

Major Grant Process

Idaho Humanities Council

General Instructions and Basic Information

MUST READ:

Please read and follow the instructions on each question.

Read the entire application prior to beginning to complete. Each question asks for specific information. Make every effort to avoid redundancy in your answers.

- While questions allow a maximum of characters, IHC encourages applicants to limit the **entire narrative** section (questions 1-12) to **no more than eight printed pages**. (Other sections will add to this page count.) To review the length of the application, you can click on the Application Packet button at the top of the screen.

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

HINTS:

- The online grant management system 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 **strongly encourage** you to write the application on your own computer and then copy and paste into this online form. It is easier to proof, and less risk of internet loss.

PRIOR TO DECEMBER 15 or AUGUST 15:

After preparing a draft of the application, click SUBMIT **PRIOR TO DECEMBER 15 or AUGUST 15**. IHC staff will review the draft and make suggestions via email.

AFTER DECEMBER 15 or AUGUST 15:

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

(If the final submission deadline falls on a weekend or a holiday, it may be submitted by midnight on the following work day.)

NOTE: If a required question (one with *) has not been answered, you will get a "red box" notice when you try to submit the application. Scroll up and be sure to answer any question highlighted in red. The submission will not be complete until all required questions are answered.

Major Grant Project Title*

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

Major Grant Number

Grant Number (Office Use Only)

Character Limit: 100

Major Grant Amount Requested*

Amount Requested rounded to nearest dollar

(For example - \$1,549 - NOT \$1,549.95)

Character Limit: 20

Major Grant Anticipated Cost Share*

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 - NOT \$2,495.87)

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

Major Grant Period Beginning Date*

Enter the date the project period will begin. This is the date you begin project activities, not the date of any particular presentation.

Enter the first day of the month in which you will begin conducting this project and incurring expenses. **The grant period may not begin before the date the IHC board meets and votes to award funds.**

For applications submitted January 15, the beginning date is usually March 1.

For applications submitted September 15, the beginning date is usually November 1.

Character Limit: 10

Major Grant Period Ending Date*

Enter the ending date for your project.

Enter the **last day of the month** after the final activity took place.

You will have 90 days after this date to pay bills and submit the final report.

Character Limit: 10

SIGNATURES

SIGNATURES: Signatures approving this application submission are required. The project director, fiscal agent, and authorizing official must sign. Electronic signatures are acceptable. Typing the names signifies acceptance of this application and constitutes an electronic signature.

If you prefer hard-copy signatures, please see the upload link below.

NOTE: The authorizing official may be the same as the project director or the fiscal agent, but the project director and the fiscal agent must be separate individuals.

The authorizing official will sign as a person in the organization authorized to legally commit the organization to enter into a grant agreement. If this application is approved, the authorizing official's signature will legally bind the organization to expend the grant award as outlined in this application and to adhere to any conditions in the award letter and/or grant agreement.

Project Director Signature*

Type the project director's name in this box. This constitutes an electronic signature and acceptance of the submission of this application.

Character Limit: 100

Fiscal Agent Signature*

Type the fiscal agent's name in this box. This constitutes an electronic signature and acceptance of the submission of this application.

Character Limit: 100

Authorizing Official's Signature*

Type the authorizing official's name in this box. This constitutes an electronic signature and acceptance of the submission of this application.

The authorizing official may be the same as the project director or the fiscal agent, but the project director and the fiscal agent must be separate individuals.

The authorizing official will sign as a person in the organization authorized to legally commit the organization to enter into a grant agreement. If this application is approved, the authorizing official's signature will legally bind the organization to expend the grant award as outlined in this application and to adhere to any conditions in the award letter and/or grant agreement.

Character Limit: 100

Upload Authorizing Signatures

You may upload the authorizing signatures for this application by clicking this link for the form.

Sign where appropriate and upload using the button below.

Please use a pdf format for the upload.

File Size Limit: 2 MB

Project Information

The following section (questions 1-12) 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 basic information, budget, sponsoring organization information, and uploaded documents.

NOTE:

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

1. Major Project Overview*

Provide a description of the project.

- This will be an overview of the project, and should include a **summary** of activities and humanities content.
- Describe the project activities. How was the project conceived?
- Include the goals for the project.
- Explain the need for this kind of project, and how it will meet the need.

Details about humanities content, project scholars and personnel will be provided in subsequent questions. **Including too much detail here will make your answers below**

redundant.

Character Limit: 3000

2. Event Type*

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. Proposed Date and Location for Project Event*

Enter the proposed date that your public program will occur.

If there is more than one date or you have not yet confirmed the exact dates of your public events, enter the date that you will begin your project activities, and include additional dates and/or other information 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

Location of Public Event*

Indicate the location of the activities and/or public events. Include the physical address, including city, for all public programs.

Character Limit: 1000

4. 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: 1500

5. Humanities Content*

Provide additional detail to explain the humanities content.

Do not be redundant and/or copy and paste from the project overview where you summarized 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

6. Humanities Scholars*

Every IHC project must have the involvement of one or more humanities scholars.

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

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

7. 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

8. 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

9. 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

10. Publicity Plan and Intended Audience*

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.
- **The board reviews grants about six weeks after the final submission deadline, and notifies applicants within eight weeks of the deadline.** Realistically, to allow time for adequate acknowledgement of IHC funding in your publicity, no project activities should begin before twelve weeks after the submission deadline.
- If a program will occur between eight and twelve weeks after the submission deadline, please indicate in this question how you will assure IHC receives credit in printed publicity.

Describe your intended audience.

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

Character Limit: 3000

11. Number of Expected Audience*

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

Character Limit: 100

12. 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.

- Final reports will ask you to count audience members, provide audience demographics, and summarize audience evaluations.

Character Limit: 3000

Budget

Budget Summary Form*

Right click and save the Budget 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.

The budget narrative is part of this uploaded form. It describes the breakdown of each line item and how each is calculated. For more detailed instructions, see the grant guidelines document.

File Size Limit: 2 MB

Sponsoring Organization Information

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 or 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

Fiscal Agent*

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*

Provide the complete mailing address for the fiscal agent.

Character Limit: 1000

Fiscal Agent Phone Numbers*

Provide the office and/or other contact phone number for the fiscal agent. Must be in this format (XXX) XXX-XXXX

Character Limit: 250

Fiscal Agent Email Address*

Provide the email address for the fiscal agent.

Character Limit: 250

DUNS Number*

Enter your DUNS Number here.

- The federal government requires that all grantee organizations have a DUNS (Data Universal Numbering System) number.
- You may contact your administrative or grants office to get your DUNS number. If your organization does not have a DUNS number, the following link explains how to obtain one: [DUNS Number Guide](#).

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.

- Scroll to the bottom of the list to select Out of State
- You may reference the Idaho State Legislative website 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. 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
- Out of State

National Congressional District of Sponsor*

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

- You may 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. Take care to select the correct district or the wrong individual will get the notification letter.

Choices

- Congressional District 1
- Congressional District 2

Grant Applications Submitted to IHC in last five years*

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

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: 2 MB

Link to URL

You may post a link to your website or an item on a box.com or similar location for any supporting information that may be in a different format or too large to upload in the supporting documents locations above.

Character Limit: 2000