

How to Apply for a Speaker

General Info

1. Before applying, you must contact the speaker **FIRST** to arrange the date and time. Do this at least **6 WEEKS** before your event date. All speaker contact information is listed on our website at www.idahohumanities.org/programs/speakers-bureau/.
2. Organizations are only allowed 4 speakers a year.
3. All IHC speakers bureau events are **FREE** and **OPEN TO THE PUBLIC**.
4. You can charge a minimal fee for your event, but it can be no more than \$7.00, and it must be approved by the Speakers Bureau Coordinator ahead of time. However, you **CANNOT EXCLUDE** the general public from attending for not paying the fee.
5. The sponsoring organization is responsible for the program publicity, as well as acknowledging IHC support verbally and in all printed materials. Please publicize the program sufficiently to assure the **minimum audience count of 20 people** is reached, so that it is cost effective for IHC and worthwhile for the speaker.
6. To download IHC's logo, please click on this link:
<https://www.idahohumanities.org/grants/ihc-logos/>.
7. IHC pays our speakers a small honorarium based on mileage driven. We also reimburse our speakers for their traveling costs, which include lodging, meals, rental cars, etc.

Foundant System

1. Logging in
 - a. To log in to IHC's online application system, go to this link:
<https://www.grantinterface.com/Home/Logon?urlkey=idahohumanities>, or click on the "Apply Online" button on the bottom of the speakers bureau application web page at this link:
<https://www.idahohumanities.org/programs/speakers-bureau/speaker-application/#apply>.
 - b. If you have **never applied** for a speaker or a grant from IHC, you need to create an account.
 - c. In the gray box to the right of the log in screen, in the first paragraph, click on the blue "click here" link to download instructions on how to create an account. Print this document, and follow the instructions carefully.
 - d. If you already have an account, **DO NOT** create a new one! If you are not sure if you have an account, please contact the Speakers Bureau Coordinator, Debra Schlechte by email debra@idahohumanities.org, or by phone (208) 345-5346, to verify if you have an account.
 - e. Enter your email address and your password to log in. If you don't remember your password, click on the blue "forgot your password" link to reset it.
 - f. Once you're logged in, you will be on your "Application" page. This page will list all your current and closed applications, including grants you've applied for, **and your follow-up forms.**

- g. If you need to edit your contact information, click on your name located at the upper right-hand corner of your screen, and then click "Edit My Profile".
2. How to Apply
- a. Click on the "Apply" link at the top of the page.
 - b. A list of available applications will appear. Scroll to the bottom of the page, and click on the "Speakers Bureau Presentation Application Process". It is the last one in the list. To open a new application, click on the blue "Apply" button on the right of the screen.
 - c. You must fill out **ALL** of the required questions (designated by an asterisk (*) by each question. If you submit the application, and you have missed a required question, you will get an error message that tells you which question you missed. You will need to go back to the missed question and answer it. Then you will be able to successfully hit the "Submit Application" button at the bottom of the page.
 - d. If you do not hit the "Submit Application" button, IHC will not receive your application, and it will stay a DRAFT! A draft application is only allowed to stay a draft **for 3 days**. After that, you will receive an automated email notification reminding you that you have an application listed as a draft, and you need to complete and submit it to IHC. You have **4 days from the date of notification** to complete your application before it will be marked as ABANDONED.
 - e. If you do not intend to submit your application immediately, you may continue to work on your application within the 3 day limit as often as you need to. However, you **MUST SAVE YOUR COPY BEFORE YOU EXIT** by clicking the "Save Application" button at the bottom of the page.
 - i. **Application Fee**
 1. Each **presentation** requires a \$100.00 application fee (i.e., if you request one speaker, but they are doing two presentations, you must pay a \$200.00 application fee, or two presentations on one day, and another presentation on a different day, you must pay \$300.00, etc.). This fee **DOES NOT** go to the speaker. It goes directly to the IHC to help offset some of the costs associated with the speakers bureau program.
 2. You can pay the application fee either by credit card or by check, but the approval will be faster if you pay by credit card. A link to the credit card page is located at the top of the application under the question "Speakers Bureau Application Instructions" and also at the bottom of the application under the question "How will you be paying the \$100.00 application fee?" This fee **MUST** be paid **BEFORE** your application is approved.
 3. The credit card payment page opens in a **SEPARATE** window on your internet browser. Once you have submitted your payment, please go back to the application and complete it. Otherwise, the application will remain an incomplete DRAFT (See 2.d. above).
 4. Please be aware that presentations can be **CANCELLED** due to lack of payment.

