



# Grant Application

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Project Title

**Sponsoring Organization:**

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Name

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Address

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City, State, ZIP

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Phone

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Email

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U.S. State Representative

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MO State Representative

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MO State Senator

**Project Director:**

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Name

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Address

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City, State, ZIP

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Phone

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Email

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MO House State District #

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MO State District #

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## Project Summary

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**Project Budget** Grant request (\$)

Cash and In-Kind Match (\$)

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**Period when Grant funds will be used**

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**Names of co-sponsoring organization** (if any)

**Certifications:** The sponsoring organization certifies that it will comply with all statutes forbidding the exclusion of participants in the project on the basis of race, color, national origin, disability, gender, or age.

The sponsoring 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.

The sponsoring organization certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with the grant, and that the institution accepting will maintain a drug-free workplace.

The sponsoring organization certifies that it is constituted for non-profit purposes.

**Agreement:** It is understood and agreed that funds granted as a result of this request are to be used for the purpose set forth herein. Furthermore, the undersigned agree, as to any grant awarded, to abide by the relevant policies of the National Endowment for the Humanities and the Missouri Humanities Council as outlined in the published MHC Guidelines.

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

**SIGNATURES**

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**Project Director**

Date:

Authorizing official from sponsoring organization, if different from above:

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Name and Title (please print):

Date:

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**Fiscal Agent:**

Date:

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Name (please print):

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Address:

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Email:

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Telephone(s):

**Where should MHC grant payments be sent?**

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Name (please print):

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Address:

**COPIES AND MAILING:** If requesting \$2,500 or less, please send the original and nine copies. If requesting more than \$2,500, please send the original and 34 copies.

## Budget Summary

Please complete this form after you have typed a detailed budget and budget narrative on plain paper.

	MHC Grant Uses	Cash Match	In-Kind Match
<b>Administration</b>			
Project Director			
Secretary			
Fiscal agent			
Other			
<b>Honoraria</b>			
<b>Travel</b>			
Transportation			
Per Diem			
<b>Office</b>			
Telephone			
Duplication			
Supplies			
Postage			
Office Space			
Equipment			
Other			
<b>Program Facilities</b>			
Meeting space			
AV Equipment			
Other			
<b>Promotion</b>			
Printing			
Newspaper ads			
Radio/TV spots			
Bulk rate postage			
Other			
<b>Indirect Costs</b>			
<b>Miscellaneous</b>			
<b>TOTALS:</b>			

Total match should equal or exceed the grant request. Admission to most grant -funded activities is free, but if there is an admission charge or registration fee, that income is figured as a revenue source for the grant project and is allocated to line items in the Cash Match column. The “Cash Match” column also includes anything actually paid for but not charged to the grant, such as salaries and benefits of people assigned to the grant from sponsoring or co-sponsoring organizations, and any other line item. All tangible expenditures not charged to the grant are shown in the Cash Match column.

The In-Kind match column is for grant-related volunteer hours and contributed goods or facilities.



## Program Grant Application Instructions

### Guidelines

You will find details on all matters pertaining to our standards, deadlines, procedures, and staff assistance in a web page at <http://www.mohumanities.org/programs/grants/guidelines.htm>.

The following information will help you write a competitive grant proposal.

### Format

Our application form consists of a series of questions about your organization, your program plans, and the people who will manage and conduct your program. You type the questions and your answers on plain white paper. Then you fill out the cover page that we provide, you sign the certification page, and you fill out the budget page and write a brief explanation of the budget items, showing rates of payment for people's services.

Your proposal should be written to inform the members of the Council. How did the idea come about? How will your program stimulate people's interest? Do you have well-qualified people to carry out this program? Do you know how you will attract an audience? Do you know how you will determine if your program was successful? These are the basics that make up the body of your grant application.

