

# **IHC GRANT APPLICATION QUESTIONS**

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# Mini and Major Grant Process

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*Idaho Humanities Council*

## *General Instructions and Basic Information*

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### **MUST READ:**

**Please read and follow the instructions on each question.**

- While the application form boxes allow a maximum of characters, IHC encourages applicants to limit the **entire narrative** section (questions 1-18) to **no more than eight printed pages**. You can print or save an application by clicking on Application Packet in the upper right corner. (The general information questions and supporting documents will add to this page count.)
- The online grant management system does not have font selections and will not retain any special fonts, bold or italics that you copy and paste from a Word document. All copy is changed to the default font. We suggest CAPITALIZING words, titles of books, and other selections that need special emphasis.
- We encourage you to write the application in a Word document and copy and paste into this online form. It is easier to proof for spelling, etc. in Word.

**IMPORTANT REMINDER: PROOF AND SAVE AS DRAFT** (Button at bottom of page) BEFORE EXITING THE SYSTEM.

It is strongly encouraged that you contact IHC staff via email asking for a **review of your draft** prior to submitting your application (the staff are able to access the draft applications in the system). However, we cannot guarantee a staff response to drafts requested less than two weeks prior to the application deadline.

- Edit draft to include any suggestions. **PROOF AND MAKE CORRECTIONS.**
- **HIT SUBMIT BY DEADLINE DATE.**

### **MM Project Title\***

**Please enter a title for your Project below.** Please enter in a **standard Title Case Format** (for example: This is the Title of My Project).

*Character Limit: 100*

### Mini or Major Project Description\*

Please provide a **brief description** of your proposed project. This is similar to the short description you might use for a flyer or press release (one or two sentences).

- You will be able to provide a more detailed summary and additional information below.
- This abstract should be **limited to less than 200 words**.

*Character Limit: 750*

### MM Amount Requested\*

**Amount Requested rounded to nearest dollar**

(For example - \$1,549)

*Character Limit: 20*

### MM Anticipated Cost Share\*

**Please enter anticipated cost share for this project.**

- Must be at least equal to the IHC funds requested.
- **Round to the nearest dollar** (for example - \$2,495)

*Character Limit: 20*

### Audience Type\*

**Choose the target audience for this project from the drop-down list**

#### Choices

- Adult Out-of-School
- Teachers
- K-12 Students
- All of the Above

### Region of State

Choose the region of the state where the project activities will occur. (Office Use Only)

#### Choices

- Northern Idaho
- Southwestern Idaho
- Southeastern Idaho
- Statewide
- Out of State

### MM Grant Number

Grant Number (Office Use Only)

*Character Limit: 100*

## Project Information

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The following sections (questions 1-18) are the narrative portion of the application. Please try to limit this section to eight printed pages. Your total application will exceed eight pages, including the general information sections and uploaded documents.

### NOTE:

**If you include quoted material, please be sure to cite your sources.**

### 1. Project Abstract\*

Provide a **brief abstract** of the project.

- Please provide a **short** abstract of the project. You may include a little more detail here than in the earlier short description, but should still be brief.
- Please do not go into too much detail in answering this question. The questions below will allow you to provide additional detail about the format, timeline, event dates, specific humanities scholars, and other information about your project activities, so including specific detail here will make your answers below redundant.

*Character Limit: 1000*

### 2. Event Type\*

Please check the type of event you plan for this project. **Check all that apply.**

#### Choices

Media (Film, Television, Radio)

Digital (Web and Social Media)

Publications

Exhibits

Discussion Programs (Book, Film, Lecture)

Conferences and Symposia

Festivals (Book, Film, Theater, Fairs, Other Celebrations)

Performances and Presentations (Including Living History)

Projects for K-12 Teachers (Institutes, Workshops, Curricular Projects)

Projects for Students (Authors/Scholars in Schools, Field Trips, History Day, Oral History)

Preservation and Access Projects

Local History Projects (Cultural Heritage, Walking Tours, Local Oral History Projects)

### 3. Humanities Content\*

**Explain the 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 in guidelines).
- **Do not include detail about humanities scholars here.** You will be asked to list scholars, disciplines, and more detailed information below.

