



“Sharing Our Past—Shaping Our Future”

Grant Application and Instructions

2011

Vermont Humanities Council
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Montpelier, Vermont 05602

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Application Checklist

- Applicant has read VHC Grant Guidelines.
- Applicant has a DUNS number- see page 4 of Grant Guidelines.
- Applicant agrees that there will be no discrimination against participation in the project or program on the basis of race, sex, religion, sexual orientation, national origin or disability.
- Application comes from a 501(c)(3) organization or has a non-profit fiscal agent who accepts responsibility for meeting the terms of the grant award.
- Application is in the format requested, which means that the first two pages of the application are the Council's forms and the narrative questions are answered in order.
- Budget detail itemizes all project costs for which the applicant is requesting Council funds.
- Three letters of support from the community and/or potential audiences for the project are attached.
- The application, not including the letters of support, does not exceed 10 pages.
- Eight (8) copies are included.

VERMONT HUMANITIES COUNCIL

2011 Grant Application and Instructions

Please review the grants program guidelines before completing the application.

1. Name and address of non-profit sponsoring group. *Ad hoc or informal groups must attach a list of members or directors.*

Organization: _____

Mailing address: _____

Town, state, zip: _____

Phone: _____ E-mail: _____

DUNS Number _____

Name of authorizing official: _____

Signature: _____ **Date:** _____

2. Name and contact information for project director.

Name: _____

Affiliation with Sponsor: _____

Mailing address: _____

Town, state, zip: _____

Work phone: _____ Home phone: _____

Email: _____

Signature: _____ **Date:** _____

3. Name and address of fiscal officer. *Accounting controls require that the project director and fiscal officer be two different individuals. Grant checks will be sent to the fiscal officer.*

Name: _____

Affiliation with Sponsor: _____

Mailing address: _____

Town, state, zip: _____

Work phone: _____ Home phone: _____

Email: _____

Signature: _____ **Date:** _____

4. Project title: _____

Project start date: _____ End date: _____

5. Project summary. Briefly summarize the proposal, indicating what you intend to do, how you intend to do it, and the goals of the project. (This should be no more than a paragraph long.)

6. Humanities disciplines involved. Please check all boxes that apply to your project. For a detailed description of these disciplines, please see the VHC web site.

- Archaeology
- Comparative Religion
- Ethics
- History
- Jurisprudence
- Languages, modern and/or ancient
- Linguistics
- Literature
- Philosophy
- History, Theory, Criticism of the Arts (but not the “doing” or “making” of the art)

7. Budget totals. From Budget Summary, below (item 7).

Grant requested: \$ _____
 Total cost share: \$ _____
Total project cost \$ _____

8. Budget Summary. Summarize line items here, drawing information from attachment of budget detail. For line-by-line instructions, see item 14, Budget Detail, and the addendum.

| Category | | Amount requested | Cost share, including in-kind and cash match | Totals |
|----------|----------------------|------------------|--|--------|
| A. | Humanities personnel | | | |
| B. | Other personnel | | | |
| C. | Travel | | | |
| D. | Publicity | | | |
| E. | Office Expense | | | |
| F. | Books & publications | | | |
| G. | Other costs | | | |
| | Total of lines A-G | | | |

Grant Requested Total Cost Share Total Project Cost

Please respond to the following questions as briefly as possible. The total proposal, including the first two pages above, must not exceed 10 pages (not including the letters of support).

9. Project Narrative

A) Need. Please describe the need for this project. Include a description of expected participants (e.g. general public or targeted audience, such as elementary students, teachers, etc.)

B) Goals and humanities content. Please describe the project's goals, which should be consistent with VHC's mission: *To create a state in which every individual reads, participates in public affairs, and continues to learn throughout life.* Be very specific about the humanities content of the project, touching on each of the disciplines you checked above. Include the long-term impact of the project on individuals and communities, and the possibility of the project's replication.

C) Major activities. Please describe the major program activities, including place, date, time, and contact person as well as a phone number for use in the Council's publicity. All event locations must be accessible to people with disabilities. *If you do not know the firm program dates, you must submit them as soon as they are available.*

D) Major collaborators. Please list the **major** collaborators – individuals and/or organizations – including humanities scholars, community groups, libraries, museums, etc. Include individuals' affiliations, qualifications, and roles in the project.