### Page limit and related matters

Aside from the cover pages and the budget material, your question and answer section should not exceed 8 pages, double-spaced. In addition, we ask that you do the following:

- Number your pages
- Staple each application
- Attach a list of the sponsoring organization's board members.
- Attach a name-address-phone-email list of the program presenters, such as scholars or writers.
- Be sure you identify other funders you have asked for support of this project.

But...

- Please do not attach cover letters, letters of endorsement, or resumes.
- Include a single copy of any supportive material you want to provide. The staff will summarize this material for the Council and will take it to the Council meeting where your proposal will be considered.

### Number of copies and deadline

**For requests exceeding \$2,500:** Please submit 30 copies before the close of business on the announced deadline day. Deadlines are posted on our web page at [http://www.mohumanities.org/programs/grants/grants\\_missouri\\_humanities.htm](http://www.mohumanities.org/programs/grants/grants_missouri_humanities.htm)

We'll be glad to help you if you send a **draft proposal**, in the format below, before the deadline. We want your proposal to be competitive, and we will help you make it so. However, sending a draft is optional.

If requesting \$2,500 or less: Please submit 10 copies on the first of the month in which you would like a decision. If you want our help with a **draft**, please allow yourself enough lead-time.

## Cover Sheet Instructions

<b>Project Title</b>	Please provide a descriptive title for your proposed activity.
<b>Project Director</b>	Name and address of the person who will manage the proposed activities and be in contact with Council staff.
<b>Fiscal Agent</b>	Name and address of the person who will handle the accounts. This person may not be the project director, or the partner or spouse of the project director.
<b>Sponsoring Organization</b>	The nonprofit organization that will receive and administer the grant.
<b>Project Summary</b>	A box to fill out after you write the rest of the proposal. Includes key parts of each section, with emphasis on the program activities.
<b>Project Budget</b>	A summary to fill out after you write the budget detail.
<b>Period of the Grant</b>	Your proposed timeframe for completing the activities. The grant begins on the day of the Council's approval of funding. Be sure to allow several weeks of lead-time between the anticipated date of award and the first public program you want the grant to support. The grant ends on the last day of the month of your last proposed activity. You may not use grant funds to pay for costs incurred before the award or after the project expires. You have 90 days after the end of the grant to submit final financial and narrative reports.
<b>Cosponsoring organizations</b>	We encourage co-sponsorship because of the benefit to promotion and audience development. If there are cosponsors, please list them.

## Certification Page

This agreement must be signed by the Project Director and authorizing official of the applicant organization. A fiscal agent, other than the Project Director, must also sign this page. The fiscal agent keeps the accounts on the grant. *A member of the family or household of the Project Director may not serve as the fiscal agent.*

### **Narrative Section: Questions and Answers**

Please type the following numbered “questions,” followed by your answers, double-spaced, on standard paper, numbering each page and stopping on or before page 8. When you have finished, go back over your narrative and see if you have told us “who, what, when, where, and why?”

#### **1. Sponsoring organization and project director**

Briefly tell things about the organization that relate to the tasks and activities proposed in the narrative. The organization may have an active membership of 250 people, or it may have a record of sponsoring successful conferences, or it may be recognized as the community center. Help us see the sponsor’s qualifications to carry out the project. Then do the same for the Project Director.

#### **2. Project Description**

Establish the context for your proposal. How did you get the idea?

Continue with a description of the “meat” of your project. What will your project do to stimulate an interest in history, or in literature, or in the ideas that give meaning to our lives? What will people consider or learn? What materials will they use, if any? How will you arrange these activities to the best advantage? This is probably a good place to mention *who* this project is for, if you have not done so already. In many cases, the “general adult public” is the intended audience. If you have a more specific audience in mind, please indicate. We have seen proposals for parents in a particular school district, for prison inmates, for elderly people, and for state employees.

