Proposal Cover

Project Information

- **Project Title:** Select a concise title that describes the content of the project (scholars, activities, etc.)
- **Project Dates:** List the dates of the beginning of the project and its completion.
- **Applicant Organization:** The organization that takes responsibility for the project. Must be a nonprofit. List any co-sponsors here or in the narrative.
- **DUNS Number:** This is a unique numeric identifier assigned by [Dun & Bradstreet](https://creditreports.dnb.com/webapp/wcs/stores/servlet/DUNSAAdvancedCompanySearch?storeId=11154) (D&B) to your organization referred to as a "DUNS number". You can search for it here: <https://creditreports.dnb.com/webapp/wcs/stores/servlet/DUNSAAdvancedCompanySearch?storeId=11154>. We will not be able to release funds to your organization without a correct DUNS number on file.

NC and US Districts

Identify the correct North Carolina legislative districts and the Congressional districts for the sponsoring organization.

Project Director

Person responsible for managing the project, including maintaining contact with the North Carolina Humanities Council, 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.

Treasurer or Finance Officer Information

The person responsible for receiving, disbursing, and maintaining records of grant funds and preparing fiscal reports to the North Carolina Humanities Council. Different from the project director. Must be qualified by reason of occupation or experience for this role (certified public accountant, business office employee, treasurer, or official of a responsible financial organization).

Project Summary

Provide a brief (200 words or less) explanation of the project activities what activities.

Project Budget Request

Use numbers from the Project Budget.

Signatures

The **final application** (not the draft) must be signed by the project director, the treasurer/finance officer, and the head of the applicant organization. Proxy signatures are not accepted.

Part II: Project Narrative

- Answer the questions for the narrative
- Do not exceed 5 pages
- Include additional attachments as appropriate

Part III: Project Budget and Explanation Sheet

- The project budget summarizes the total cost of the project and shows what costs are to be covered from North Carolina Humanities Council Grant funds and what costs will be covered through cash and in-kind grant match contributions.

- Total grant match contributions must, at a minimum, equal twice the total grant funds requested from the North Carolina Humanities Council. It is acceptable and welcome for the total grant match to exceed the amount of funds requested from the Humanities Council.*
- The Budget Explanation sheet (see sample below) provides:
 - A detailed, itemized breakdown of all costs
 - An explanation of the relationship of these expenditures to the project's purpose and,
 - Justification for all calculations, for example:
 - salary: 20 hours X \$10 = \$200
 - scholar stipend: 6 major scholars X \$150 = \$900
 - travel, meals & lodging: 2 days lodging X \$70 X 2 scholars = \$280; meals for 2 days X 2 scholars X \$30 = \$120

**For additional help completing your budget and explanations of appropriate cash and in-kind contributions, refer to the last pages of the grant application.*

Standing Together Grant Sample Budget

Expense Items		North Carolina Humanities Council Funds	Applicant Match Cash	Applicant Match In-Kind	TOTAL
a.	Salaries	\$	\$	\$ 4,500.00	\$ 4,500.00
b.	Employer's Retirement	\$	\$	\$	\$
c.	Employer's FICA	\$	\$	\$	\$
d.	Scholar Stipends	\$ 2,600.00	\$	\$	\$ 2,600.00
e.	Supplies and Equipment Rental	\$	\$	\$	\$
f.	Travel, Meals and Lodging	\$ 2,400.00	\$	\$	\$ 2,400.00
g.	Rental of Facilities	\$	\$	\$ 200.00	\$ 200.00
h.	Printing and Publicity	\$	\$ 714.00	\$	\$ 714.00
i.	Other (please itemize)	\$	\$	\$	\$
TOTAL		\$ 5,000.00	\$ 714.00	\$ 4,700.00	\$ 10,414.00
Total Grant Match (applicant cash match + in-kind match)				\$	

Sample Budget Explanation

a. Salaries: Applicant 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 hrs)	@ \$10.50/hr	\$263.00
Secretary (50 hrs)	@ \$9.75/hr	\$487.00
Dean of Arts and Sciences (25 hrs)	@ \$25.00/hr	\$625.00
Public Information Specialist (10 hrs)	@ \$11.93/hr	\$120.00
Project Assistant (100 hrs)	@ \$ 8.80/hr	\$880.00
Director (120 hrs).....	@ \$17.72/hr.....	\$2,125.00
Total Salaries		(in-kind) \$4,500.00

d. Scholar Stipends: All scholars are confirmed and will be present for the entire conference.

Name One.....	(2 days, 1 long session).....	\$400.00
Name Two.....	(Consultant—\$20 x 5 hrs)	\$100.00
Name Three	(2 days, 1 session).....	\$300.00
Name Four	(2 days, 2 sessions).....	\$500.00
Name Five.....	(2 days, 1 session).....	\$300.00
Name Six	(2 days, 1 session).....	\$300.00
Name Seven	(2 days, 1 session).....	\$300.00
Name Eight	(2 days, 1 long session).....	\$400.00
Total Scholar Stipends		\$2,600.00

f. Travel

Name One	Raleigh, NC to Boone, NC	384 miles x .565 =	\$216.96
Name Two	Chapel Hill, NC to Boone, NC	356 miles x .565 =	\$201.14
Name Three	Raleigh, NC to Boone, NC	384 miles x .565 =	\$216.96
Name Four	Raleigh, NC to Boone, NC	384 miles x .565 =	\$216.96
Name Five	Raleigh, NC to Boone, NC	384 miles x .565 =	\$216.96
Name Six	Raleigh, NC to Boone, NC	384 miles x .565 =	\$216.96
Name Seven	Easton, PA to Raleigh, NC.....	(flight)	\$250.00
Name Eight	Washington, DC to Raleigh, NC.....	(flight)	\$200.00
			\$1736.00

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 = .

Total Travel **\$2400.00**

g. Rental of Facilities

Use of Mini-Auditorium on 3/20 and 3/21 (in-kind)**\$200.00**

h. Printing and Publicity

Cash contribution from benefactor..... (cash)**\$714.00**