**NOTE:**

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.

*Character Limit: 2000*

**4. Project Activities\***

**Describe the project activities.**

- How was the project conceived? What are the goals for the project?
- Also, explain why there is a need for this kind of project, and how it will meet the need.

*Character Limit: 2000*

**5. Proposed Date for Project Event\***

**Enter the proposed date that your public program will occur.**

If there is more than one date, enter the beginning date here, and include additional dates in the next question.

**NOTE:** The IHC Board reviews grant applications in February and October. If the dates of your public events are planned for early March, we advise you to apply in September, and if public events are planned for early November, we advise you to apply in January.

*Character Limit: 10*

**6. Timeline\***

**Provide additional information about your project's timeline.**

You may include general information about the timeline for your project activities. If the project's public event(s) will occur over multiple dates, please provide all dates here (even if they are tentative).

*Character Limit: 2000*

**7. 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.

*Character Limit: 1500*

**8. 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.

*Character Limit: 1500*

## 9. Additional Comments

You may use this space to continue answers from above - please identify the question and add any additional comments here.

*Character Limit: 2000*

## *Scholars and Resource Personnel*

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### 10. Number of Humanities Scholars Involved\*

How many humanities scholars are involved in planning, conducting, or presenting for this project?

*Character Limit: 100*

### 11. 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.
- Indicate whether you have contacted the scholars and whether they are committed. Do they understand their role?

*Character Limit: 3000*

### 12. Resource Persons\*

**List resource persons in the project (non-humanities scholar personnel).**

- Include their areas of expertise, and, where applicable, their institutional affiliation.

*Character Limit: 2000*

### 13. Additional Comments

You may use this space to continue answers from above - please identify the question and add any additional comments here.

*Character Limit: 2000*

## *Publicity and Evaluation*

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### **14. Intended Audience Description\***

**Describe your intended audience.**

- Is the project intended for the general public or is it specifically designed to reach an under-served or targeted Idaho population?
- How will you market it to this intended audience?

*Character Limit: 3000*

### **15. Number of Expected Audience\***

How many people do you expect to attend your event(s)?

*Character Limit: 100*

### **16. Publicity Plan\***

**Describe your publicity plan.**

- Be specific, listing details for news releases, plans for posters and/or flyers, information about specific mailings to targeted groups, etc. (See sample publicity plan on IHC website.)
- Indicate how you will credit IHC in your publicity and at your public event.

*Character Limit: 2000*

### **17. Evaluation\***

**Explain how you plan to 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.

#### **NOTE:**

In addition to your own evaluation plan, Major grants (over \$2,000) will be assigned an independent evaluator by IHC.

- Please make sure you reserve a seat and provide a ticket (if necessary) for the IHC evaluator. IHC will pay the evaluator's honorarium and reimburse them for any travel-related expenses.

*Character Limit: 3000*

### **18. Additional Comments**

You may use this space to continue answers from above - please identify the question and add any additional comments here.

*Character Limit: 2000*

## Budget

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### Budget Summary Form\*

Please right click and save the [Budget Summary template](#) to your hard drive, complete the form, save it, and then upload the completed form below.

The file must be in one of the allowable format types - either Excel, Word, pdf, or jpg.

*File Size Limit: 2 MB*

### Budget Narrative\*

Please upload a narrative explanation of your budget items. **THERE IS NO PROVIDED NARRATIVE FORM.**

- You should prepare a narrative in Word or Excel (or create a pdf if using another program), and then upload the document here.
- The narrative should be numbered according to the Budget Categories on the Budget Form, describing the detailed breakdown of all items, and demonstrating clearly how each item is calculated.
- For more detailed instructions about each category, see Budget Narrative Details in the guidelines.
- The file must be in one of the allowable format types - either Word, Excel, pdf, or jpg.

