



GRANT GUIDELINES

ABOUT IHC

In 1973 the Idaho Humanities Council was founded as an independent, non-profit organization to promote greater public awareness, appreciation, and understanding of the humanities in Idaho. Through history, literature, languages, philosophy, law, cultural anthropology, comparative religions, and other humanities disciplines, the humanities inspire reflective, contemplative, intellectual discovery and the quiet, often solitary questioning that reveals to us what we value most in life. At the same time the humanities thrive on civic dialogue and lifelong learning for all citizens.

Therefore, in its most distilled language, the mission of the Idaho Humanities Council is to provide Idaho citizens with opportunities to deepen understanding of human experience by connecting people with ideas. The overriding vision of the Idaho Humanities Council is that the humanities inspire a more literate, tolerant and intellectually inquisitive Idaho citizenry, better able to embrace life's possibilities.

The Council plans and conducts projects on its own and in cooperation with other organizations such as universities, colleges, libraries, civic clubs, professional associations, historical societies and museums, and other cultural, educational, and community entities. IHC also provides grant support for humanities projects throughout Idaho.

THESE GRANT GUIDELINES DESCRIBE THE KINDS OF PROJECTS IHC SUPPORTS THROUGH GRANTS AND OUTLINES ITS APPLICATION PROCEDURES. APPLICANTS ARE **STRONGLY ADVISED TO SEEK MORE DETAILED INFORMATION THROUGH STAFF CONSULTATION BEFORE COMPLETING AND SUBMITTING THEIR PROPOSALS.**

GRANT TYPES AND DEADLINES

- Major Grants (over \$2,000) – No upper level of funding has been fixed; however, few awards exceed \$10,000. The level of an award depends on the merits of the proposal, the amount of the grant funds available, and the number and quality of proposals in competition.
- Mini Grants (\$2,000 or less)
- Teacher Incentive Grants (\$1,000 or less)
- Research Fellowship Grants (**September** grant deadline ONLY)
- Planning Grants (\$1,000 or less) – **no deadline**, apply by letter

Draft Proposal

December 15
August 15

Final Application Postmark Deadline

January 15
September 15

Applications are reviewed by the full board in February and October. **Activities should be scheduled to begin no sooner than March 1 or November 1 respectively.**

ASSISTANCE TO HANDICAPPED APPLICANTS

If necessary, IHC staff will make special arrangements to provide the guidelines in other formats or to meet with handicapped applicants at locations other than IHC offices.

THE HUMANITIES DISCIPLINES

Congress defined the humanities as a set of academic disciplines when it established the National Endowment for the Humanities in 1965. These disciplines include, but are not necessarily limited to, the following fields:

- History
- Philosophy
- Language – both modern and classical
- Linguistics
- Literature
- Archaeology
- Jurisprudence
- Comparative religion
- Ethics
- History, criticism, and theory of the arts
- Those social sciences employing historical or philosophical approaches to their content. This may include cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of human nature.
- The study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the conditions of national life.

The humanities encompass both particular methods of inquiry (dialogue, historical and logical analysis) as well as particular bodies of knowledge such as history, philosophy, and literature.

THE ARTS AND THE SCIENCES VS. THE HUMANITIES

Since the arts and sciences and the humanities are so closely linked, it sometimes seems unclear what constitutes a humanities project. For purposes of project support, IHC makes these distinctions. IHC **does not fund** activities that chiefly involve the creation, exhibition, or performance of the arts. IHC **might fund** activities that focus on art history or criticism. The simple distinction is interpretation vs. performance or expression. Similarly, IHC **does not fund** science projects dealing with research or dissemination of scientific data, but **might fund** projects exploring the history of science, critically assessing scientific premises or findings, or examining the ethical considerations inherent in scientific discoveries or technological developments.

WHO CAN APPLY?

Any non-profit organization, institution, individual, or ad hoc group may receive a grant. Examples of eligible applicants include, but are not limited to:

- Social service organizations and clubs
- Churches
- State and local governmental agencies
- Business and professional groups
- Schools
- Corporations
- Public radio and television stations
- Museums
- Historical societies
- Public libraries
- Arts organizations
- Colleges and Universities

Informal groups organized solely to submit a grant may also apply for funding. Applicants need not be incorporated as a non-profit organization or have official tax-exempt status, but they must be able to demonstrate that they are “not for profit” and that they can manage all aspects of the project adequately.

