Major Grant Guidelines

About IHC

In 1973 the Idaho Humanities Council was founded as an independent, non-profit organization to promote greater public awareness, appreciation, and understanding of the humanities in Idaho. Through history, literature, languages, philosophy, law, cultural anthropology, comparative religions, and other humanities disciplines, the humanities inspire reflective, contemplative, intellectual discovery and the quiet, often solitary questioning that reveals to us what we value most in life. At the same time the humanities thrive on civic dialogue and lifelong learning for all citizens.

Therefore, in its most distilled language, the mission of the Idaho Humanities Council is to provide Idaho citizens with opportunities to deepen understanding of human experience by connecting people with ideas. The overriding vision of the Idaho Humanities Council is that the humanities inspire a more literate, tolerant, and intellectually inquisitive Idaho citizenry, better able to embrace life's possibilities.

The Council plans and conducts projects on its own and in cooperation with other organizations such as universities, colleges, libraries, civic clubs, professional associations, historical societies, and museums, and other cultural, educational, and community entities. IHC also provides grant support for humanities projects throughout Idaho.

THESE GRANT GUIDELINES DESCRIBE THE KINDS OF PROJECTS IHC SUPPORTS THROUGH GRANTS AND OUTLINES ITS APPLICATION PROCEDURES. APPLICANTS ARE **STRONGLY ADVISED TO SEEK MORE DETAILED INFORMATION THROUGH STAFF CONSULTATION BEFORE COMPLETING AND SUBMITTING THEIR PROPOSALS**.

Grant Deadlines

Major Grants: The Council accepts proposals for awards ranging between $1,000 - $4,000 for Major Grants. The Board may choose to reduce Major Grant budget proposals during their review.

Grant Cycles

Spring
Required Letter of Inquiry **– December 15**
Final Draft – January 15

Fall
Required Letter of Inquiry **– August 15**
Final Draft – September 15

Your Letter of Inquiry should include a brief description of your proposed project or program, the intended audience, and a list of humanities scholars and project personnel. Your letter should also demonstrate how your proposed project/program exemplifies, demonstrates, or promotes a greater awareness of the humanities in Idaho.

Your budget should briefly describe how IHC funds will be spent on allowed costs and how cost-share will be matched.

Applications are reviewed by the full board in **February** (Spring Cycle) and **October** (Fall Cycle). Activities should be scheduled to begin no sooner than **six weeks after submitting your final draft**, respectively.

Who Can Apply?
Any non-profit organization, government agency, or institution may receive a Major Grant. Examples of eligible applicants include, but are not limited to:

- Social service organizations and clubs
- Religious Organizations
- State and local governmental agencies
- Business and professional groups
- Schools
- Corporations
- Public radio and television stations
- Museums
- Historical societies
- Public libraries
- Arts organizations
- Colleges and Universities

Assistance To Applicants with Disabilities
If necessary, IHC staff will make special arrangements to provide the guidelines in other formats or to meet with applicants with disabilities at locations other than IHC offices.

The Humanities Disciplines
Congress defined the humanities as a set of academic disciplines when it established the National Endowment for the Humanities in 1965. These disciplines include, but are not necessarily limited to, the following fields:

- History
- Philosophy
- Language – both modern and classical
- Linguistics
- Literature
- Archaeology
- Jurisprudence
- Comparative religion
- Ethics
- History, criticism, and theory of the arts
- Those social sciences employing historical or philosophical approaches to their content. This may include cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of human nature.
- The study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the conditions of national life.

The humanities encompass both particular methods of inquiry (dialogue, historical and logical analysis) as well as particular bodies of knowledge such as history, philosophy, and literature.

The Arts and The Sciences Vs. The Humanities
Since the arts and sciences and the humanities are so closely linked, it sometimes seems unclear what constitutes a humanities project. For purposes of project support, IHC makes these distinctions. IHC does not fund activities that chiefly involve the creation, exhibition, or performance of the arts. IHC might fund activities that focus on art history or criticism. The simple distinction is interpretation vs. performance or expression. Similarly, IHC does not fund science projects dealing with research or dissemination of scientific data, but might fund projects exploring the history of science, critically assessing scientific premises or findings, or examining the ethical considerations inherent in scientific discoveries or technological developments.

SAM Number/Unique Entity Identifier (UEI) Requirement
The federal government requires that all grantee organizations have a SAM number. Please contact your administrative or grants office to get your SAM number. This requirement does not apply to individuals.

For more information, please visit www.sam.gov.