*File Size Limit: 1 MB*

## Sponsoring Organization Information

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### Sponsoring Organization Description\*

Provide a short description of the sponsoring organization.

- Is the organization incorporated as a non-profit organization? If not, explain its structure.

#### NOTE:

When setting up your online system account, you entered an organization affiliation. **If the sponsoring organization of this project is different than that affiliation**, or the address is a P.O. Box rather than a street address, please email [cindy@idahohumanities.org](mailto:cindy@idahohumanities.org) or [debra@idahohumanities.org](mailto:debra@idahohumanities.org) with the appropriate information. (This system will allow a project director to edit personal information, but only administrators may edit organization information.)

*Character Limit: 1500*

### DUNS Number\*

Enter your DUNS Number here.

- 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. If your organization does not have a DUNS number, the following web page explains how to obtain one: [www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf)
- You can also acquire a DUNS number by visiting: [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

*Character Limit: 250*

### **State Legislative District of Sponsor\***

**Choose from the drop-down options below to select the State Legislative District of the Sponsoring Organization.**

- Please reference the [Idaho State Legislative website](http://idaho.gov) to find your State Legislative District.
- We send letters to these representatives to let them know when the sponsoring organization (not the project director) is awarded a grant. Please take care to select the correct district or the wrong individual will get the notification letter.

#### **Choices**

State Legislative District 1  
 State Legislative District 2  
 State Legislative District 3  
 State Legislative District 4  
 State Legislative District 5  
 State Legislative District 6  
 State Legislative District 7  
 State Legislative District 8  
 State Legislative District 9  
 State Legislative District 10  
 State Legislative District 11  
 State Legislative District 12  
 State Legislative District 13  
 State Legislative District 14  
 State Legislative District 15  
 State Legislative District 16  
 State Legislative District 17  
 State Legislative District 18  
 State Legislative District 19  
 State Legislative District 20  
 State Legislative District 21  
 State Legislative District 22  
 State Legislative District 23  
 State Legislative District 24  
 State Legislative District 25  
 State Legislative District 26  
 State Legislative District 27  
 State Legislative District 28  
 State Legislative District 29  
 State Legislative District 30

State Legislative District 31  
 State Legislative District 32  
 State Legislative District 33  
 State Legislative District 34  
 State Legislative District 35

### National Congressional District of Sponsor\*

**Choose from the drop-down options below to select the Congressional District of the Sponsoring Organization.**

- Please reference the [United States House of Representatives website](#) to find your Congressional Representative and their District.
- We send letters to these national representatives to let them know when the sponsoring organization (not the project director) is awarded a grant. Please take care to select the correct district or the wrong individual will get the notification letter.

### Choices

Congressional District 1  
 Congressional District 2

## General Information

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### Beginning Date of Project\*

**Enter the beginning date of your project.**

- If you submit your application on January 15, your beginning date will be March 1.
- If you submit your application on September 15, your beginning date will be November 1.

*Character Limit: 10*

### Ending date of project\*

**Enter the ending date of the project - the last day of the month.**

- The date should be the last day of the month following completion of all anticipated project activities.
- No activities may take place and no funds may be obligated after this date.
- You will have 90 days following this ending date to pay outstanding bills and submit final narrative and financial reports.

*Character Limit: 10*

### Fiscal Agent\*

**Please provide the name of the person assigned as fiscal agent for this project.**

- **All grants must have a fiscal agent. The project director may not be the fiscal agent.**
- When you set up your account, if there was an authorizing official for the organization, this person may be the same as the project director or the fiscal agent.

*Character Limit: 250*

### **Fiscal Agent Address\***

**Please provide the complete mailing address for the fiscal agent.**

*Character Limit: 1000*

### **Fiscal Agent Phone Numbers\***

**Please provide the office and/or other contact phone number for the fiscal agent.**

*Character Limit: 250*

### **Fiscal Agent Email Address\***

**Please provide the email address for the fiscal agent.**

*Character Limit: 250*

### **Grant Applications Submitted to IHC in last five years\***

Please list **titles**, **year submitted**, and the **amount requested and awarded** of all applications (both those awarded and those denied) submitted to IHC in the last five years.

