Opportunity Grant Process

Idaho Humanities Council

General Instructions and Basic Information

MUST READ:

Please read and follow the instructions on each question.

- While the application allows a maximum of characters, IHC encourages applicants to limit the **entire narrative** section (questions 1-10) to **no more than eight printed pages**. You can print or save an application by clicking on Application Packet in the upper right corner. (Other sections will add to this page count.)

HINTS:

- 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 **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.

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

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.

Opportunity Grant Project Title*

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

Character Limit: 100

Opportunity Grant Number

Grant Number (Office Use Only)

Character Limit: 100

Opportunity Grant Amount Requested*

Amount Requested <u>rounded to nearest dollar</u>

(For example - $950 - NOT $949.95)

Character Limit: 20

Opportunity 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 $2,495.47)

Character Limit: 20

Opportunity Grant 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

Opportunity 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.

Remember the grant period may not begin any earlier than 40 days after the submission date of the application.

Character Limit: 10

Opportunity Grant Period Ending Date*

Enter the ending date for your project. Choose the last day of the month after the final activity takes 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.

If you are associated with a university, please contact the grants office to sign.

Opportunity Grant 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

Opportunity Grant 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

Opportunity Grant 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 sections (questions 1-10) 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 other sections and uploaded documents.
NOTE:
If you include quoted material, please be sure to cite your sources.

1. Opportunity Grant Project Overview*

Provide a <u>description</u> of the project.

- Provide a description of the project, describe the project activities, and explain the humanities content.

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.

- 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).
- Include the goals for the project.
- Explain the need for this kind of project, and how it will meet the need.
- You may include general information about the timeline for your project activities. If the project's public event(s) will occur over multiple dates, provide all dates here (even if they are tentative).

Character Limit: 4000

2. Opportunity Grant 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. Opportunity Grant 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 first date that you propose to have a public program.

NOTE: Remember to allow time for adequate publicity. This application must be submitted at least 40 days before the first planned program, and approval will be approximately two weeks after the submission date.

Character Limit: 10

Opportunity Grant Location of Public Event*

Indicate the location of the public event. Include the physical address, including city, for all public programs.

Character Limit: 1000

4. Opportunity Grant Humanities Scholars*

Every IHC project must have the involvement of one or more humanities scholars.
How many humanities scholars are involved in the 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

5. Opportunity Grant 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

6. Opportunity Grant 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

7. Opportunity Grant 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.

<u>NOTE</u>: 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

8. Opportunity Grant 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.

NOTE: Remember to allow time for adequate publicity. This application must be submitted at least 40 days before the first planned program, and approval will be approximately two weeks after the submission date.

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

9. Opportunity Grant Number of Expected Audience*

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

Character Limit: 100

10. Opportunity Grant 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

Opportunity Grant 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

Opportunity Grant 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

Opportunity Grant 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

Opportunity Grant Fiscal Agent Address*

Provide the <u>complete</u> mailing address for the fiscal agent.

Character Limit: 1000

Opportunity Grant 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

Opportunity Grant Fiscal Agent Email Address*

Provide the email address for the fiscal agent.

Character Limit: 250

Opportunity Grant 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

Opportunity Grant 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

Opportunity Grant 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

Opportunity 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

You may upload <u>optional</u> 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