Project Formats

Virtually every practical format has been used in IHC-funded projects. Often several formats may contribute to the presentation of topics in one project. You will be asked to specify on the application the event type for your project from the following categories:

- Media – (Film, Television, Radio)
- Digital – (Web and social media)
- Publications – (Newspaper (not press releases), Magazines, Catalogues, Guides, Books)
- 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 or Scholars in Schools, Field Trips, History Day, Oral History)
- Preservation and Access Projects
- Local history Projects (Cultural Heritage, Walking Tours, Local Oral History Projects)

Research, Book Publication, Film Production, And Curriculum Development

IHC rarely funds pure research, except through its Research Fellowship program, though most successful public projects require some research in preparation for the central discussion features.

IHC funds relatively few book publications. IHC can, however, fund honoraria for scholars to write essays for tabloids and books, provided the publications are likely to reach large public audiences and promote understanding and appreciation of the humanities.

The Council funds relatively few film projects. Because of special considerations relating to film projects (high costs, length of time from scripting to production to distribution, the difficulties of obtaining broadcast commitments, etc.), the Council encourages film project applicants to show adequate financial support from parties other than IHC. The Council also encourages applicants to provide pilots, rough-cuts, or previous work samples to accompany media proposals.

Except for K-12 Grants, IHC rarely funds curriculum development.

Examples Of Successful IHC-Funded Projects

- The Malad Valley Welsh Festival received IHC support for their annual Welsh language festival.
- The Cabin received IHC support to bring author Rick Steves to Boise for public lectures.
- Friends of Idaho State Parks received IHC support for a tactile educational map featuring the Three-Mile Island Crossing.
- Museum of Idaho received IHC support to bring a traveling exhibition to their museum.
- The Kenworthy Performing Arts Center received IHC support to restore the first silent film created in Idaho.

Types Of Projects Not Eligible for Funding

IHC will not provide grant support for:

- Projects that involve direct action or the planning of direct action to resolve social issues of public policy or public concern
- Projects that influence an audience toward a single position or present a one-sided, uncritical treatment of an issue
- Scholarships or fellowships for academic credit or the completion of a formal degree
- Performances in the arts, unless their primary role is to foster discussion of literature, history, philosophy, or other humanities disciplines
- Museum acquisitions, unless they are directly related to the implementation of a public humanities project and will be used extensively after completion of the project • Building construction, acquisition, or restoration costs (including historical preservation costs)
- Equipment purchases unless approved by the Council as essential to the funded project
- Projects which raise funds for profit or for commercial purposes
- Alcoholic beverages or entertainment for projects or project-related activities
- Food
- Candidates running for political office

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The Application Process

Online Submission for Grants

Save a tree and some postage. Submit your application online – www.idahohumanities.org. Applications, as well as letters of inquiry, will be submitted via the council's online application form. You will log on to a private, secure system using your email address as your username. All communication from IHC, including responses to letters of inquiry, award decisions, and follow-up reporting forms, will be sent via this email address.

Consult with IHC Staff

After reviewing the IHC grant guidelines, prospective applicants are advised to discuss their proposed project with a staff member, board member, or both. These discussions are helpful because they enable prospective applicants to determine the feasibility of their proposed projects and to gain a clear idea of the objectives, guidelines, and priority areas of the Council.

The best contact is Camille Daw, Program Officer (programs@idahohumanities.org).

Submit a Letter of Inquiry

You can access the online grant system when you click on the “Apply” link on the IHC website. You will create a secure account (more information is on the website) and will then click the “apply” button. When you select the appropriate application process to which you are applying, you may click on the “Preview” button and then the “Question List” button at the top of the page to print or download the list of questions for that grant type. Each applicant for a Major Grant is required to submit a letter of inquiry one month prior to the final deadline date. The staff will review the letter of inquiry, giving special attention to the degree to which the proposed project promises to meet program guidelines and to the proposed budget.

Submit a Final Application on or Before the Appropriate Deadline

Applicants should submit complete applications online by the deadline date. The application must be signed by the authorizing official, project director and the fiscal agent. Project director and fiscal agent **cannot** be the same person, but the authorizing official may be the same as either. Electronic signatures are acceptable. Answering the signature question on the application with “I Agree” signifies that all parties have agreed to the submission of the application to the Idaho Humanities Council.