*Character Limit: 1500*

## *Supporting Documents*

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**You may upload optional supporting documents using the upload buttons below.**

- If you have more than four documents, you may combine them into no more than four, and then upload using the four buttons available.
- The file must be in one of the allowable format types - either Word, Excel, pdf, or jpg.

### **Supporting Document 1**

*File Size Limit: 8 MB*

### **Supporting Document 2**

*File Size Limit: 6 MB*

### **Supporting Document 3**

*File Size Limit: 4 MB*

## **Supporting Document 4**

*File Size Limit: 4 MB*

# Teacher Incentive Grant Process

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*Idaho Humanities Council*

## *General Instructions and Basic Information*

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### **MUST READ:**

**Please read and follow the instructions on each question.**

- While the application form boxes allow a maximum of characters, IHC encourages applicants to limit the entire **narrative** section to **no more than three printed pages**. You can confirm the printed length of the application by clicking on Application Packet in the upper right corner. (The general information questions and supporting documents will add to this page count.)
- The online grant management system does not have font selections and will not retain any special fonts, bold or italics that you copy and paste from a Word document. All copy is changed to the default font. We suggest CAPITALIZING words, titles of books, and other selections that need special emphasis.
- We encourage you to write the application in a Word document and copy and paste into this online form. It is easier to proof for spelling, etc. in Word.

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It is strongly encouraged that you contact IHC staff via email asking for a **review of your draft** prior to submitting your application (the staff are able to access the draft applications in the system). However, we cannot guarantee a staff response to drafts requested less than two weeks prior to the application deadline.

- Edit draft to include any suggestions. **PROOF AND MAKE CORRECTIONS.**
- **HIT SUBMIT BY DEADLINE DATE.**

### **TIG Project Name\***

**Please enter a title for your Project below.** Please enter in a **standard Title Case Format** (for example: This is the Title of My Project.)

*Character Limit: 100*

### **Teacher Incentive Grant Project Description\***

**Please provide a brief description of your proposed project.**

This is similar to the **short** description you might use for a flyer or press release (one or two sentences).

- You will be able to provide more details and additional information in the narrative questions below.
- This abstract should be **limited to less than 200 words**.

*Character Limit: 750*

### **TIG Amount Requested\***

**Amount Requested rounded to nearest dollar**

(For example - \$956)

*Character Limit: 20*

### **TIG Anticipated Cost Share\***

**Please enter anticipated cost share for this project.**

- Must be at least equal to the IHC funds requested.
- **Round to the nearest dollar** (For example - \$1,045).

*Character Limit: 20*

### **Audience Type\***

**Choose the target audience for this project from the drop-down list**

#### **Choices**

Teachers

K-12 Students

Adult Out-of-School Public

All of the Above

### **Region of State**

Choose the region of the state where the project activities will occur. (Office Use Only)

#### **Choices**

Northern Idaho

Southwestern Idaho

Southeastern Idaho

Statewide

Out of State

### **TIG Grant Number**

TIG Grant Number (Office Use Only)

*Character Limit: 100*

## *Project Information*

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**The following sections (questions 1-7) are the application narrative.**

Please limit this narrative section to three printed pages.

**NOTE:** If you include quoted material, please be sure to cite your sources.

### **1. Short Abstract\***

**Provide a short abstract of the course/program.**

- You may include a little more detail here than in the earlier project description, but should still be brief.
- Please **do not** go into too much detail in answering this question. The questions below will allow you to provide additional detail about the course and program activities, so including specific details here will make your answers below redundant.

*Character Limit: 1000*

### **2. Describe the Course\***

**Describe the course you plan to improve or the course/student program you want to develop.**

- Describe why it needs improvement.
- Describe any steps you have already taken to improve or to design the course.

*Character Limit: 3000*

### **3. Proposed Date for Program Activities\***

**Enter the proposed date that your program will occur, if applicable.**

If the program is ongoing or there is more than one date, enter the beginning date here, and include additional dates in the next question.