10. Outreach and publicity. What is your publicity plan? How will you get the word out to potential participants and to the community at large? How will you credit your sponsors? Please note actions you will take and publicity outlets you will use (e.g. posters, calendar listings, press releases, direct mailings, etc.). You will need to credit the Council in all publicity.

11. Evaluation. Please describe how you intend to evaluate the project's success. An evaluation should assess the impact of the project on participants and/or the community, the quality of the project's humanities content, and to what extent project goals were met. A written report is required by the Council upon completion of the project.

12. Cost to participants. Please indicate whether your project is free and open to the public. *Your events do not have to be free, but if you charge, your budget must show those fees in the cost share column.*

13. Letters of support. Please attach three letters of support, including at least one from a humanities scholar (someone with extensive, demonstrated knowledge and interest in the humanities, not necessarily someone affiliated with a college or university.) Letters should not be from the project director, fiscal officer, or anyone employed by the sponsoring agency or agencies.

14. Budget detail. Include a detailed breakdown of how you came to the figures shown in your budget. If you are requesting funds for one part of a larger project, these figures need reflect only that portion of the project, not the project's entire cost. For example, if a historical society is seeking funds for a reenactment of the settling of the community, which is part of a week-long bicentennial celebration, only those costs related to the reenactment need be reported. (See Addendum for detailed instructions.)

ADDENDUM: Budget Detail: How to Calculate and Present It

Rates of payment. We need to see how figures are arrived at on both the amount requested from the Council and the cost share sides of the budget for each item (e.g., 5 books at \$5 ea. = \$25; humanities scholar consulting 20 hours at \$20/hr. = \$400). Personnel items can be figured on hourly rates, daily rates, or flat fees for services. *Please note: The Council does not pay for indirect costs or overhead, but these expenses may be included as cost share.*

Pre-award costs. Council grants may only cover costs incurred after the date of the grant award, which is five-to-seven weeks after the submission deadline. Do not include pre-award computations in either column.

Cost share contributions. Applications *must* indicate a cost share *at least equal to* the amount of grant funds requested. These matching funds may be cash and/or in-kind contributions. In-kind contributions must be calculated at fair market value, and may consist of donated services, facilities, equipment, or materials.

Line-by-line budget information. Include all detail in your full budget breakdown. To complete the budget summary in item 7, enter only the totals from each category. Grant recipients must account for all project expenditures and must return grant funds not expended by the end of the grant period. All project costs must be incurred within the established grant period, and all obligations must be liquidated within 90 days after the end of the grant period.

- A) Humanities personnel.** Any stipends, fees, or honoraria paid to humanities personnel should be included in this category. If the service is donated, include the market value under your cost share.
- B) Other personnel.** Payments to the director, fiscal officer, and others involved in administering the grant are usually included in the cost share column, although some portion may be charged to the grant at the market rate for the service provided. Please note that **salaried** employees may *only* be included in cost share. *Federal regulations assure the non-exploitation of professional performers and support personnel; the Council's grant agreement binds you to pay at least the prevailing minimum compensation. Moreover, projects receiving federal funds must ensure sanitary and non-hazardous working conditions.*
- C) Travel.** *Charging travel to the grant is discouraged except in special cases and as a small portion of the overall request.* You may include reasonable travel expenses as part of your cost share. This category includes airfare or other travel expenses incurred for out-of-state scholars as well as accommodations and meals. In-state travel expenses incurred should be charged at the current mileage rate set by the State of Vermont. Travel expenses for administrative personnel may also be included as cost share.
- D) Publicity.** Include the cost of printing publicity or advertising materials as well as mailing costs for those materials here. Applicants are encouraged to use free media whenever possible (public service announcements, press releases). Free media may not be counted in the cost share column, but the cost of donated advertising may. If you would like help with publicity strategies, please contact Sylvia Plumb, VHC Director of Communications (splumb@vermonthumanities.org).
- E) Office Expenses.** The Council does not pay for overhead. You may, however, include the costs incurred in administering the grant, including telephone calls to out-of-state scholars, photocopying expenses directly related to the grant, and postage for mailing grant material. Postage for mailing publicity materials should be included above, under **Publicity**.
- F) Books and publications.** Include the cost of purchasing books or other publications directly associated with the grant here. List the book title, author, number of copies, cost per copy, and total cost.
- G) Other costs.** We recognize that not all expenses fall neatly into predetermined categories. Include here all expenses for which you can not otherwise account. Certain items are not eligible for inclusion in either the direct or cost share portions (e.g., alcoholic beverages). If you are unsure of the eligibility of an item, please contact the Council for clarification.

