

Illinois Humanities Council



Community Grant Application Procedures Manual

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Please read through the grant guidelines below. If you plan to apply for a grant, you **MUST** contact a program officer at least one month ahead of the application deadline to let us know you plan to apply.

Please call us at 312.422.5580 or send an email to ihc@prairie.org. Applications will only be accepted from applicants who have discussed their application with an IHC program officer.

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For inquiries or further information,
contact an IHC Program Officer.
Telephone: 312.422.5580
e-mail: ihc@prairie.org

Proposal Checklist

In the interest of conserving paper and expenses, we ask that you adhere closely to the following checklist in preparing your proposal and refrain from adding such items as tables of contents, covers, title pages, and supplementary materials in excess of those requested below. Please number the pages of your proposal and refrain from using folders, binders, or other containers. **Proposals are not accepted via email or fax.**

Send by **postmark deadline** to: Illinois Humanities Council, Programs Office, Suite 1400, 17 North State St., Chicago, IL 60602.3296.

Each application package should include:

Three copies of the proposal, including one with original signatures, with the following contents:

- _____ IHC Community Grant Application Cover Sheet (with required signatures)
- _____ IHC Community Grant Application Profile Form
- _____ IHC Community Grant Application Activities Form (or Organizational Programming Form for General Support Grants)
- _____ IHC Community Grant Application Personnel Form
- _____ IHC Community Grant Application Proposal Budget Form
- _____ Narrative (Maximum, 12 pages **Double Spaced**)

One copy of the Supplemental Appendix, which includes:

- _____ Not-for-profit designation letter from the Internal Revenue Service
- _____ Most recently filed audit or 990
- _____ Supporting articles or brochures
- _____ For **General Support Grants**, please submit an organizational budget for the year in which the grant funds will be used

PLEASE NOTE:

The above checklist outlines all required elements for a complete proposal. If on submission at any given deadline the proposal is incomplete because any of the above materials are missing, your application may be withdrawn or rejected due to insufficient information.

Application Directions

The Illinois Humanities Council (IHC) funds public humanities programs for Illinois audiences that are shaped by and significantly involve humanities scholars and/or other community experts. It is our priority to support programs developed by, for, or aimed at reaching new or historically neglected audiences. We especially invite applications from organizations that serve these communities and strongly encourage other applicants to extend their proposed programs to include such audiences.

We offer Project Grants, Media Grants, Technical Assistance Grants, and General Support Grants. Deadlines and documentation vary according to the type of grant you are seeking. Please see below for applicable requirements.

The written proposal is the IHC's basis for deciding which projects receive funding. IHC staff is available to help prospective applicants as they prepare their proposal. A draft proposal is not required but IHC staff strongly encourages prospective applicants—especially first time applicants—to submit one as a means of receiving constructive feedback about the proposal's form and content. The draft should include the grant narrative and budget, and must arrive in the IHC office a month before the grant application deadline.

Please send *THREE* copies of the proposal—including one with original signatures—and *ONE* supplemental appendix to the IHC by the postmark deadline.

Section I: Types of Grants

A. Project Grants

DESCRIPTION: Designed for the development and implementation of a public humanities project. All nonprofit organizations serving Illinois audiences are eligible.

AMOUNT: Usually to a maximum of \$5,000

DEADLINES: January 15, April 15, July 15, and October 15

NOTIFICATION: Approximately 8 weeks after the deadline

The Complete Community Grant Application should include:

1. Grant Application Cover Sheet
2. Grant Application Profile Form
3. Grant Application Activities Form
4. Grant Application Personnel Form
5. Grant Application Proposal Budget Form
6. Proposal Narrative, double-spaced (to a maximum of 12 pages) *Please see the Instructions for the Narrative beginning on page 8 for questions to address in your Narrative.*

Accompanying but separate from the proposal should be **ONE Supplemental Appendix**, which includes:

1. A copy of your federal letter showing you are a not-for-profit institution
2. A copy of your most recent audit or IRS 990
3. Articles, brochures, or any other relevant materials about your project(s)

B. Media Grants

DESCRIPTION: Intended for film, radio, CDs, DVDs, websites, and other media that relate centrally and unambiguously to the humanities, made by producers whose work demonstrates imagination and technical skill, and that hold clear potential for reaching a large public audience in Illinois.

Media Development Grants: The IHC will award a limited number of Media Development Grants for research, conceptual development, and scripting for media projects that are particularly promising. Development Grants are designed to enable a Project Director to develop a detailed treatment that can be used to shape a media project. Development Grants are to be used primarily to pay honoraria for humanities scholars and technical consultants, to support the necessary research on the subject, and to engage a scriptwriter.

Media Production Grants: We will award a limited number of Media Production Grants for the production and post-production phases of media projects that are particularly promising. Production Grants primarily help support the filming, editing, sound, promotion, distribution, and screening or broadcast of media projects. Grant funds can be used to defray any costs related to production or post-production; however, a vital part of the proposal budget should be for honoraria for humanities scholars or other experts who will contribute their expertise as content consultants during these phases of the project.