**NOTE:** The IHC Board reviews grant applications in February and October. If the dates of your program are planned for early March, we advise you to apply in September, and if programs are planned for early November, we advise you to apply in January.

*Character Limit: 10*

### **4. Describe the Activities\***

**Describe activities you plan to improve or design the course.**

Be as specific as possible and include:

- Names, qualifications and roles of people working on the project.

- The nature and purpose of materials to be developed or acquired.

*Character Limit: 2500*

## 5. Event Type\*

Please check the type of event you plan for this project. **Check all that apply.**

### Choices

Performances and Presentations (including Living History)

Projects for K-12 Teachers (institutes, workshops, curricular projects)

Projects for K-12 Students (scholars in schools, field trips, history day, oral history, other)

## 6. Sharing Results\*

**Describe how you will share the results of your project.**

- Describe the nature of your presentation.
- Describe the group(s) you wish to reach - fellow teachers and/or parent groups, or others.

*Character Limit: 2000*

## 7. Additional Comments

You may use this space to continue answers from above - please identify the question and add any additional comments here.

*Character Limit: 2000*

## General Information

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### DUNS Number\*

**Enter your DUNS Number here.**

- This requirement **does not apply to individuals**. Most teachers are applying as individuals; **if applying as an individual and not working with any institutional organization, enter NA.**
- 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. If your organization does not have a DUNS number, the following web page explains how to obtain one: [www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf)
- You can also acquire a DUNS number by visiting: [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

*Character Limit: 250*

### Beginning Date of Project\*

**Enter the beginning date of your project.**



- If you submit your application on January 15, your beginning date will be March 1.
- If you submit your application on September 15, your beginning date will be November 1.

*Character Limit: 10*

### Ending date of project\*

Enter the ending date of the project - the last day of the month.

- The ending date should be the last day of the month following completion of all anticipated project activities.
- No activities may take place and no funds may be obligated after this date.
- You will have 90 days following this ending date to pay outstanding bills and submit final narrative and financial reports.

*Character Limit: 10*

### Grant Applications Submitted to IHC in last five years\*

Please list **titles, year submitted, and the amount requested and awarded** of all applications (both those awarded and those denied) submitted to IHC in the last five years.

*Character Limit: 2000*

## Applicant Legislative District Information

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### State Legislative District of TIG Applicant\*

Choose from the drop-down options below to select the State Legislative District of the Applicant.

- Please reference the [Idaho State Legislative website](#) to find your State Legislative District.
- We send letters to these representatives to let them know when a teacher or organization is awarded a grant. Please take care to select the correct district or the wrong individual will get the notification letter.

### Choices

State Legislative District 1  
 State Legislative District 2  
 State Legislative District 3  
 State Legislative District 4  
 State Legislative District 5  
 State Legislative District 6  
 State Legislative District 7  
 State Legislative District 8  
 State Legislative District 9

- State Legislative District 10
- State Legislative District 11
- State Legislative District 12
- State Legislative District 13
- State Legislative District 14
- State Legislative District 15
- State Legislative District 16
- State Legislative District 17
- State Legislative District 18
- State Legislative District 19
- State Legislative District 20
- State Legislative District 21
- State Legislative District 22
- State Legislative District 23
- State Legislative District 24
- State Legislative District 25
- State Legislative District 26
- State Legislative District 27
- State Legislative District 28
- State Legislative District 29
- State Legislative District 30
- State Legislative District 31
- State Legislative District 32
- State Legislative District 33
- State Legislative District 34
- State Legislative District 35

### **National Congressional District of TIG Applicant\***

**Choose from the drop-down options below to select the Congressional District of the Applicant.**

- Please reference the [United States House of Representatives website](#) to find your Congressional Representative and their District.
- We send letters to these national representatives to let them know when a teacher or organization is awarded a grant. Please take care to select the correct district or the wrong individual will get the notification letter.

