

Teacher Incentive 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 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 **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.

Teacher Incentive Grant 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

Teacher Incentive Grant Amount Requested*

Amount Requested rounded to nearest dollar

(For example - \$956, NOT \$955.65)

Character Limit: 20

Teacher Incentive Grant 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, NOT \$1,044.89).

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

Teacher Incentive 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

Teacher Incentive Grant 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 must sign. (If the grant is submitted by an organization, the fiscal agent and authorizing official must sign as well.) 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: If applying as an organization, 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.

TIG 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

TIG Fiscal Agent Signature*

If applying as an organization, type the fiscal agent's name in this box. This constitutes an electronic signature and acceptance of the submission of this application.

If applying as an individual, type NA.

Character Limit: 100

TIG Authorizing Official's Signature*

If applying as an organization and there is an authorizing official that is separate from the project director and fiscal agent, type the authorizing official's name in this box. This constitutes an electronic signature and acceptance of the submission of this application.

If applying as an individual, type NA.

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 1-5) 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. Teacher Incentive Grant Overview*

Please provide a description of your proposed project, and explain the humanities content.

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: 2500

2. TIG 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)

3. TIG Proposed Date and Location 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: Remember to allow time for adequate publicity for any public components. 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

TIG Location of Activity*

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

Character Limit: 1000

4. TIG 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. TIG 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

Budget

TIG Budget Summary Form*

Please right click and save the Budget template to your hard drive, complete the form, save it, and then upload the completed form below.

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.

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

File Size Limit: 2 MB

General Information

State Legislative District of TIG Applicant*

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

- Scroll to the bottom of the list to select Out of State
- 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
Out of State

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

TIG DUNS Number*

Enter your DUNS Number here, IF APPLYING AS AN ORGANIZATION.

- 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.
- 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

TIG 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

Supporting Documents

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