PROJECT FORMATS

Virtually every practical format has been used in IHC-funded projects. Often several formats may contribute to the presentation of topics in one project. Please specify on the application cover sheet the primary format for your project from the following categories:

- Exhibits
- Media – specify television, radio, technology (cd, web), film, slide, photography, or video
- Publications – specify newspaper, magazines, catalogues, guides, books
- Fairs and festivals
- Museum projects
- Library projects
- Workshops
- Discussions (book, film, lecture and discussion)
- Conferences
- Student projects
- Teacher projects
- Preservation and access projects
- Local history projects

RESEARCH, BOOK PUBLICATION, FILM PRODUCTION, AND CURRICULUM DEVELOPMENT

IHC rarely funds pure research, except through its Research Fellowship program, though most successful public projects require some research in preparation for the central discussion features.

IHC funds relatively few book publications. IHC can, however, fund honoraria for scholars to write essays for tabloids and books, provided the publications are likely to reach large public audiences and promote understanding and appreciation of the humanities.

The Council funds relatively few film projects. Because of special considerations relating to film projects (high costs, length of time from scripting to production to distribution, the difficulties of obtaining broadcast commitments, etc.), the Council encourages film project applicants to show adequate financial support from parties other than IHC. The Council also encourages applicants to provide pilots, rough-cuts, or previous work samples to accompany media proposals.

Except for Teacher Incentive Grants, IHC rarely funds curriculum development.

EXAMPLES OF SUCCESSFUL IHC-FUNDED PROJECTS

- The Idaho Human Rights Education Center received IHC support to develop a self-guided tour of the Idaho Anne Frank Human Rights Memorial in Boise.
- Idaho Public Television received IHC funding to underwrite *American Experience*, the award-winning documentary series about our nation's history.
- The Hispanic Cultural Center of Idaho received an IHC grant to assist with *Fiesta Idaho*, an event showcasing and examining Mexican culture and the history of Hispanics in Idaho, including lectures held before and after the festival.
- Bonneville County Historical Society received IHC support to develop its first major exhibit on the regional history of eastern Idaho.
- University of Idaho Philosophy Department received IHC support for its philosophy conference on time and identity.
- The Sierra Club received an IHC grant to bring a national John Muir Chautauquan to Boise to deliver a historical presentation portraying Muir and using his words to address issues of conservatism.
- Lewis-Clark State College received IHC funding for a video documentary exploring the life of historian Alvin Josephy and his evolving perceptions of Native Americans through the course of his journalistic career.
- Oakwood Elementary teacher Melinda Harris received an IHC Teacher Incentive Grant to purchase videos to enhance her 5th grade American History curriculum.
- Sandy Rayborn, Riverglen Junior High School, received a Teacher Incentive Grant for her student's oral history project focusing on American wartime veterans.
- Dr. David Adler received an IHC Research Fellowship grant to conduct research for his book about the Supreme Court's role in the expansion of presidential power and the historic relationship of the presidency and the constitution.

TYPES OF PROJECTS NOT ELIGIBLE FOR FUNDING

IHC will not provide grant support for:

- Projects that involve direct action or the planning of direct action to resolve social issues of public policy or public concern
- Projects that influence an audience toward a single position or present a one-sided, uncritical treatment of an issue
- Scholarships or fellowships for academic credit or the completion of a formal degree
- Performances in the arts, unless their primary role is to foster discussion of literature, history, philosophy, or other humanities disciplines
- Museum acquisitions, unless they are directly related to the implementation of a public humanities project and will be used extensively after completion of the project
- Building construction, acquisition, or restoration costs (including historical preservation costs)
- Equipment purchases unless approved by the Council as essential to the funded project
- Projects which raise funds for profit or for commercial purposes
- Alcoholic beverages or entertainment for projects or project-related activities
- Candidates running for political office

SAMPLE PUBLICITY PLAN

The following is an example of an effective marketing plan for an IHC grant project. Please use this as a sample of the types of avenues that are successful in marketing a project to the general public.

The project examined the impact of the Salmon River on the people of Idaho and the reciprocal effect of Idahoans on the river. It included exhibits, music, and speakers.