#### **Choices**

- Congressional District 1
- Congressional District 2

## *Budget*

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### **Budget Summary Form\***

**Please right click and save the [Budget Summary template](#) to your hard drive, complete the form, save it, and then upload the completed form below.**

- The **file must be in one of the allowable format types** - either Excel, Word, pdf, or jpg.

*File Size Limit: 2 MB*

### **Budget Narrative\***

**Please upload a narrative explanation of your budget items. THERE IS NO PROVIDED NARRATIVE FORM.**

- You should prepare a narrative in Word or Excel (or create a pdf if using another program), and then upload the document here.
- The narrative should be numbered according to the Budget Categories on the Budget Form, describing the detailed breakdown of all items, and demonstrating clearly how each item is calculated.
- For more detailed instructions about each category, see Budget Narrative Details in the guidelines.
- The **file must be in one of the allowable format types** - either Word, Excel, pdf, or jpg.

*File Size Limit: 2 MB*

## *Supporting Documents*

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**You may upload optional supporting documents using the upload buttons below.**

- If you have more than three documents, you may combine them into no more than three, and then upload using the three buttons available.
- The **file must be in one of the allowable format types** - either Word, Excel, pdf, or jpg.

### **Supporting Document 1**

*File Size Limit: 8 MB*

### **Supporting Document 2**

*File Size Limit: 8 MB*

### **Supporting Document 3**

*File Size Limit: 3 MB*

# Research Fellowship Grant Process

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*Idaho Humanities Council*

## *General Instructions and Basic Information*

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### **MUST READ:**

**Please read and follow the instructions on each question.**

### **STEP ONE:**

**Two letters of recommendation are required** for your application to be complete.

### **NOTE:**

- **These letters are uploaded to the application by the letter writer**, not by you as the applicant. Please do not send them to IHC staff via emails or upload them in supporting documents. (If you have a third letter of support, you may upload it as a supporting document, but it will not replace the required two letters to be submitted by the letter writers.)
- Additional information and instructions are below in the letter of recommendation section. Please review these instructions as soon as possible. **Be sure to request the letters in plenty of time, so they are able to prepare and upload them by September 15.**

### **STEP TWO:**

It is strongly encouraged that you contact IHC staff via email asking for a **review of your draft** prior to submitting your application (the staff are able to access the draft applications in the system.) However, we cannot guarantee a staff response to drafts requested less than two weeks prior to the application deadline.

- Edit draft to include any suggestions. **PROOF AND MAKE CORRECTIONS.**
- **HIT SUBMIT BY SEPTEMBER 15.**
- While the application form boxes allow a maximum of characters, IHC encourages applicants to limit the **entire narrative** section (questions 1-7) to **no more than five printed pages**. You can print or save an application by clicking on Application Packet in the upper right corner. (The general information questions and supporting documents will add to this page count.)
- The online grant management system does not have font selections and will not retain any special fonts, bold or italics that you copy and paste from a Word document. We suggest CAPITALIZING words, titles of books, and other selections that need special emphasis.

- We encourage you to write the application in a Word document and copy and paste into this online form. It is easier to proof for spelling, etc. in Word.

**IMPORTANT REMINDER: PROOF AND SAVE AS DRAFT** (Button at bottom of page) BEFORE EXITING THE SYSTEM.

### RF Project Title\*

**Please enter a title for your Project below.**

Please enter in a **standard Title Case Format** (for example, This is the Title of My Project).

*Character Limit: 100*

### Research Fellowship Project Brief Description\*

**Please provide a brief description of your proposed project topic.**

This is similar to the **short** description you might use for a flyer or press release (one or two sentences).

- You will be able to provide more details and additional information below.
- This description should be **limited to less than 200 words**.

*Character Limit: 750*

### RF Amount Requested\*

Amount Requested

*Character Limit: 20*

### RF Anticipated Cost Share\*

**Enter the amount of the anticipated cost share for this project.**

Cost Share must be at least equal to the requested award amount.

(A more detailed explanation of cost share may be found in the Research Fellowship guidelines and in the Budget section of this application.)