As you describe the activities, identify the people who will present information or conduct various activities. Sketch in the credentials of your lead people so that readers of your proposal can feel confidence in their qualifications. For example: “Art Pleasant, named outstanding teacher of the year in 1993 at our local high school, will lead our discussion group on American poets.” Or, “Sarah Fine, author of numerous articles on the lives of women on the Oregon Trail, will speak about the conditions on the frontier.” You need not go to great lengths. We assume that you want to use good people. Just help us understand why they are good for the work you propose.

*This is a good time to think about ways that your project may encourage communication and participation across ethnic or racial lines in your community. The Missouri Humanities Council is very interested in helping people build bridges of understanding in communities.*

*Note: Please attach a name-address-phone list of the speakers or consultants in humanities fields.*

Explain how some of these people helped you develop your idea for the project. For example: “Professor Berg, who has studied the German settlement of Missouri for over 30 years, helped us clarify the main themes of the proposed exhibit.”

As you complete this description, check to see if you have mentioned what type of activity you plan to conduct, when it will happen, where it will happen, and your estimate of attendance.

#### **3. Publicity Plan**

Please tell us anything pertinent to the question of how you will attract an audience. Do you have a regular audience? Do you have cosponsoring organizations who will help you invite people to attend? Do you have contacts at the radio station or the newspaper? We would like to see that you have thought through the challenge of attracting people to a public program.

#### **4. Evaluation Plan**

How will you know whether you’ve succeeded? We ask the Project Director to assess the program’s strengths and weaknesses at the conclusion of the project. How else will you obtain responses, both from your audience and from your presenters?

## 5. Schedule of Activities and Program Accessibility

Please specify the dates, times, towns, locations, and telephone numbers of local contact people for use in the Council newsletter and Web site.



When you list the sites of your activities, please indicate with an asterisk (\*) those sites that provide accessible parking, entry, bathrooms, and seating for people who use wheelchairs.

### Budget Summary (Attached)

You may request grant funds for any legitimate expense related to the project, except for expenses incurred *before* the Council's approval of funding.

The budget is set up in three columns, MHC GRANT USES, CASH MATCH and IN-KIND MATCH. You enter costs for each item, showing whether the cost is assigned to the grant, assigned to the sponsor or co-sponsoring organizations, or whether the item is a donation in-kind by volunteers. In-kind donations should reflect market values of goods and services.

1. **Administration:** expenditures for anyone involved in managing the project, other than the presenters. Please indicate how many hours or what percentage of time will be spent when determining these costs.
2. **Honoraria:** list the fees for lecturers, discussion leaders, or other people engaged in conducting the project. If people have agreed to work for a reduced rate, indicate the reduction as an in-kind donation. If people are performing work without compensation, indicate the value as an in-kind donation.

Fees within a project should be comparable for comparable work. If you propose to pay one speaker \$200 and another speaker \$300, please note the reason for different rates. The Council will permit exceptions for people whose prominence in their fields translates to higher fees.

Speaking fees generally range from \$150 to \$500, depending on the amount of preparation and the circumstances. Other fees depend in large part on the nature of the work plus the travel time.

3. **Travel:** Speakers and other presenters may be reimbursed for round-trip mileage at the current Federal IRS rate. Airfare is allowable, economy class. Meals and lodging, but not alcoholic beverages, may be reimbursed according to reasonable local rates.
4. **Office:** Include the costs of long-distance telephone calls, duplicating, consumable supplies, and day-to-day first-class postage. An organization's use of office space and equipment can be counted as in-kind when calculated at the fair-market rate.
5. **Program Facilities:** Include the cost of meeting space, rental fees for audio-visual equipment, and other expenses related to conducting the project. Usually these costs are in-kind.
6. **Promotion:** Include the costs of designing, typesetting, printing, and mailing promotional materials. Advertising costs should be based on actual rates obtained from newspapers, television and radio stations. Public Service Announcements, which are always free, cannot be counted as an in-kind donation.
7. **Indirect Costs:** Large institutions that find it impossible to itemize certain legitimate costs under cost sharing may include indirect costs under this category. The Council allows grantees to count up to 15% of the total project cost as indirect in-kind. The Council defines indirect costs as non-itemized administrative expenses such as institutional administration, grant processing, utilities, custodial services, and, when not listed elsewhere, telephone and accounting services. Other institutional indirect cost rates negotiated with other federal and state agencies do not apply.
8. **Miscellaneous:** Use this line item for any costs that do not fit into the above categories. It can be used, for example, to show the sponsor's contribution of meals at an orientation meeting for program participants. It can also be used to show the purchase of books and materials as well as child care services to be covered by the grant.