The publicity plan for this project has been designed to reach local, regional and national audiences with both special and general interests in the history and environment of the region; interest in the visual performing arts; and people with an interest in the relationship between waterways and the development of communities and societies. Our specific efforts will include the following:

- An illustrated program calendar will list all events associated with the project as well as short essays of related subjects. The calendar will be marketed to our regular mailing list (individuals with an interest in the arts) as well as mailing lists of regional environmental and history groups. Projected count is 6,000 pieces.
- Post cards will remind key audiences on the above list of specific programs.
- A press release will be sent to regional newspapers and magazines. We are currently cultivating relationships with national publications to which we will also send press materials.
- Public radio and television stations will be contacted to encourage their coverage of the project and the development of independent projects addressing similar issues.
- Street signs will publicize specific events.
- A poster will list all associated programs and be placed throughout the region.
- The participation of school groups will be encouraged through mailings to teachers with specific materials that pertain to their area of focus and expertise (history, science, literature, music, etc.).

THE APPLICATION PROCESS

NEW!! ONLINE SUBMISSION FOR GRANTS

Save a tree and some postage - no more mailing multiple copies to Boise. Submit your application online – www.idahohumanities.org. Applications, as well as required drafts, will be submitted via the council's new online application form. You will log on to a private, secure system using your email address as your user name. All communication from IHC, including responses to drafts, award decisions, and follow-up reporting forms, will be sent via this email address.

Consult with IHC Staff or Board Member

After reviewing the IHC grant guidelines, prospective applicants are advised to discuss their proposed project with a staff member, board member, or both. These discussions are helpful because they enable prospective applicants to determine the feasibility of their proposed projects and to gain a clear idea of the objectives, guidelines, and priority areas of the Council.

Submit a Rough Draft of the Grant Application

Each applicant for a Major, Mini, Teacher Incentive, or Research Grant is strongly encouraged (but not required) to submit **ONE COPY** of a preliminary draft of a grant application to the IHC staff approximately one month prior to the final deadline date. Email Executive Director, Rick Ardinger at rick@idahohumanities.org to let him know a draft is available for review via the online application site. The staff will review the first draft, giving special attention to the degree to which the proposed project promises to meet program guidelines and also to the proposed budget. As an alternative to the online process, the draft may be submitted by mail, fax, or email.

Submit a Final Application on or Before the Appropriate Deadline

Applicants should submit complete applications online by the deadline date. For an alternative to the online process, please contact Grants & Fiscal Officer, Cindy Wang, at cindy@idahohumanities.org.

CRITERIA FOR REVIEW

Applicants need to be aware that their enthusiasm for and understanding of given program ideas are conveyed to IHC chiefly through carefully written applications in which the thinking behind the project concept becomes evident. In reviewing applications, IHC board members examine the following guidelines:

- The project is centered in one or more of the humanities disciplines
- The project is focused on a topic, text, or idea that is analyzed and discussed using the methodology of the humanities
- Humanities scholars are involved in the project, and critical thinking and interpretation are evident throughout the program
- Scholars and the audience are involved in disciplined dialogue benefiting both
- Members of the intended audience participated in the planning and implementation of the project. The topics and formats proposed are suitable to the audience and promote active participation
- The roles of all scholars and resource persons are appropriate to the content and format of the project
- The budget is clear and reasonable in view of its scope and has sufficient cost-share match

COST-SHARE MATCHING REQUIREMENTS

Cost-share includes project costs not being paid by IHC. It must be at least equal to the amount requested from IHC. Cost-share may not include other federal funds. In-kind cost-share includes donated time, facilities, supplies, duplicating, travel costs, etc. In-kind does not involve cash outlays, but is calculated at a cash value. Cash cost-share includes any items that require a cash outlay.

DUNS NUMBER REQUIREMENT

The federal government requires that all grantee organizations have a DUNS (Data Universal Numbering System) number. Please contact your administrative or grants office to get your DUNS number. **This requirement does not apply to individuals.**

If your organization does not have a DUNS number, the following web page explains how to obtain one:

http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

You can also acquire a DUNS number by visiting this website:
<http://fedgov.dnb.com/webform>

APPLICATION BUDGET INSTRUCTIONS

(Does not apply to Research Fellowship Applications)

Project sponsors should realistically estimate how much money is needed from IHC, with the sponsor supplying as many resources as possible as part of cost share. The actual grant request should be for funds that are absolutely essential for the project, money simply unavailable from internal or contributed resources. Sponsors should also remember that grants are awarded competitively, and as competition for limited funds increases, applications that are over-budgeted are less likely to receive support.