Criteria For Review
Applicants need to be aware that their enthusiasm for and understanding of given program ideas are conveyed to IHC chiefly through carefully written applications in which the thinking behind the project concept becomes evident. In reviewing applications, IHC board members examine the following guidelines:

• The project is centered in one or more of the humanities disciplines.
• The project is focused on a topic, text, or idea that is analyzed and discussed using the methodology of the humanities.
• Humanities scholars are involved in the project, and critical thinking and interpretation are evident throughout the program.
• Scholars and the audience are involved in disciplined dialogue benefiting both.
• Members of the intended audience participated in the planning and implementation of the project. The topics and formats proposed are suitable to the audience and promote active participation.
• The roles of all scholars and resource persons are appropriate to the content and format of the project.
• The budget is clear and reasonable in view of its scope and has sufficient cost-share match.

Cost-Share Matching Requirements
Cost-share includes project costs not being paid by IHC. It must be at least equal to the amount requested from IHC. Cost-share may not include other federal funds. In-kind cost-share includes donated time, facilities, supplies, duplicating, travel costs, etc. In-kind does not involve cash outlays but is calculated at a cash value. Cash cost-share includes any items that require a cash outlay.

Payments (2 CFR 200.305)
The IHC may withhold a small amount of a subaward (no more than 10 percent) to ensure the timely submission of final reports from the Subrecipient. IHC will take care that this delay in funding does not jeopardize the project or cause financial hardship for the Subrecipient. Final payment will be made promptly once the required reports are received.

Application Budget Instructions
Project sponsors should realistically estimate how much money is needed from IHC, with the sponsor supplying as many resources as possible as part of cost share. The actual grant request should be for funds that are essential for the project, money simply unavailable from internal or contributed resources. Applicants should also remember that grants are awarded competitively, and as competition for limited funds increases, applications that are over budgeted are less likely to receive support.

IHC requires that you provide budget information in two parts:
The Budget Summary Form and the Budget Narrative Form (shows calculations and provides explanations of anticipated project costs.)

The budget form is available on the IHC website and as a link in the online application. Please contact Program Officer, Camille Daw (programs@idahohumanities.org) with any questions.

Budget Summary Form
Complete the form provided. You may leave lines blank if you are not requesting funds and/or have no cost- share expenditures anticipated for the line item. In-kind and cash cost-share is explained on the form.

Budget Narrative
Complete the Budget Narrative portion of the form, showing 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 at the end of this document.

Approval
The Council may approve the application without change, approve with stipulated changes, or deny it. When the Council denies an application, but believes the concept has potential, it may suggest possibilities for revision and resubmission. Such recommendation does not imply that approval of a revised proposal is assured, if resubmitted.

After Receiving a Grant
When an award decision is made, each applicant is sent an official notification via email of the Council's action. If the project is approved, a contractual grant agreement and other approval materials are available through the online grant management software.

The grant agreement must be approved by the authorizing official, project director and the fiscal agent. Signing this agreement legally obligates the sponsoring organization to accept the grant conditions outlined in the award letter and contract and to complete all project activities in accordance with the schedule outlined in the proposal and approved by the IHC board. Electronic signatures are acceptable. Answering the signature question on the form with "I Agree" signifies that all parties have agreed to accept the grant and adhere to grant requirements.

Grantees should review the "Financial Handbook for Fiscal Agents of IHC Projects."
This handbook outlines the financial obligations of each grantee, basically to:
• Administer grant funds in accordance with generally accepted accounting principles.• Document all expenditures of both grant funds and cost-share funds.
• Submit a final report summarizing and documenting the expenditures of all grant and cost-share funds.
• Maintain records for at least three years after the submission of the final report and make these records available in the event of an audit.

IHC also requires that all project activities, publications, and productions acknowledge IHC and NEH support. IHC and NEH logos for use on exhibits, publications, promotional flyers and posters, and other printed materials are available online or by request.

Specific Grant Instructions

Major Grant Applications

You may review the application questions on IHC's website, or you may click on the "Question List" button on the online system to preview the questions, including character counts, on each application. You are encouraged to save the questions to your own computer, answer them in a Word document, and then cut and paste into the boxes in the system. It is easier to proof, spell check, etc. in Word. Proofing and correcting spelling, grammar, etc. is strongly encouraged. Certain formats, including font selections, bold or italics may not appear in the online application. We suggest CAPITALIZING words, titles of books, and other selections that need special emphasis. Please review the application before submitting (by clicking on the "Application Packet" button) to be certain that the application content is readable and does not contain misspelled words or unusual characters that appeared because of non-compatible fonts and/or formatting.

