



Grant Application

Project Title: _____

Amount Requested _____

Applicant Organization:

> _____
Name

> _____
Address

> _____
City, State, ZIP

> _____
Phone

> _____
Email

> _____
U.S. State Representative

> _____
MO State Representative

> _____
MO State Senator

Project Director:

> _____
Name

> _____
Address

> _____
City, State, ZIP

> _____
Phone

> _____
Email

> _____
MO House State District #

> _____
MO State District #

Have you applied for an MHC grant in the last five years and if so, when? _____

If so, for what purpose? _____

What is the annual budget of the applicant organization?

Under \$50,000 per year _____

\$50,000-100,000 per year _____

More than \$100,000 per year _____

Project Summary -- As concisely as possible, please answer the following questions:

1. Who is applying for the grant?

2. What is the program or project that will be supported by the grant?

3. When will the grant supported activity take place?

4. Where will the grant supported activity take place?

5. Why are you seeking this grant: what are the purpose and goals of this activity?

Amount of grant funds being requested from MHC: _____

Projected amount of cash and in-kind match from non-MHC sources: _____

Co-sponsoring organizations (if any): _____

Award Publicity: If you are awarded an MHC grant, would you like to schedule a photo opportunity with a representative of the Council from your area, to help create awareness of your program or project and the partnership with MHC? _____

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

1. Project Director

Name and title (please print): _____

Signature: _____ date: _____

2. Authorizing official from applicant organization (if different from above)

Name and title (please print) _____

Signature: _____ date: _____

3. Fiscal Agent

Name and title (please print): _____

Signature: _____ date: _____

Fiscal Agent Address: _____

Email: _____

Telephone(s): _____

Name of organization check should be made payable to: _____

Address check should be sent to: _____

DUNS number for organization that will be receiving the check: _____

Note: if you have questions about DUNS numbers please **click here** (link) for more information

Program Budget Summary

Please be sure to complete this form AND fill in the budget explanatory narrative in the following section. Incomplete applications will NOT be given consideration..

Projected Expenditures

	MHC Grant Funds	Cash Match Expenditures	In-Kind Matching Contributions of Goods and Services
Administration			
Project Director			
Secretary			
Fiscal agent			
Other			
Honoraria			
Travel			
Transportation			
Meals			
Office			
Telephone			
Duplication			
Supplies			
Postage			
Office Space			
Equipment			
Other			
Program Facilities			
Meeting space			
AV Equipment			
Other			
Promotion			
Printing			
Newspaper ads			
Radio/TV spots			
Bulk rate postage			
Other			
Other (please describe in detail in Budget Explanatory Narrative section)			
TOTALS:			

Your total amount of cash match expenditures and the estimated value of in-kind contributed goods and services should equal or exceed the amount of MHC grant funds being requested. The "Cash Match" column should include anything actually paid for in connection with the funded activity, but not charged to the MHC 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 listing the estimated value of contributed goods and services, including, but not limited to such items as grant-related volunteer hours and donated supplies or facilities.

Projected Sources for Cash match funds

Type of source	Description of source	Cash match funds in-hand	Anticipated or pending
Sponsorships			
Non-MHC grants			
Other donations			
Admissions fees			

Participant fees			
Other			
Totals			

Budget Explanatory Narrative – Please provide the following information:

(note: for assistance in preparing this section, please see “Sample Budget Narrative” in the resource library)

1. Detailed explanation of how MHC grant funds will be spent, described item by item

2. Detailed explanation of line items under “cash match,” described item by item

3. Detailed explanation of line items under “in-kind,” described item by item

4. Explanation of your other non-MHC sources of funding for this activity, with each source identified and detailed individually

Project Description Narrative – Please answer the following questions. If you require additional pages to adequately answer these questions, the entire Project Description Narrative section should not exceed 8 pages of text.

1. What is the program or project's title?

2. Please provide background on the Applicant Organization – How long has it existed? What is its mission? What audiences does it serve? What kinds of resources does it have? What are its qualifications for carrying out the proposed project or program?

3. Please provide background on the Project Director, including education and experience. What are the project Director's qualifications to see that the project or program is successful?

4. Who are the other people who comprise the team that will make your project or program happen? Please give particular attention to the humanities scholars, presenters, and experts who are involved, providing concise descriptions of their backgrounds, strengths, and what they bring to the program or project.

5. What is the nature of the program or project? Please be sure to include a brief discussion of the humanities topics and themes being addressed through the program or project, and clearly identify the format being used.

6. When will your program activity take place? If this is a project rather than a program, when will it be completed?

7. Where will your program activity take place? If this is a project rather than a program, how will the end result be made accessible to the intended audience?

8. What, if any, fees will be charged to the audience or those taking part in the program, and what will they get in return for those fees?

9. MHC's goals for its grant program are to **help Missourians have opportunities to interact with humanities scholars and experts, to experience the connection between the open exchange and exploration of ideas and active participation in community life, and to expand understanding of ourselves and the world beyond our boundaries.** What are your goals for your proposed project or program and how do they fit in with the Council's goals?

10. Who is (are) the intended audience(s) for the program project?

11. Why do you think it is important to provide your proposed project or program for the intended audience(s)

12. What is the anticipated size of the audience that your project or program will reach?
Missouri Humanities Council

13. What is the schedule of activities for your program, including dates, times, towns, and specific sites? Note: when you list the sites of your activities, please indicate with an asterisk (*) those sites which provide parking, entry, restrooms and seating that are accessible for audience members with disabilities.