*Character Limit: 20*

### Audience Type

Choose the target audience for this project from the drop-down list

*Character Limit: 100*

#### Choices

Adult Out-of-School

Teachers

K-12 Students

Academic

All of the Above

### Region of State

Choose the region of the state where the project activities will occur

## Choices

Northern Idaho  
Southwestern Idaho  
Southeastern Idaho

## RF Grant Number

Grant Number

*Character Limit: 100*

## Project Information

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The **Project Information Section** (the next seven question/answer boxes) constitutes the project narrative. While the boxes allow a maximum of characters as allowed by the online grant system, IHC encourages applicants to **limit this entire narrative section to no more than five printed pages**.

### NOTE:

**If you include quoted material, please be sure to cite your sources.**

### 1. Project Abstract\*

Describe the background and contribution of the project to the discipline and to the humanities in general.

*Character Limit: 2000*

### 2. Project Significance\*

Describe how the research adds to the field, what is the relevance, and how it fits into the scholarly conversation.

*Character Limit: 3000*

### 3. Research Work Plan\*

**Explain your research work plan**, including the research methodology to be employed.

*Character Limit: 3000*

### 4. Public Presentations\*

**Provide details about your plan for two public presentations.**

- 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.

*Character Limit: 2000*

## 5. Outcome\*

**Describe the eventual outcome of the project.**

Types of outcomes may include, but are not limited to:

- Plans for a scholarly article, a book or chapter in a book.
- Plans to produce a film.
- Plans to develop a new course.
- Plans to present the research in a speaker's bureau.

*Character Limit: 2000*

## 6. Scholar Background\*

**Provide information about your background and interest.**

You will upload your vita below, so use this section to offer a narrative description of your particular background and interests, especially as related to this project.

*Character Limit: 2000*

## 7. Additional Comments

You may use this space to continue answers from above - please identify the question and add any additional comments here.

*Character Limit: 3500*

## Budget

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### Budget Detail\*

**Please provide an explanation of how you intend to use the award, and how much match you anticipate reporting in your final report.**

- There is no provided budget form. Simply describe in a paragraph or two how you will use the award.
- If you are using the award for a **course buyout, be sure to contact your grant office** about any internal requirements.
- If awarded a Research Fellowship, the check will be made payable to you. However, if it should be made payable to your organization, please specify that condition in this budget section.
- **IHC requires that projects be matched with an equal amount of cash or in-kind services** (i.e., time donated to the project). IHC estimates that a scholar's in-kind professional fees can be figured at a maximum of \$65/hour, and that a researcher may spend at least 60 days on a project. Thus, a scholar easily will have provided more than the required match. If awarded a fellowship, scholars will be asked to provide a time-log documenting their in-kind match.

*Character Limit: 2000*

## General Information

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### DUNS Number

Enter your DUNS Number here.

- This requirement **does not apply to individuals**. Most research fellows are applying as individuals; **if applying as an individual and not working with any institutional organization, enter NA**.
- 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. If your organization does not have a DUNS number, the following web page explains how to obtain one: [www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf)
- You can also acquire a DUNS number by visiting: [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

*Character Limit: 100*

### Beginning Date of Project

The beginning date of your project is November 1.

*Character Limit: 10*

### Ending Date of Project\*

Enter the ending date of the project.

- The date will be the last day of the month in which all research and anticipated project presentations ends.
- No activities may take place and no funds obligated after this date.
- You will have 90 days following this ending date to pay outstanding bills and submit final narrative and financial reports.

*Character Limit: 10*

### Grant Applications Submitted to IHC in Last Five Years

List titles, amount, and year of all applications (**awarded and rejected**) submitted to IHC in the last five years.

- This may include research fellowship applications and/or other types of grant applications.
- Those who have received a Research Fellowship in the last five years are ineligible to apply for another fellowship.