To begin the application, submit an Letter of Inquiry and draft budget no later than the due date. Your LOI should include a brief description of your proposed project or program, the intended audience, and a list of humanities scholars and project personnel. Your letter should also explain how your proposed project/program exemplifies, demonstrates, or promotes a greater awareness of the humanities in Idaho.

Your budget should briefly describe how IHC funds will be spent on allowed costs and how cost-share will be matched.

After IHC staff reviews your LOI, they will let you know if you are approved to continue to the application. Determinations are made based on if the project 1) has sufficient humanities content, 2) budget does not contain any unallowable costs. If the budget include unallowable costs, staff will inform you and encourage you to revise your budget. Staff may also offer brief feedback to help your proposal.

The online application will ask for a project title, a brief (less than 200 words) project description, a longer project abstract, and then detailed answers about humanities content, scholars, project activities and dates, publicity plans, and budget details. The sponsoring organization information, general information, budget (both the summary form and the narrative), and the supporting documents are allowed as additional pages.

Caution: do not be redundant with your answers. Review instructions for each question before answering. For example, the brief description is a simple and short project blurb while the project abstract might provide a few more details about the project. Do not copy and paste the description into the abstract. Also, there are separate questions to describe the humanities scholars and the humanities components, so do not go into detail with these components in the project abstract.

BUDGET SUMMARY FORM

Grant Title _____

Requested Grant Amount $_____(round to nearest dollar)
Anticipated Cost Share $_____(must be at least equal to IHC Request)

For each line item, enter whole-dollar amounts, rounding any fractions to the nearest dollar.

BUDGET CATEGORIES	IHC GRANT FUNDS	COST-SHARE	TOTAL
1. Salaries & Wages			
2. Fees & Honoraria			
3. Travel & Per Diem			
4. Supplies & Postage			
5. Promotion			
6. Facilities & Equipment			
7. Printing & Copying			
8. Other			
9. Subtotal of Project Costs			
10. Indirect Costs***			
TOTAL PROJECT COSTS			

IHC may trim requests and/or attach conditions to any grant it awards.

List all other possible sources and amounts of cash income for the project.

CONFIRMED		POTENTIAL	
Source	Amount	Source	Amount
_____		_____	
_____		_____	
_____		_____	

See Budget Narrative Details for More Information

Indirect Costs**: Organizations with a federally negotiated indirect cost rate may charge indirect costs to the grant. Indirect costs are those costs incurred by organizations that are not easily identified as specific to a project. Typical examples are allowances on buildings and equipment, the costs of operating and maintaining facilities, and general (non- project) administration expenses. Indirect costs may be included as cost-share or charged to the grant. ***Organizations without federally negotiated indirect cost rates are not eligible for support of indirect costs.

Reporting forms and instructions are available online. Grantees are required to keep all supporting documentation for both IHC and cost-share expenditures – bills, sales receipts, cost-share documentation – for at least three years after the date the final report is submitted. In the event of an audit, these records must be made available upon request by IHC's or NEH's auditor.

BUDGET NARRATIVE FORM

Include information about how the amounts in each line item on the budget form were calculated and whether IHC funds or cost share funds, or both, will be used to pay for each budget category. (The categories and numbers below correspond to the budget form, and skips #9, the subtotal of project costs.)

IHC Funds: IHC funds may only be used for expenses incurred during the grant period. The grant period begins the day the funds are awarded and normally ends 30 days after the program ends. IHC funds may not be used to pay for capital (building construction) purchases, food, or alcohol.

Cost-Share: Cost-Share includes project costs not being paid by IHC, and may be in the form of in-kind services or cash. It must be at least equal to the amount requested from IHC. Cost- share may not include other federal funds. In-kind cost-share includes donated time, facilities, supplies, duplicating, donated travel costs, etc. In-kind does not involve cash outlays, but is calculated at a cash value. Cash cost-share includes any items that require a cash outlay.

1. Salaries & Wages

2. Fees & Honoraria

3. Travel & Per Diem

4. Supplies & Postage

5. Promotion – Printing, Postage, Media Advertising

6. Facilities & Equipment

7. Printing & Copying

8. Other

10. Indirect Cost

Budget Narrative Information

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Following are descriptions and instructions about restrictions, if any, for each budget category.

1. Salaries and Wages

This category includes the costs of salaries and wages for implementing a project. It also includes fringe benefits. Project personnel on the regular payroll of the sponsoring organization or hired specifically for this project are included in this category. Salaries should be calculated by the number of hours or days (or the percent of time to be spent on project activities), multiplied by a fixed rate of pay (i.e., 100 hours x $15/hour, or 5 days x $100/day). Rates should be based upon the usual salary figure of the person performing the service or the fair market value of such services.