IHC requires that you provide budget information in two parts:

1. The **Budget Summary Form** (included in this booklet)
2. The **Budget Narrative** – shows calculations and provides explanations of anticipated project costs.

BUDGET SUMMARY FORM

Complete the form provided. You may leave lines blank if you are not requesting funds and/or have no cost-share expenditures anticipated for the line item. In-kind and Cash Cost-share is explained on the form.

BUDGET NARRATIVE

Include a separate Budget Narrative, numbered according to the Budget Categories on the Budget Form, that shows the detailed breakdown of all items, and demonstrates clearly how each item is calculated.

For more detailed instructions about each category, see Budget Narrative Details.

APPROVAL

The Council may approve the application without change, approve with stipulated changes, or disapprove it. When the Council does not approve an application, but believes the concept has potential, it may suggest possibilities for revision and resubmission. Such recommendation does not imply that approval of a revised proposal is assured, if resubmitted.

AFTER RECEIVING A GRANT

When an award decision is made, each applicant is sent an official notification via email of the Council's action. If the project is approved, a contractual grant agreement and other approval materials are attached or available through the online grant management software.

The grant agreement must be signed by the project director, the authorizing official, and the fiscal agent. Signing this agreement legally obligates the sponsoring organization to accept the grant conditions outlined in the award letter and contract and to complete all project activities in accordance with the schedule outlined in the proposal and approved by the IHC board.

Grantees should review the "Financial Handbook for Fiscal Agents of IHC Projects." This handbook outlines the financial obligations of each grantee, basically to:

- Administer grant funds in accordance with generally accepted accounting principles
- Document all expenditures of both grant funds and cost-share funds
- Submit a final report summarizing and documenting the expenditures of all grant and cost-share funds
- Maintain records for at least three years after the submission of the final report, and make these records available in the event of an audit.

IHC also requires that all project activities, publications, and productions acknowledge IHC and NEH support. IHC and NEH logos for use on exhibits, publications, promotional flyers and posters, and other printed materials are available online or by request.

SPECIFIC GRANT INSTRUCTIONS

PLANNING GRANTS

Planning Grants may be submitted at any time during the year in the form of a letter to the Council. Planning Grant awards are **up to \$1,000** for planning and developing a project, including organizational meetings, long-distance phone calls to engage scholars in planning of projects, travel to discuss sites of public presentations and publicity with local coordinators, secretarial assistance, etc.

The letter of request for assistance in planning a project and developing a proposal for it should include:

- A description of the planning activities, which may include an inquiry into the feasibility of the project
- A schedule detailing the times, dates, and places of the planning activities
- The names and qualifications of the scholars who will participate in the activities
- An explanation of the role of the scholar in the activity
- A budget for the planning process, including both IHC funds requested and estimated cost-share matching.

It should be noted that the Council cannot support the costs of writing a proposal, although a proposal for a Major Grant is one anticipated outcome of a Planning Grant.

MINI AND MAJOR GRANT APPLICATIONS

Mini grants are for projects requiring \$2,000 or less from IHC; Major grants require more than \$2,000. The application questions and the online process is the same for Mini and Major grants.

You will be asked to provide the following information on the online application:

1. Project Title
2. Project Abstract
3. Amount Requested
4. Audience Type
5. Region of the State

GENERAL COVER SHEET INFORMATION

6. Anticipated Cost Share
7. DUNS Number
8. Beginning Date of Project
9. Ending Date of Project
10. Fiscal Agent Contact Information (must be different than Project Director)
11. Grant Applications Submitted to IHC in last five years

SPONSORING ORGANIZATION INFORMATION

12. Sponsoring Organization Description
13. State Legislative District of Sponsor
14. National Congressional District of Sponsor