*Character Limit: 3000*



## *Applicant Legislative District Information*

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### **State Legislative District of RF Applicant\***

**Choose from the drop-down options below to select the State Legislative District of the Applicant.**

- Please reference the [Idaho State Legislative website](#) to find your State Legislative District.
- We send letters to these representatives to let them know when an individual or organization is awarded a grant. Please take care to put the right district or the wrong individual will get the notification letter.

### **Choices**

State Legislative District 1  
State Legislative District 2  
State Legislative District 3  
State Legislative District 4  
State Legislative District 5  
State Legislative District 6  
State Legislative District 7  
State Legislative District 8  
State Legislative District 9  
State Legislative District 10  
State Legislative District 11  
State Legislative District 12  
State Legislative District 13  
State Legislative District 14  
State Legislative District 15  
State Legislative District 16  
State Legislative District 17  
State Legislative District 18  
State Legislative District 19  
State Legislative District 20  
State Legislative District 21  
State Legislative District 22  
State Legislative District 23  
State Legislative District 24  
State Legislative District 25  
State Legislative District 26  
State Legislative District 27  
State Legislative District 28  
State Legislative District 29  
State Legislative District 30  
State Legislative District 31  
State Legislative District 32  
State Legislative District 33  
State Legislative District 34  
State Legislative District 35

Out of State

### National Congressional District of RF Applicant\*

Choose from the drop-down options below to select the Congressional District of the Applicant.

- Please reference the [United States House of Representatives website](#) to find your Congressional Representative and their District.
- We send letters to these national representatives to let them know when an individual or organization is awarded a grant. Please take care to put the right district or the wrong individual will get the notification letter.

#### Choices

Congressional District 1

Congressional District 2

Out of State

## LETTERS OF RECOMMENDATION

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Two letters of recommendation are required.

- This section requires you to enter the email addresses of those you wish to send letters.
- You should compose an email alerting them to this request. Your email will be sent automatically - **please let them know that they will receive a second email from the IHC Administrator with a link for them to upload their letter.** The link provides instructions for them and alerts them to the September 15 due date.
- **Be sure to send this email in plenty of time for them to be able to send the letters by September 15.** Your application is not complete without these letters.
- After you submit your application, you may view it, but not make any changes. However, you are able to view the date when these letters were submitted to IHC.

## Supporting Documents

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### Vita Upload

Upload your Vita here.

The file must be in one of the allowable format types - either Word, Excel, pdf, or jpg.

*File Size Limit: 10 MB*

You may upload optional supporting documents using the upload buttons below.

- If you have more than three documents, you may combine them into no more than three, and then upload using the three buttons available.
- The files must be in one of the allowable format types - either Word, Excel, pdf, or jpg.

## Supporting Document 1

*File Size Limit: 2 MB*

## Supporting Document 2

*File Size Limit: 3 MB*

## Supporting Document 3

*File Size Limit: 2 MB*

## *Letter of Recommendation Request 1*

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### **Third Party Email\***

**Please enter the email address of one person you wish to submit a letter of recommendation for this grant application.**

- You should compose an email alerting them to this request; **their letter must be submitted by Sept.15.**
- In your email request, you may want to provide a copy of your abstract to let them know your plan for your research.
- They will also receive an email from the IHC Administrator **with these instructions:** please note 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?

### **Letter of Recommendation\***

The Idaho Humanities Council requires two letters of reference for all applicants requesting Research Fellowship grants. **The letter is due by Sept. 15.**

- 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?

File Size Limit: 4 MB

## *Letter of Recommendation Request 2*

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### **Third Party Email\***

**Please enter the email address of the second person you wish to submit a letter of recommendation for this grant application.**

- Again, you should compose an email alerting them to this request; **their letter must be submitted by Sept.15.**
- In your email request, you may want to provide a copy of your abstract to let them know your plan for your research.
- They will also receive an email from the IHC Administrator with the same instructions detailed in the first Letter of Recommendation Request above.

### **Letter of Recommendation\***

The Idaho Humanities Council requires two letters of reference for all applicants requesting Research Fellowship grants. **The letter is due by Sept. 15.**

- 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?

File Size Limit: 4 MB