Costs for fringe benefits should be figured at the institution's standard rate. In all cases, the sponsoring organization is responsible for any salary benefits required by law, automatic pay raises, or other "hidden" personnel costs, whether they are specifically requested in the budget. These include, but are not limited to, Employer's Liability costs, Worker's Compensation, FICA, and Unemployment.

If personnel on salary perform multiple functions in the project (for instance, a project director might also be a humanities scholar who gives a lecture), specific functions and the rate(s) of pay for each should be described carefully in the budget narrative under the appropriate budget section.
Costs such as those enumerated above should realistically reflect the amount of time necessary for project activities. The sponsor may ask that some of these costs be paid with grant funds, but usually administrative support is listed under the sponsor's cost share. It is wise to keep administrative costs relatively low in relation to the total budget.

2. Fees and Honoraria

People who perform specific services for a project but are not on regular salary with the sponsoring organization usually command fees or receive honoraria, i.e., stipends for services

for which fees are not legally or traditionally required. For instance, a public relations consultant or a member of a professional trade union usually would be paid a standard fee for work done on a project. On the other hand, a scholar presenting a talk, writing an essay, or performing a similar or related service would, ordinarily, be paid an honorarium. Fringe benefits should not be paid for fees or honoraria.

Both fees and honoraria are legitimate budget items that can be paid with grant funds and/or as cost- share. The amounts for each should be fair, but there is no simple formula to determine a reasonable payment.

In the past, and depending on what function they fulfilled, participants' fees or honoraria have ranged from $50 per day to as much as $500 for a public presentation. Panelists or moderators generally receive less than those delivering lectures or making other public presentations. Whatever figures are negotiated between a sponsor and a consultant, the sponsor is responsible for establishing a clear and persuasive relationship between the dollar amounts listed, the qualifications of the consultant, the work to be done, and the value of the particular service to the project. In the event that the Council judges a project to be worthwhile, but that an individual's fee is too high, it may choose to pay only a portion of the fee.

The Council will consider extraordinary stipends for speakers of particular renown and national eminence for the purpose of enhancing public understanding of the humanities. However, requests for such fees are scrutinized to determine the value of a particular speaker to the project.

3. Travel and Per Diem

Travel and per diem should be budgeted at the sponsoring organization's standard rate. Sponsors may also calculate travel expenses as follows:

Travel – in a private vehicle at the mileage rate established by the IRS, car rental (and gas) at reasonable rates, or coach airfare rates.

Lodging and meals – per diem should be paid at no more than the rate allowed by the state of Idaho.

4. Supplies & Postage

Supplies include such items as pens, tape, film, paper, etc. Postage includes amounts needed for general correspondence to implement the project. (Postage for publicity flyers, press releases, etc. should be included under #5. Promotion.)

5. Promotion – Printing, Postage, Media Advertising

This category included in-house and outside printing costs for publicity posters, flyers, press releases, and other materials used to advertise the project. The cost for postage to mail these materials is also included. (General postage costs are listed under #4. Supplies & Postage) Media advertising includes amounts paid to or donated by newspapers, radio, and television stations for ads promoting the event. (While press releases may be used to advertise the event, only paid ads should be included in this category.) These expenses can be paid with grant funds and/or used as cost sharing.

6. Facilities and Equipment

Rental of equipment, office space (which may include utilities), and rental of space for project events is a legitimate budget item. Office space and equipment should be estimated on a pro rated basis, depending on how much you expect to use these items for project activities. Costs for the facility used for a project's public event should be based on normal rental fees for this facility.

These expenses are normally a major source of cost sharing for the sponsor, though grant funds may be used.

7. Printing and Copying

Include all non-promotional photocopying and other printing in this category (both in-house and outside copying). This may include general office copying as well as copying of audience evaluation forms, discussion guides or follow-up materials, such as the proceedings of a conference. These costs can be supported either through grant funds and/or cost sharing.

8. Other

All expenses (except indirect costs) that do not fit into one of the categories above should be itemized under "Other."

9. Subtotal of Project Costs

This is a subtotal used for indirect costs purposes. If there are no indirect costs, leave this line blank. No narrative explanation is needed for this line item.

10. Indirect Costs

Some organizations may wish to claim indirect costs. Indirect costs are those costs incurred by organizations that are not easily identified as specific to a project. Typical examples are allowances on buildings and equipment, the cost of operating and maintaining facilities, and general (non-project) administration expenses. Indirect costs may be included as cost-share.