PROJECT INFORMATION

15. Project Summary
16. Humanities Content – How is this a humanities project and why is it important?
Describe the central humanities disciplines of the project as well as the specific topics, issues, or texts you will explore (see list of humanities disciplines on page 3). To receive IHC support, sponsors must demonstrate that the humanities are central to their project. Projects in which the humanities are merely tangential or secondary are not likely candidates for funding.
17. Project Activities – Describe the project activities. How was the project conceived? What are the goals for the project? What will be the format for public activities? What is the timeline, including proposed dates of events? Also, explain why there is a need for this kind of project, and how it will meet the need.
18. Project Materials – Describe any materials that will be produced by the project. Will you produce any brochures, booklets, tabloids, or other items? Explain how they will be distributed and used, both during the grant period and in the future. Be sure to budget for some extra copies to be sent to the Council.

19. Controversy – Describe any possible controversial issues that might be raised in your project and describe how you intend to present a balanced program that avoids advocacy.

Note: The Council believes that controversial issues should be explored in many public humanities projects. However, IHC wants to be assured that the project directors are aware of potential controversies in particular projects and that they are prepared to present them in an even-handed, academically responsible manner.

SCHOLARS AND RESOURCE PERSONNEL

20. Humanities Scholars – List and describe the backgrounds of the key humanities scholars. Briefly state their credentials, institutional affiliation (if any) and, specifically, what role each will play in the project. Have you contacted the scholars and do they understand their role?
21. Resource Persons – List resource persons in the project (non-humanities scholar personnel), including their areas of expertise, and, where applicable, their special areas of expertise and institutional affiliation.

PUBLICITY AND EVALUATION

22. Publicity Plan – Describe your intended audience and your publicity plan. How many people do you anticipate attending (if applicable)? Is the project intended for the general public or is it specifically designed to reach an underserved or targeted Idaho population? How will you market it to this intended audience? Be specific in your publicity description, listing details for news releases, plans for posters and/or flyers, information about specific mailings to targeted groups, etc. (See sample publicity plan in guidelines.)
23. Evaluation – Explain how you plan to evaluate the project. How will you evaluate the success of the project? Your evaluation will help you prepare the final report required by IHC at the conclusion of your grant period. (Major grants – over \$2,000 – also will be assigned an independent evaluator by IHC. Your budget should include as a cost-share expenditure any amount necessary to allow this person to attend your event – ticket costs, included meals, etc. IHC will pay the evaluator’s honorarium and reimburse them for any travel-related expenses.)

BUDGET

24. Budget Summary Form – Download and complete the form; save and upload into the online application.
25. Budget Narrative – Describe the detailed breakdown of budget items on the budget form, save and upload onto the online application.

SUPPORTING DOCUMENTS

26. Supporting Documents – Use the upload buttons to attach any optional supporting document(s).

TEACHER INCENTIVE GRANTS

What is a TIG?

The IHC offers Teacher Incentive Grants for curriculum improvement in the humanities. These grants are intended to help teachers improve the humanities courses they already teach or to develop a new or interdisciplinary course in the humanities.

What are the Humanities?

In most secondary schools, humanities courses are in literature, history, foreign languages, civics, and social studies. Courses in philosophy, jurisprudence, archaeology, and art history or music history also qualify. Skill-development classes such as reading or writing do not qualify, nor do the performing or visual arts – unless they are components of interdisciplinary courses.

Please refer to the Humanities description and list of disciplines section of these guidelines.

Who can apply?

Applicants must have taught for at least two years at either the elementary or secondary level.

What are the maximum grant amounts?

The IHC will award up to \$1,000 to support teachers in developing humanities curricula or in improving current courses.

What types of projects are acceptable?

Projects can take many forms: consulting with humanities scholars, attendance at a workshop or conference that focuses on the humanities, development of audiovisual or multimedia programs, and research to develop or expand a course. These are only a few examples.

How can grant funds be used?

Funds can support a travel stipend, honoraria for consulting scholars, printing or photocopying, purchase of supplies and materials, film/slide processing, and administrative costs.

