



MAJOR GRANT APPLICATION

Humanities Iowa
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Major grants are awards of \$3,001 to \$20,000. If your grant request is for less than \$3,001, please use the mini grant application. Media grant applicants should use this form but also consult the Special Guidelines for Media Projects, available on the web at www.uiowa.edu/~humiowa/grants.html. (Please call our office if you need a hard copy.)

A complete major grant application consists of a cover sheet, budget form, budget narrative, project narrative, the one-page humanities evaluator description and the signed Agreement and Certifications form. The complete application should be **no more than 12 pages**. Please do not send additional attachments, unless expressly requested by Humanities Iowa staff. **Please send one signed original and 20 stapled copies.** Please do not attach a cover letter or put the copies in folders or binders.

- 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.

Some definitions:

DUNS number – This is a nine-digit number 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.

Project Director – The person responsible for the overall management of the project, for serving as contact to Humanities Iowa, and for preparing final reports.

Organization's Authorized Representative – The person with authority to sign the application on behalf of the organization (usually the executive director, president, or board chair). The Authorized Representative and the Project Director may be but do not need to be the same person.

Operating Budget of Applicant Organization – The dollar amount of the annual operating budget of the sponsor organization. If a board-approved budget for the current fiscal year is not available, please indicate on the form.

- The **Budget Form** (see attached) and **Budget Narrative**. Use the Humanities Iowa budget form to indicate **all** expenses and sources of revenue for the project. It **must** be accompanied by a budget narrative that specifically identifies the sources of all anticipated revenue and gives a line-by-line description of each item on the expenses section.

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.

Scholar fees or honoraria customarily range between \$100 and \$1,000, but this may vary depending on the demand for and availability of the scholar, amount of preparation needed, and the time spent on the project. Fees beyond this range for a single lecture must be justified in terms of a scholar's importance to the project and the extent of his or her involvement. Humanities evaluators (required for a major grant) should receive \$200 plus travel costs.

Domestic travel and subsistence allowances for scholars, presenters, and evaluator: \$85 per day for food and lodging combined; mileage at \$.40 per mile; airfare at economy rates.

Funds in the Humanities Iowa Grant Request column must be for direct costs associated with the humanities component of the project.

Examples of items that should **not** be included in the Humanities Iowa Grant Request column are: refreshments, dinners, or beverages for receptions or events that occur as part of the project; equipment purchases; and staff salaries, including that of the project director. Project expenses incurred or paid out before a Humanities Iowa grant is awarded may not be included in the budget.

- The **Project Narrative** – Respond to each of the following topics in order, using no more than a **total of five** typed, single-spaced pages.

Applicant organization, planning committee and project director

Briefly explain why the applicant organization is particularly well suited to carry out the project. Explain the project director's role and qualifications. List any collaborating organizations and their roles in the project. Name the planning committee members and their qualifications and roles in the project. Planning Committee should include humanities scholars and community members. This is especially important for university and college applicants that must prove they have made an effort to reach out-of-school audiences.

Project Description

Describe the project, its activities and objectives. Where and when will activities take place? How will it stimulate an interest in history, literature or other humanities topics, or ideas that give meaning to our lives? What will people consider or learn? Does the project specifically address issues of ethnicity, diversity and identity? What materials will participants use, if any?

Who is the intended audience? How many people are estimated to attend or participate? In most cases, the "general adult public" is the intended audience. Please indicate if you have a more specific audience in mind, such as elderly people, parents in a particular school district, prison inmates. In exceptional circumstances Humanities Iowa will consider proposals for youth programs or intergenerational projects, but applicants are encouraged to call HI for consultation prior to submission of a request for such a program.

As you describe the activities, identify the people who will present information or conduct various activities. Who are the humanities scholars involved in the project, what are their credentials, and what will they contribute to the project?

If a product such as a video or audio tape, publication, oral history, poster, etc. results from the project, how will it be preserved, promoted and distributed to the public?

Publicity Plan

How will you attract an audience? Where and how will publicity be generated? If you are sending news releases or PSAs, please include the names of specific media to whom they will be sent (such as your area public radio station). If you are mailing brochures, postcards, etc., what mailing list are you using?

Evaluation Plan

How will you know whether you have succeeded in reaching your objectives? How will you be able to assess the program's strengths and weaknesses at the conclusion of the project? How will your audience and presenters evaluate the effectiveness of the activities?

Humanities Iowa requires that an independent humanities evaluator evaluate programs receiving a Humanities Iowa Major Program Grant. The evaluator may not be employed by the applicant organization, involved in the planning of the project, nor appear to create any other conflict of interest. Applications must include the name of one humanities scholar to evaluate the project, and that individual must have already agreed to participate if approved. Please attach a one-page sheet that lists the evaluator candidate's name, contact information and credentials (a brief resume or curriculum vitae). The Humanities Iowa Board of Directors may approve the proposed evaluator or substitute an evaluator of its own choosing.

- 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 and Finance Director
Email: heather-plucar@uiowa.edu
Phone: (319) 335-4150

HUMANITIES IOWA MAJOR GRANT APPLICATION COVER SHEET

Applicant organization:

Address:
City State ZIP:
Phone:

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.

Employer Identification Number

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

Name: Title:
Address (if different from above):
City State ZIP:
Phone: Email:

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
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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 authorizing official:

Date:

HUMANITIES IOWA MAJOR GRANT BUDGET FORM

Income you will use to match grant funds

1. Will admission or registration fee will be charged? Yes No
 Fee per person \$
 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) \$
4. Total Cash (from 1, 2 and 3 above—equals total of column B below) \$
5. In-Kind Contributions from third parties (equals total of column C below) \$
6. TOTAL MATCH – total of lines 4 and 5 above \$
7. REQUEST FROM HUMANITIES IOWA – equals total of column A below,
 must be equal to or less than line 6 above \$
8. TOTAL PROJECT COST – total of lines 6 and 7 above \$

A. 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) Humanities evaluator	200		
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.