



## Missouri Humanities Council

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### Grant Guidelines

#### Who May Apply

MHC will consider any proposal to support humanities-based projects or programs submitted by a non-profit organization or a civic, educational or cultural organization that operates as a non-profit, including (but not limited to) schools and other educational institutions, local government and governmental agencies, and civic associations. Organizations may apply individually or in partnership with other eligible entities and organizations **(in the case of multiple partners participating in the grant project, only a single organization can serve as the applying entity)**. The principal offices of the applicant organization must be within the state of Missouri and must have a DUNS number for your organization. Individuals and for-profit entities may **not** apply for MHC grants.

#### Audience

The audiences and/or communities being served by the proposed program or project must be located within the state of Missouri.

#### Grant Amounts and Limits

- Mini grant requests of \$2,500 or less are reviewed and awarded four times in the year.
- Major grant requests of \$2,501, and up to \$10,000, are reviewed and awarded twice during the year.

**\*MHC may grant full or partial funding as it deems appropriate\***

#### In-kind and/or Cash Match Requirements

MHC will not fund 100% of the costs associated with a program or project. The applicant organizations must show in their grant request that they and/or other partners in the project will be contributing in-kind goods and services and/or cash amounts that are at least equal to MHC's contribution in covering costs of the grant-funded activity.

#### Application Submission Deadlines

- Mini-grant requests of up to \$2,500 must be submitted by the first work day of the months November, February, May, and August
- Major grants are reviewed twice a year. Applications for grants over \$2,501 must be submitted April and September.

#### Lead Time

Grant-funded activities should not be scheduled earlier than 60 days from the grant request submission deadline. This will allow sufficient time for publicizing your program (if a favorable decision is reached), or for you to find alternate sources of funding if the request is not approved.

Potential grant applicants may submit a draft proposal to the MHC staff four weeks prior to any grant deadline.

Example work samples (e.g. audio/video production, digitization, website development, printed material, etc.) either created by the applicant organization or contracted out to a third party, must be submitted in the grant application.

#### Notification of Results

Applicants will be notified about results by the last business day of the month in which their application is evaluated by the Council members.

### **Additional Requirements**

All successful applicants must submit the following to MHC prior to any release of funding:

- Copies of letters sent to respective state legislators notifying them of your award
  - A list of marketing materials and attributions on which MHC's official logo will be featured (subject to MHC approval)
- \*Please note: new grant applications will not be accepted if current/previous awarded grant(s) is/are not in compliance**

### **Types of Supported Activities**

MHC awards grants to non-profit organizations including museums, libraries, educational institutions, local government, civic associations, and other similar organizations for programs in any format that facilitates interaction between public audiences and humanities experts such as scholars, authors, and educators.

MHC will also assist with funding for projects such as (but not limited to):

- Interpretive exhibits
- Content-based web site enhancements
- Living history and museum theater presentations that include interpretive elements
- Presentations in the creative and performing arts that include humanities-based discussion
- Teachers' workshops in the humanities
- Panel discussions and other types of public forums on humanities-related topics
- Media and publication projects that support the mission of a humanities-based organization or institution

A key factor that MHC council members will consider in evaluating applications is whether or not humanities experts or scholars are involved in the planning, development, and execution of the activity.

### **Inclusion of People with Disabilities**

Grant applicants should plan to accommodate audience members with disabilities. Program organizers should select venues that provide parking, entrances, bathrooms and seating that are accessible for participants who use wheelchairs and walkers. Printed materials such as programs and other hand-outs should be designed to accommodate the needs of people with limited vision (we suggest black print on white background, using a sans serif font, no smaller than 12-point).

Accessibility should be noted in event publicity. Any costs associated with expanding the accessibility of an activity are allowable as an expense of a grant.

### **MHC grant funds CAN be used for the following:**

- Honoraria and travel for speakers, consulting scholars, and program presenters
- Instructional, interpretive and office supplies directly needed to support a funded activity
- Facility and equipment rental
- Publicity and promotional expenses
- Communication expenses, including telephone and internet charges
- Materials, labor and design fees for interpretive exhibits
- Acquisition of AV equipment for interpretive exhibits
- Administrative expenses (outside of regular staff salaries)
- Accessibility-related expenses
- Printing

### **MHC Grant Funds CANNOT be used for the following:**

- Programs or projects that have no humanities-related content, interpretation or discussion
- Programs that advocate a particular religious or political point of view
- Individual research unrelated to a program being funded by MHC
- Capital improvements such as construction, acquisition of equipment, artifact or structural restoration and/or preservation costs that are unrelated to an interpretive exhibit
- Museum or library collection acquisitions, except for modest expenditures directly related to an interpretive program or project
- Salaries or wages for permanent institutional staff (e.g. Project Directors)
- General operating support
- Food or liquor
- Entertainment that is unrelated to program content
- Individual study to obtain an academic degree

### **Frequency**

Applicants may receive up to two consecutive grants. Those who receive two consecutive awarded grants will be required to take a year off before re-applying to MHC.

### **Final Reports**

Final reports will be due within 90 days of the end of the grant period; extensions can be made for reasons deemed acceptable to the Board through a written request by the awardees.

If your organization previously has been awarded an MHC grant, and you did not turn in your final report, your organization may not apply for another grant from MHC for a three year period after the due date for that delinquent final report.

### **Getting Help**

MHC staff and grant committee members are happy to review draft applications and make suggestions for improvements. However, please send your draft for review at least 30 days prior to the actual submission deadline you intend to meet. This will provide time for our review and for you to make any recommended changes. Please keep in mind that although MHC's review of your draft will probably increase your chances of success, it is not a guarantee of approval.

**Missouri Humanities Council (MHC) believes equity, justice, empathy, and respect are essential for vital, flourishing communities. We encourage applications from candidates with diverse backgrounds, particularly those from traditionally underrepresented groups, whose professional and personal experiences will help us work toward our vision of a Missouri that invites diverse perspectives, explores challenging questions, and strives for just communities.**

### **Equal Employment Statement**

Missouri Humanities Council is an equal opportunity employer. It is the policy of MHC to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, and source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. Moreover, these conditions shall not affect decisions on compensation, advancement, transfer, leave or termination. Relations between employees shall be based on respect for person, regard for the effectiveness and well being of the organization, and mutual support.

### **Reasonable Accommodation Statement**

Consistent with applicable disability law, MHC will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential function of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an "undue hardship" on the operation of MHC.

### **Administration of Grant Programs**

It is the policy of MHC to comply with the provisions and regulations thereunder of Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities, which include regulations relative to nondiscrimination in federally-assisted programs

As may be applicable, MHC will comply with all relevant provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60). Subrecipients receiving grants valued at more than \$10,000.00 from General Support Grants from the National Endowment for the Humanities must agree by contract to comply with these requirements as well.

MHC further acknowledges that it and sub-recipients may have obligations arising from the following statutes and orders, in the event it uses NEH funds for construction or repair of facilities or for certain contracts in excess of \$100,000: 18 U.S.C. 874, 40 U.S.C. 276a to a-5, Executive Orders 13202 and 13208, 40 U.S.C. 327-330, 37 CFR Part 401, 42 U.S.C. 7401, 33 U.S.C. 1251, 31 U.S.C. 1352.