You will be asked to provide the following information on the online application:

1. Project Title
2. Project Abstract
3. Amount Requested
4. Audience Type
5. Region of the State

GENERAL COVER SHEET INFORMATION

6. Anticipated Cost Share
7. DUNS Number (not applicable for individuals)
8. Beginning Date of Project
9. Ending Date of Project
10. Grant Applications Submitted to IHC in last five years

APPLICANT LEGISLATIVE DISTRICT INFORMATION

11. State Legislative District of Applicant
12. National Congressional District of Applicant

PROJECT INFORMATION

13. Describe the Course – Describe the course you plan to improve and why it needs improvement, or describe the course you want to develop. Describe any steps you have already taken to improve or to design the course.
14. Describe the Activities – Describe activities you plan to develop to improve or design the course. Be as specific as possible and include **dates of activities;** **names, qualifications and roles of people** working on the project; and the nature and purpose of materials to be developed or acquired.
15. Sharing Results – Describe how you will share the results of your project with fellow teachers and/or parents groups. Describe the nature of your presentation and the group(s) you wish to reach.

BUDGET

16. Budget Summary Form – Download and complete the form; save and upload into the online application.
17. Budget Narrative – Explain the detailed breakdown of budget items on the budget form, save and upload onto the online application.

SUPPORTING DOCUMENTS

18. Supporting Documents – Use the upload buttons to attach any optional supporting document(s).

RESEARCH FELLOWSHIPS

What is the Research Fellowship Program?

The purpose of the IHC Research Fellowship Program (RFP) is to stimulate scholarship in the humanities, to provide support for scholars who need time and money for research, and to share the results with academic and public audiences. The IHC will award up to four fellowships of \$3,500 each year.

Qualifications and Eligibility

Scholars will be defined as those who hold a minimum of a Masters degree in one of the humanities disciplines as designated by the NEH, though in rare cases people without the minimum qualifications will be considered if they have a superior research and professional publication record. Applicants need not be affiliated with an institution of higher education. People who have received a Research Fellowship in the past two years and graduate students are ineligible.

Scholars in all disciplines of the humanities are eligible for Research Fellowships. Given IHC's commitment to public humanities, the Council encourages projects of special interest to general audiences. Projects do not have to be about Idaho.

Research Fellows are expected to make at least two public presentations **during the period of the fellowship** or submit proof of future public presentations (conference acceptance letter, copy of conference schedule, etc.) to occur after the fellowship grant period. Public presentations can include lectures before academic audiences, although IHC prefers that results be shared with the public in a meaningful forum.

Criteria of Selection

The following criteria are evaluated equally:

- Significance and contribution of the project to the discipline and to the humanities in general. How does the research add to the field, what is the relevance and how does it fit into the scholarly conversation, what is the research methodology to be employed?
- Quality of the scholar's past work.
- Proposal's concept, definition and organization.
- The application will be reviewed by both academic and nonacademic board members so should be **as jargon-free as possible**.
- Strength of 2 reference letters (at least one from someone not affiliated with the scholar's institution).
- Plans for public presentations.
- Description of eventual outcome of the project. Is a scholarly article, a book or chapter in a book planned? Will there be a film? Is a new course to be developed? Will the research be presented in a speaker's bureau?

Two letters of recommendation must be included. The letters should be addressed to the Idaho Humanities Council (but mailed, emailed or faxed directly to the applicant) and uploaded as supporting documents in the application. Please provide your application narrative and the following paragraph when requesting a letter of reference:

The Idaho Humanities Council requires two letters of reference for all applicants requesting Research Fellowship grants. These grants are highly competitive and are evaluated based on the strength of the application in informing the IHC board, among others, of the significance and contribution of the project to the discipline and to the humanities in general. How does the proposed research add to the field, what is the relevance, and how does it fit into the scholarly conversation? What is the research methodology to be employed, and is it appropriate? Please provide your evaluation of these criteria in your reference letter, and also provide your opinion as to whether the research and methodology is sound, applicable and appropriate to the discipline, and whether the applicant is qualified to conduct the research?

