



## MHC Grants Frequently Asked Questions

### ***What subjects do you consider to be one of the Humanities?***

The humanities include, but are not necessarily limited to, history, literature, religion, philosophy, law, languages, archaeology, and cultural and linguistic anthropology

### ***Who is eligible to apply for MHC grants?***

Any organization, institution or entity that functions as a non-profit; this may include schools, civic organizations, museums, libraries, local government and governmental agencies. Individuals and for profit organizations may NOT apply. Your organization must be able to provide to MHC some form of proof of non-profit status, such as an IRS 501 ( c )(3) letter or other appropriate documentation.

### ***What types of programs will the Council NOT fund?***

The key consideration is that your proposed project or program MUST have a foundation in the humanities. For other considerations, please refer to the grant guidelines.

### ***Will MHC support media or publications projects?***

Yes, as long as the project has good humanities content and is a mission-related product sponsored by a nonprofit organization or entity.

### ***Can I get a grant from MHC to support a project that involves the creative or performing arts?***

Yes, as long as the program or presentation includes an interpretive element and/or discussion of humanities themes related to the art work or performance. The project must involve humanities scholars or experts who will contribute to or review the interpretive element and/or participate in the discussion elements.

### ***How does an organization apply for funding?***

Fill out the application form that is on the MHC web site—if you need help, contact MHC and we will be happy to assist you.

### ***Can I contact the Council if I have any questions?***

Of course. You can also submit a draft of your application—the staff and the grants committee will look it over and make suggestions. If you wish to submit a draft to be previewed, however, we ask that you send it to us at least 30 days prior to the submission deadline you are hoping to make.

### ***What are the application deadlines?***

For mini-grants, your applications should be sent to us by the first business day of the month in which you hope to have it reviewed.

### ***What do you mean by the term “Applicant Organization?”***

The applicant organization is the group or entity that will be managing the grant-funded program or project and submitting the final report.

***What is the role of the Project Director?***

The Project Director is the person who will be primarily responsible for seeing that the grant-funded program or project is carried out and successfully completed.

***What is an “Authorizing Official?”***

Sometimes the Project Director is not the primary officer of the applicant organization. The authorizing official is the representative or official, such as a Board President or Executive Director, who has the authority to commit the organization to carrying out the project or program.

***What is the role of the “Fiscal Agent?”***

The fiscal agent is the person responsible for receiving, administering and disbursing the grant funds provided by MHC.

***What is a DUNS number?***

Your DUNS number is a 9-digit ID number provided by Dun and Bradstreet, which is now required by the Federal Government on all grant applications that involve federal funds. If your organization does not have a DUNS, they are very easy to obtain. For more information, click here [\[link\]](#).

***Can my project have other sources of funding and/or income besides the MHC grant?***

It is not only permissible, it is necessary. MHC will not pay for 100% of the costs of a project or program: you must have other income, donated goods and services, sponsors, and/or grants to pay for those project expenses that are not covered by MHC.

***Can we charge admission for an event or a fee for participants?***

Yes, as long as the fees are reasonable and appropriate.

***What is required in the way of a cash or in-kind match?***

The projected total amount of non-MHC cash expenditures and the value of goods and in-kind services that are being donated for the project or program must equal or exceed the amount of MHC funding you are seeking.

***Why should I include scholars or “humanities experts” in my project team?***

A key goal for MHC is to encourage interaction between scholars and experts in the humanities, and diverse public audiences. Furthermore, scholars can help you interpret the subject matter of your program or project within a larger context, which will make it more meaningful for larger audiences.

***Who qualifies as a scholar or expert?***

Scholars will often have a background that includes specialized training or experience in some aspect of the humanities. Typically, these individuals will have an advanced degree in a humanities discipline and will be affiliated with an institution of higher learning. Please be aware, however, that such a degree or affiliation is not necessary for a person to be considered a humanities expert. Independent researchers, educators, authors, museum curators, and librarians may be among those who have the kind of extensive experience in studying, writing about and interpreting ideas within the fields of the humanities that will help your project. The MHC recognizes that scholarship and “expertise are defined differently in different cultures and contexts, and respects those diverse paths in the gathering and sharing of ideas and information.

***Do I need to include bios or resumes for the experts and scholars on my project team?***

No—in fact, we ask that you do not include full resumes or CVs with your application. There is a section in the application where we ask for concise descriptions of their qualifications and the strengths they bring to your project. In your supplemental information we also ask for a list of your experts with their contact information and professional affiliations.

***What is the process for application review?***

Your application will be reviewed by MHC staff to make sure it is complete. Then it will be submitted to be evaluated by the entire board of the Missouri Humanities Council, who will vote on whether or not to fund your project or program. If there is some connection between you and one of the Council members that may affect their decision on your application, those members will recuse themselves from the evaluation and voting process.

***How and when will our organization be notified of the results?***

An email will be sent to your Project Director before the end of the month in which your application was reviewed by the Council members. If there is any uncertainty about receipt of the email, a phone call also will be made to the Project Director.

***If our proposal is not approved, can we re-submit?***

Yes, if it is not approved, you can request information about the specific issues the Council members had regarding about your application. You may then resubmit a revised application based upon that feedback. Detailed feedback, however, will not be supplied unless specifically requested and may take two to three weeks to be assembled. There will also be cases when the Council members will provisionally approve an application, but will ask that certain elements be changed or added before final approval is given.

***How often can my organization apply?***

There is no specific limit on how many times an organization can submit MHC grant applications in the course of a year. Nor are there any rules that prohibit a grant awardee from applying again in successive years. HOWEVER, please bear in mind that the Council is committed to distributing its limited re-grant funds throughout the state of Missouri in as fair and equitable a fashion as possible. Therefore, information regarding previous grant awards will be taken into consideration during the evaluation and voting process.

***What's the difference between MHC and MAC?***

We are the Missouri Humanities Council. MAC is the Missouri Arts Council. Both entities receive State of Missouri funding through the Missouri Arts Trust Fund. If you are seeking a grant for an event or activity that is based purely in the creative or performing arts, with no huamtneis based interpretation or discussion as part of the project program, then you would not be eligible for an MHC grant, but you may wish to apply for a grant from MAC.

***Can my organization get help with PR for our grant-funded activity?***

Yes. If you have been awarded a grant and want help with promoting the event or activity being supported by MHC, please contact our office at 314-781-9660.