Totals. Add Lines A through G and enter the amount in each column. Add across each line item and enter the amounts. Then add down for the total. This is the monetary value of the project, including grant monies and cost share. Copy these totals into the appropriate line in item 4 of the grant application.

Sample Budget: Summary and Detailed

The examples below are meant to guide you in preparing your budget. If you have any questions, please consult with Council staff.

Summary

| Category | | Amount requested | Cost share, including in-kind and cash match | Totals |
|--------------------|----------------------|------------------------|--|----------------------|
| A. | Humanities personnel | \$1,000.00 | | \$1,000.00 |
| B. | Other personnel | | \$2,425.00 | 2,425.00 |
| C. | Travel | | 514.51 | 514.51 |
| D. | Publicity | 258.50 | 3.75 | 262.25 |
| E. | Office Expense | | 35.00 | 35.00 |
| F. | Books & publications | 912.95 | | 912.95 |
| G. | Other costs | 150.00 | | 150.00 |
| Total of lines A-G | | \$2,321.45 | \$2,978.26 | \$5,299.71 |
| | | Grant requested | Total cost share | Total project |

Detailed

We recommend using a spreadsheet to calculate and present your detailed budget. The sample budget below was created in Microsoft Excel and imported into Microsoft Word. In lieu of importation, the spreadsheet itself could be attached.

| | Amount Requested | Cost Share | Total |
|---|-------------------|-------------------|-------------------|
| A. Humanities Personnel | | | |
| Amos Snowden - 2 presentations @ \$500 each | \$1,000.00 | | \$1,000.00 |
| | \$1,000.00 | | \$1,000.00 |
| B. Other Personnel | | | |
| Project director's time - 55 hours x \$15/hr. | | \$825.00 | \$825.00 |
| Fiscal officer's time - 40 hours x \$15/hr. | | \$600.00 | \$600.00 |
| Volunteers' time - 100 hours x \$10/hr. | | \$1,000.00 | \$1,000.00 |
| | | \$2,425.00 | \$2,425.00 |
| C. Travel | | | |
| Amos Snowden | | | |
| Coach airfare from Boston | | \$200.00 | \$200.00 |
| Accommodations (2 nights at \$100/night) | | \$200.00 | \$200.00 |
| Meals Two lunches x \$10/each | | \$20.00 | \$20.00 |
| Two dinners x \$25/each | | \$50.00 | \$50.00 |
| Project director - 25 miles x \$.445/mile | | \$11.13 | \$11.13 |
| Volunteers - 75 miles x \$.445/mile | | \$33.38 | \$33.38 |
| | | \$514.51 | \$514.51 |
| D. Publicity | | | |
| Printing of 500 brochures | \$200.00 | | \$200.00 |
| Direct mailing of invitations - 150 pieces x \$.39 | \$58.50 | | \$58.50 |
| Photocopying posters - 25 x \$.15/copy | | \$3.75 | \$3.75 |
| | \$258.50 | \$3.75 | \$262.25 |
| E. Office Expense | | | |
| Paper and envelopes | | \$25.00 | \$25.00 |
| Long distance telephone calls - 4 calls @ 2.50 each | | \$10.00 | \$10.00 |
| | | \$35.00 | \$35.00 |
| F. Books & Publications | | | |
| <i>A Christmas Carol</i> by Charles Dickens - 31 @ \$10.95 | \$339.45 | | \$339.45 |
| <i>The Scarlet Letter</i> by Nathaniel Hawthorne - 31 @ \$18.50 | \$573.50 | | \$573.50 |
| | \$912.95 | | \$912.95 |
| G. Other Costs | | | |
| Audiovisual equipment rental | \$150.00 | | \$150.00 |
| | \$150.00 | | \$150.00 |