



MINI GRANT APPLICATION

Humanities Iowa
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The goal of this flexible program is to provide small matching grants, up to \$3,000, for public programs in the humanities. Applications are accepted and reviewed on a rolling basis but your application must reach us at least four weeks before your project activities are scheduled to begin.

There are four parts to a complete application:

- The **Cover Sheet** (see attached) provides information for our records on the project. It consists of your project's title, contact information for yourself and the sponsoring institution that will act as fiscal agent to receive the funds and maintain records on the grant, a short summary of the project, and the amount you are requesting.

Regarding the DUNS number, this nine-digit number is assigned by Dun & Bradstreet, as part of the Data Universal Numbering System, to all organizations that may become federal grantees or contractors. An organization does not need a DUNS number to apply for a Humanities Iowa grant, but if you are awarded a grant, you will need to obtain one. This process is free and relatively simple, and our staff will be happy to help you with it.

- The **Budget Form** (see attached) and **Budget Narrative**, where your grant request expenses will be itemized into categories and show how grant funds will be matched by cash or in-kind contributions. The budget narrative is a separate sheet that gives details explaining more precisely how you propose to spend both grant and matching funds. **The total cost share for the project (combination of cash contribution and in-kind contribution) must at least equal the amount you are requesting from Humanities Iowa.** In other words, the grant may cover no more than half the total cost of a project.

Cash Contribution includes **cash** provided by third parties as well as all contributions made by the applicant organization to the project. Anything the applicant organization contributes, including salary for people working on the project, purchase of supplies, space to carry out project activities, and services related to the project, should be included. If it is difficult to determine exact costs, the applicant should indicate in the budget narrative that costs are estimated.

In-kind Contribution is the dollar value of services, goods and space contributed to the project by third parties only. For example, if a consultant or speaker **waives** his or her normal fee, it may be reflected as an in-kind contribution, provided that the contribution is adequately documented. In-kind contributions must be itemized in the budget along with cash contributions to arrive at the project's total cost.

- The **Project Narrative** – This is where you tell us what you are planning to do. Simply write a letter explaining the project, what will happen, who will do what, who the audience and participants will be, and why you need the funding. The letter does not need to be lengthy (1–3 pages), but it should contain enough detail to explain the project and its components, including *who the humanities scholar will be and your plans for publicity*.
- The **Agreement and Certifications Form** (see attached). This certifies that you are eligible to receive funding from National Endowment for the Humanities and Humanities Iowa. Have the organization's authorized representative sign the form and attach it to your completed application.

Applicants are encouraged to consult with grants staff by email or telephone. For additional information on this or other funding opportunities, go to our web site at www.humanitiesiowa.org.

Heather Plucar
Grants & Administration Officer
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HUMANITIES IOWA MINI GRANT APPLICATION COVER SHEET

Application submission date:

Applicant organization:

Address:

City State ZIP:

Phone:

Applicant organization's authorizing official (executive director, board president, etc.)

Name:

Title:

Address (if different from above):

City State ZIP:

Phone:

Email:

DUNS number:

You will need to provide a DUNS number for your organization if you are awarded a grant. However, a DUNS number is not necessary for your application to be considered.

Project director name:

Address (if different from above):

City State ZIP:

Phone:

Email:

Project title:

Project Summary (brief paragraph describing the project):

***** PLEASE ATTACH PROJECT NARRATIVE *****

Date you plan to begin making expenditures for project activities:

Date you plan to finish making expenditures for project activities:

Anticipated audience (the total number of people expected to participate in all activities):

List U.S. Congressional District(s) where project activities will occur:

Dates, times, locations of public programs for which you seek funds (use separate sheet if necessary):

Date

Time

City/County

Location/Facility

Operating budget of applicant organization (total annual expenditures):

Project budget

Total grant funds requested from Humanities Iowa:

Total cash and in-kind cost share (see Budget Form):

Total project cost (grant funds + cost share):

Signature of applicant organization's authorizing official:

Date:

HUMANITIES IOWA MINI-GRANT BUDGET FORM

Income you will use to match grant funds

Cash Contribution (equals column B below)

Will admission or registration fee will be charged? Yes No

Fee per person \$

1. If yes, estimated total of admission or registration fees \$

2. Cash contributions from other sources—Private, Corporate or Government
List donor's name and whether contribution is projected (P) or confirmed (C).
Attach separate sheet if necessary.

\$

\$

\$

\$

\$

3. Cash from applicant's own funds (everything paid for by organization's operating budget) \$

Total Cash (from 1, 2 and 3 above—equals total of column B below) \$

In-Kind Contributions from third parties (equals total of column C below) \$

TOTAL MATCH – Cash and In-kind (must be greater than or equal to total grant request) \$

Expenses

	Funds From HI	Project Cost-Sharing	
	A. GRANT REQUEST	B. Applicant contributions and cash from 3rd parties	C. In-kind contributions from 3rd parties
1. Salaries & Fringe (please list in budget narrative)	N/A		
2. Honoraria (please list in budget narrative)			
3. Supplies & Equipment			
4. Telephone			
5. Postage			
6. Travel Costs \$.40/mile, \$85 meals & lodging per day			
7. Printing/Duplicating			
8. Promotion/Publicity			
9. Facilities			
10. Other (please list in budget narrative)			
TOTALS			

*******Attach detailed budget narrative*******

HUMANITIES IOWA
AGREEMENT AND CERTIFICATIONS
Sign and attach to application

Certifications: The applicant organization certifies that it will comply with all federal, state and local statutes forbidding the exclusion of participants in the project on the basis of race, color, national origin, disability, gender, sexual orientation or age. Furthermore, the applicant organization certifies that disabled persons will not be subjected to discrimination in the form of architectural, transportation and communication barriers.

The applicant organization certifies that accounts and supporting documentation are within generally accepted accounting principles and will be adequate to permit an accurate and expeditious audit.

The applicant organization certifies that it is not delinquent in the repayment of any federal debt, and that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. Where the applicant organization is unable to certify to any of the statements in the certification, an explanation will be attached to this Agreement and Certifications form.

AGREEMENT: It is understood that funds granted as a result of this request are to be used for the purposes set forth in the enclosed application. The undersigned agrees that the conduct of this project will be in compliance with the grant provisions and relevant policies of the National Endowment for the Humanities and Humanities Iowa.

Applicant Organization:

Project Title:

Signature of Authorized Representative of Applicant Organization

Date

Notice: All information disclosed in this application, except for the budget explanation, will be available for scrutiny by any member of the public.

Addendum: Additional Cash Contributions

Cash contributions from other sources—Private, Corporate or Government. List donor's name and whether contribution is projected (P) or confirmed (C).

P C