Matching Requirements

IHC requires that projects be matched with an equal amount of cash or in-kind services (i.e., time donated to the project). **The Council estimates that a scholar's in-kind professional fees can be estimated at a minimum of \$200 per day and a maximum of \$400 per day (\$50/hour), and estimates that the minimum amount of time spent on research will be 60 days. Thus, a scholar who spends 60 days on a project easily will have provided the in-kind match. If awarded a Research Fellowship, scholars will be asked to provide a time-log with the final report at the end of the grant period.**

You will be asked to provide the following information on the online application:

1. Project Title
2. Project Abstract
3. Amount Requested
4. Audience Type
5. Region of the State

GENERAL COVER SHEET INFORMATION

6. Anticipated Cost Share
7. DUNS Number (not applicable for individuals)
8. Beginning Date of Project
9. Ending Date of Project
10. Grant Applications Submitted to IHC in last five years

APPLICANT LEGISLATIVE DISTRICT INFORMATION

11. State Legislative District of Applicant
12. National Congressional District of Applicant

PROJECT INFORMATION

13. Project Background and Significance – Describe the significance and contribution of the project to the discipline and to the humanities in general. How does the research add to the field, what is the relevance and how does it fit into the scholarly conversation? Remember that the application will be reviewed by both academic and nonacademic board members so **should be as jargon-free as possible**.
14. Scholar Background – Provide information about your background and interest.
15. Research Work Plan – Explain your research work plan. What is the research methodology to be employed?
16. Public Presentations – Provide details about your plan for two public presentations.
17. Outcome – Describe the eventual outcome of the project. Is a scholarly article, a book or chapter in a book planned? Will there be a film? Is a new course to be developed? Will the research be presented in a speaker's bureau?

BUDGET

18. Budget Detail – (showing in-kind match – see matching requirements above) – Please provide an explanation of how you intend to use the award, and how much match you anticipate reporting in your final report.

LETTERS OF RECOMMENDATION

19. Letters of Recommendation Upload – Upload two letters of recommendation. (See above for information for more detail.)

SUPPORTING DOCUMENTS

20. Vita Upload – Upload your vita here.
21. Optional Supporting Documents – Use the upload buttons to attach any optional supporting document(s).

a.

APPLICATION INSTRUCTIONS

Please refer to the Humanities Description, Criteria for Review, and Eligibility Information listed in these guidelines.

Contact staff to discuss proposal before beginning a draft. Submit the draft for staff review one month prior to the grant deadline.

**Submit your draft and final application online –
www.idahohumanities.org**

You may choose to include optional additional information as supporting document file uploads – including letters of support, brochures, other supporting materials, and any other information pertinent to the application.



BUDGET SUMMARY FORM

Grant Type _____ Major _____ Mini _____ Teacher Incentive _____ Planning _____

Grant Title _____

Requested Grant Amount \$ _____ (round to nearest dollar)

Anticipated Cost Share \$ _____ (must be at least equal to IHC Request)

For each line item, enter whole-dollar amounts, rounding any fractions to the nearest dollar.

BUDGET CATEGORIES	IHC GRANT FUNDS	COST-SHARE	TOTAL
1. Salaries & Wages			
2. Fees & Honoraria			
3. Travel & Per Diem			
4. Supplies & Postage			
5. Promotion			
6. Facilities & Equipment			
7. Printing & Copying			
8. Other			
9. Subtotal of Project Costs			
10. Indirect Costs***			
TOTAL PROJECT COSTS			

IHC may trim requests and/or attach conditions to any grant it awards, and may choose not to fund indirect costs.

List all other possible sources and amounts of cash income for the project.

CONFIRMED

Source Amount

POTENTIAL

Source Amount

See Budget Narrative Details for More Information

*****Indirect Costs:** Some organizations might wish to claim indirect costs. Indirect costs are those costs incurred by organizations that are not easily identified as specific to a project. Typical examples are allowances on buildings and equipment, the costs of operating and maintaining facilities, and general (non-project) administration expenses. Indirect costs may be included as cost-share.

Organizations without federally negotiated indirect cost rates are not eligible for support of indirect costs. If an organization has a federally negotiated indirect cost formula, it may request no more than 10% of that amount from IHC. The remaining 90% is to be included in the budget as cost-share. Applicants who wish to claim indirect costs should include in the budget narrative some verification of their formula by an appropriate federal agency. (See budget instructions for more information.)

NOTE: Grantees are required to submit a final report, summarizing all expenditures for the project (both IHC and cost-share). Reporting forms and instructions are available online. Grantees are required to keep all supporting documentation for both IHC and cost-share expenditures – bills, sales receipts, cost-share documentation – for at least three years after the date the final report is submitted. In the event of an audit, these records must be made available upon request by IHC's or NEH's auditor.