ii. Approval

1. You will receive an automated email from our online system when your application is approved. It will include a copy of the application for your records.
2. Your follow-up forms will be assigned at this time. A due date will be listed in your approval email so you know when your follow-up forms need to be submitted. Please make note of the due date, and submit your forms **BEFORE** that date.
3. Since most of the emails you receive regarding your presentation will be automated, please be sure you add the email address **administrator@grantinterface.com** to your email contacts or safe list. Otherwise, all email communications regarding your event will go into your junk folder, and you will miss important reminders.

iii. Project Director Evaluation and Cost Share Follow-Up Form

1. You will be **REQUIRED** to fill out and submit a follow-up form for each application entitled “Project Director Evaluation and Cost Share Form”. You must fill it out and submit it to the IHC Speakers Bureau Coordinator **AFTER** the presentation is complete.
2. Sponsors must keep accurate records of donated time and services (Cost Share), and include this information on the follow-up form.
3. You will receive an automated email reminder to submit the form the day after the presentation is complete. **Your follow-up form is due one week after your event has ended!** Please don’t forget! However, if you do forget, you will start receiving automated email reminders as soon as you pass the form due date. You will get them every day until the form has been filled out and submitted to the IHC Speakers Bureau Coordinator.
4. To access this form, you must log in to IHC’s online application system at this link:
<https://www.grantinterface.com/Home/Logon?urlkey=idahohumanities>.
5. After you are logged in, locate your follow-up form by looking for the name of your presentation on your application dashboard. In a dark gray box you will see the words “Form Name”, and underneath that you will see the words “Speakers Bureau Follow-Up Form” in ALL CAPS. Look to the far right of the screen, and click on the blue “Edit” link to complete your form.
6. Remember that all questions with an asterisk (*) beside them are **REQUIRED** so they **MUST** be answered before you can submit your form (See 2.c. above).

3. Publicity

- a. The sponsoring organization is responsible for the program publicity, as well as acknowledging IHC support verbally and in all printed materials.
- b. If sponsors need a digital copy of the IHC logo, it can be downloaded from the IHC website at this link: <https://www.idahohumanities.org/grants/ihc-logos/>.
- c. Please publicize the program sufficiently to assure the **minimum audience count of 20 people** is reached, so that it is cost effective for IHC and worthwhile for the speaker.
- d. If requested on your application, IHC can provide a pdf copy of a flier you can use to help publicize your event. However, **this is a courtesy**, and IHC is **NOT** required to provide it.
- e. The requested flier will be emailed to the sponsor 2 weeks **BEFORE** the event. If you need the flier sooner, please contact the Speakers Bureau Coordinator to make arrangements.
- f. The sponsor will be asked to check the flier for errors. Please look carefully! The Speakers Bureau Coordinator will only make corrections **ONCE**. After that, you will be emailed the flier template in MS Publisher so you can make any additional corrections yourself.
- g. When introducing your speaker, sponsors must acknowledge that this event is made possible by the generous support of the Idaho Humanities Council, the National Endowment for the Humanities, and any other funding organizations. For more information regarding the publicity statement, it can be downloaded from the IHC website at this link:
<https://www.idahohumanities.org/programs/speakers-bureau/speaker-application/#apply>.

4. What Happens Next

- a. One week **BEFORE** your event, contact the speaker and confirm all arrangements. Be sure to specify date, time, and location and clarify equipment needs and any other special requirements, such as meals or accommodations.
- b. **AFTER** your event. Complete and submit your follow-up forms! (See section 2.e.iii above)

If you have any questions regarding the Speakers Bureau, or how to apply, please contact the Speakers Bureau Coordinator, Debra Schlechte by email at debra@idahohumanities.org, or by phone at (208) 345-5346. Thank you! ☺