14. What is your publicity plan to advertise and promote awareness of your project or program, and how will you generate attendance?

15. How will you provide recognition for the Missouri Humanities Council and build significant awareness of its support for your project or program?

16. What is your plan for assessing the results of your program or project, and how will you evaluate your success in achieving the desired outcomes and goals?

Supplemental Materials

You must include the following with your application:

1. **Proof of non-profit status.** Please attach a copy of your IRS 501(c)(3) determination letter, or other appropriate documentation of non-profit status. Note: a copy of your state tax exempt letter is NOT considered adequate proof of non-profit status.
2. **Your media contact list** for this program or project
3. **Supporting evidence** of your organization's previous success with programming or project management. This evidence can be collateral materials including printed event programs or exhibit catalogs (please provide a minimum of one, and a maximum of two such documents—only one copy of each should be submitted); it can also be a url for online elements such as a website or virtual exhibit.
4. **A list of the applicant organization's board members** and their contact information and professional affiliation
5. **A list of co-sponsoring or partner organizations** with a brief explanation of their role in the project or program, along with their contact information
6. **A list of the presenters, scholars, consultants and other humanities experts** who will be participating in your program or project, along with their contact information and professional affiliations
7. **An example of your evaluation and/or audience survey forms** for either this proposed program or project, or an activity your organization has carried out in the recent past
8. **Sample invitation** for your local and state officials

Note: Please do not include additional materials that have not been requested such as letters of endorsement or resumes.

Completing and sending your application

COPIES AND MAILING

Mini-grants -- If requesting \$2,500 or less, mail the original and one copy of your application and the required supplemental materials to:

Grants
Missouri Humanities Council
543 Hanley Industrial Ct. Ste. 201
St. Louis, MO 63144-1905

Major grants -- If requesting more than \$2,500, please mail the original and 14 copies of your application and the supplemental materials to the above address.

To ensure receipt of your materials we also encourage you to either send an electronic version of the application and your supplemental materials to Geoff@mohumanities.org, or send by fax to 314-781-9681.

MHC GRANT APPLICATION CHECKLIST

Once you have filled out your application and assembled the supplemental materials, please use this checklist to be certain that you have included everything that is need for your request to be considered. Incomplete grant applications will be returned to the applicant organization. Assuring that you have completed and included all the required elements of your organization's grant application will eliminate delays in processing. **Please include this checklist with your application.**

- Cover Page
 - Sponsoring/applicant organization information
 - State officials
 - Project Director

- answers to questions regarding previous applications and your budget size
- Project Summary
- Signatures for the Project Director, Authorizing Official (if needed) and Fiscal Officer
- MHC grant payment information
 - Name of Organization the grant check should be made out to
 - That organization's DUNS number
- Budget Summary.
- Budget Explanatory Narrative.
- Project or Program Description Narrative -- please answer all questions and be sure to include:
 - Applicant organization and project director background information.
 - Background information for presenters, humanities experts and/or scholars
 - Publicity plan
 - Recognition plan for MHC support
- The Applicant Organization's 501(c)(3) letter or other documentation of non-profit status
- Your media contact list
- Supporting materials from previous programs
- List of Cosponsoring organizations
- List of presenters, humanities experts and/or scholars with contact info
- Sample evaluation or audience survey form
- List of Co-sponsoring organizations and their roles .
- Sample Invitations to local and state legislators
- Number all pages
- Staple application together
- Send a copy of your grant application electronically or by fax
- Mail the original and one copy Mini-grants of \$2,500 or under
- Mail the original and 14 copies for Major Grants over \$2,500

Disclaimers and Usage Rights:

I. Please note that MHC is not responsible for errors or omissions in content of supported programs and projects, nor is it responsible for issues of security and safety at sites hosting supported programs and activities.

II. MHC retains the right to use images, excerpts, quotations and collateral materials from your MHC-supported program or project in promoting MHC and/or reporting to other agencies and entities on its activities.

III. Media and publication project copyright and distribution:

A. If MHC approves a media or publication project for funding, the applicant will receive an agreement that includes policies on copyright, distribution, credits and other matters. MHC reserves the right to place additional conditions or stipulations deemed necessary or appropriate on a grant award for a project of this type.

B. Unless specifically provided otherwise, the following policies will apply to such projects and to the use of materials produced with support from MHC grant funds:

- 1.) Ownership, copyright, distribution, exhibition and use rights for all media or publication products developed with MHC grant funds shall be vested in the producer, writer, artist, or other originator of the work.
- 2.) One print, copy, set or other appropriate unit of each media or publication product shall become the property of MHC. (Grant funds may be requested for the purpose of providing this copy.) MHC reserves the nonexclusive right to distribute or exhibit its copy for noncommercial purposes as it deems appropriate.
- 3.) The federal government reserves a nonexclusive, royalty-free license to use and reproduce for government purposes media or publication materials, including copyrighted matter, produced with support of MHC grants.

4.) All media or publication products developed with support of MHC grants, including associated publicity or promotional materials, shall carry a statement indicating that it was developed with the support of the Missouri Humanities Council. There shall also be a disclaimer statement, to the effect that the views expressed in the product are not necessarily those of MHC or the National Endowment for the Humanities.