## Budget Narrative

On a separate sheet of paper, explain the costs in your budget summary, showing calculations used to determine each entry.

### Appendices

*Name-address-phone list of your board members*

*Name-address-phone-email list of the historians, writers, or professors who are serving as speakers or in some other expert capacity in your project.*

Unless you are requesting funds to produce an interpretive exhibit, you should include nothing more with your proposal. You may send one copy of any additional items of interest along with your proposals, and the Council staff will summarize them for the board.

If you are proposing an **interpretive exhibit**, however, read the following instructions:

## Supplemental Instructions: Grants for Interpretive Exhibits

### A Note on Copyright and Distribution

The sponsoring institution works out copyright and distribution arrangements with the exhibit producer. The Council will not claim a copyright or an interest in distribution. Please note, however, that the Council's grant contract will stipulate that both the Council and the Federal Government will enjoy a non-exclusive license to use tangible products such as an exhibit catalogue or other materials for official purposes (non-commercial) without limitation.

### Work Sample

A work sample by the producer or production organization should be submitted with the application. Materials may include photos with captioning, a viewer's guide from a past exhibition, and/or an exhibit script or outline for the current request. It will be sent to an outside reviewer and will be returned within two months. Please indicate where and when it was produced, and who produced it.

### Detail on Personnel

Within the grant narrative, make sure to describe fully the role of one or more principal advisors on the historical, artistic, or literary content of the exhibit. Following the body of the grant, attach details on the production staff sufficient to assure reviewers that each person with significant responsibilities is qualified and experienced.

### Budget

You can expand the subheadings of any principal line item when you write the budget detail.

## Frequently Asked Questions

**1. How do I write a grant if I don't know how to write grants?**

The real work is planning a good program. A good grant is a mirror of a good plan. Put all your effort into coming up with a good plan in all its details. Then use our questions to help you tell us about your plan.

**2. Who will help me understand these guidelines and develop a grant?**

The Council's Executive Director, Michael Bouman, has many years' experience helping people develop interesting and competitive grant applications. You should contact Michael about your program ideas.

**3. What if I don't consult the Council staff before I submit my grant and all the copies?**

If your grant meets the guidelines, it will be submitted for a decision. If your grant is incomplete, the staff will tell you what needs to be done, and your application will be held until it is complete. If your grant seems weak, the staff will advise you to withdraw it and work on it some more. The decision is yours .

If your grant doesn't meet the guidelines, it will not be submitted to the board or its committees for a decision and you will be notified immediately.

**4. Is it true that you don't fund media grants any more?**

Yes, it's mostly true. Live, public programs are our priority. We don't fund the original production of documentaries.

**5. What about grants to develop web sites or web site exhibits?**

A web site these days can be regarded as an extension of the program. It is much more than a one-way distribution of information. Modern web sites are interactive. People can look at images, listen to audio, watch video, and participate in discussions of the project ideas. The Council will consider proposals in which the web site functions in this way.

**6. What about museum exhibits or special public programs in libraries?**

Our priority is to help humanities institutions do things that will attract people and stimulate their intelligence. We are focused on expanding the inclusion of the public. Our grants for museum exhibits and library programs are intended to help the institutions take a step forward.

**7. How much money is available?**

In recent years, awards above \$10,000 have been rare.