AMOUNT: A maximum of \$4000 for Development Grants and a maximum \$5000 for Production Grants

DEADLINES: January 15, April 15, July 15, and October 15

NOTIFICATION: Approximately 8 weeks after the deadline

The Complete Media Community Grant Application should include:

1. Grant Application Cover Sheet
2. Grant Application Profile Form
3. Grant Application Activities Form
4. Grant Application Personnel Form
5. Grant Application Proposal Budget Form
6. Proposal Narrative, double-spaced (to a maximum of 12 pages). *Please see Instructions for the Narrative section beginning on page 8 for questions to address in your Narrative.*

In addition Media Grants should include:

1. A detailed production schedule
2. A distribution and broadcast plan, a schedule of public programs, or other plans to bring the film, radio program, or other media product to public audiences, particularly in Illinois
3. A well developed plan for obtaining sufficient financial support to complete the film
4. A sample DVD or VHS no shorter than 30 minutes of a previous work by the filmmaker or appropriate sample works for other media proposals
5. If you wish to receive your media samples returned to you, the proposal must include a self-addressed stamped envelope

C. Technical Assistance Grants

DESCRIPTION: Designed to strengthen organizations' ability to provide quality humanities programming in their communities by building staff, board, and volunteer capacity in areas such as program development, conservation, collections management, marketing, and effective organizational development. Activities include, but are not limited to, defraying the fees of a professional consultant or of training or continuing education for staff or volunteers in a relevant area. **Funding is restricted to organizations with an annual budget no larger than \$250,000.** (Technical Assistance Grants continued on next page...)

(Technical Assistance Grants continued...)

AMOUNT: A maximum of \$2,000

DEADLINES: January 15, April 15, July 15, and October 15

NOTIFICATION: Approximately 8 weeks after the deadline.

The complete Technical Assistance Grant Application should include:

1. Grant Application Cover Sheet
2. Grant Application Profile Form
3. Grant Application Activities Form
4. Grant Application Personnel Form
5. Grant Application Proposal Budget Form
6. Proposal Narrative, double-spaced (to a maximum of six pages) *Please see the Instructions for the Narrative section beginning on page 8 for questions to address in your Narrative.*

Accompanying but separate from the proposal should be ONE Supplemental Appendix, which should include:

1. A copy of your not-for-profit designation letter
2. A copy of your most recent audit or IRS 990
3. Articles, brochures, and any additional supplemental materials

D. General Support Grants

DESCRIPTION: As many humanities organizations around the state are struggling in the current economic environment, the IHC is offering small general support grants to nonprofit humanities organizations. These funds can support programming and activities in general, as opposed to targeting funds only for a specific project. Organizations need to demonstrate that they are primarily a humanities organization; engagement with the humanities must be evident in their mission and in their programs and activities. Organizations that have run humanities projects but whose primary purpose involves something other than the public humanities are not eligible for general support grants. General Support grants are not intended for new start-up organizations.

AMOUNT: A maximum of \$5,000

DEADLINES: January 15, April 15, July 15, and October 15

NOTIFICATION: Approximately 8 weeks after the deadline

The complete General Support Grant Application should include:

1. Grant Application Cover Sheet
2. Grant Application Profile Form
3. Grant Application Organizational Programming Form
4. Grant Application Personnel Form
5. Grant Application Proposal Budget Form
6. Proposal Narrative, double-spaced (to a maximum of 12 pages) *Please see the Instructions for the Narrative section beginning on page 8 for questions to address in your Narrative.*

Accompanying but separate from the proposal should be ONE Supplemental Appendix, which should include:

1. A copy of your not-for-profit designation letter
2. A copy of your most recent audit or IRS 990
3. An organizational budget for the year in which the grant funds will be used

4. Articles, brochures, and any additional supplemental materials

Section II: Instructions for the Narrative

In a **maximum of 12 double spaced, one-sided pages** for Project, Media or General Support Grants or a **maximum of 6 double spaced, one-sided pages** for Technical Assistance Grants, please provide information in each of the areas discussed below. The proposal narrative should be double-spaced, using no smaller than a 12-point font. Margins should be at least an inch on all sides. Label each section of your proposal using the 5 categories presented in bold in the following instructions. Organize the sections of your proposal in the following order: *Organization*; *Program/Project*; *Community/Audience*; *Evaluation/Impact*; and *IHC Funds*. Each section should include the information requested but does not need to address the questions in numerical order.

A. Organization

In no more than one page, please describe the background and mission of your organization, including:

1. The organization's history
2. Statement of purpose and goals
3. Organization's structure, governance, and staffing
4. If you are applying for a Project Grant or Media grant, describe the organization's suitability for carrying out the project.
5. Organization's history with the IHC.

B. Program/Project

Please answer **ONLY** the questions related to the type of grant for which you are applying:

Questions for Project, Media, and Technical Assistance Grant Applicants

1. How does your organization engage with the humanities?
2. Describe the program or project: who, what, where, when, how, etc.
3. Who is providing the humanities expertise and what are their qualifications for working on this project or on these programs? Be explicit about the humanities content in the program or project. Clearly identify humanities scholars and/or experts and their contributions to the project.
4. Why is your organization undertaking this project? Why is the project important?
5. If applicable, describe any collaborations with other organizations for this project.

Questions for General Support Grant Applicants

1. How are the humanities central to your mission and your programming?
2. What are your organization's key program priorities and activities for the year in which you are applying for funds?
3. How would these funds help your organization support the humanities?
4. Please describe humanities scholars on staff and how they help support the mission of your organization
5. If applicable, please describe any collaborations with other organizations with which you normally engage.

C. Community/Audience

Please answer ONLY the questions related to the type of grant for which you are applying:

Questions for Project, Media, and Technical Assistance Grant Applicants

1. How would you describe the community this program or project is intended to reach?
2. What role does your organization serve in this community? How does your organization seek to understand and meet community needs? Are there professional or community networks with which your organization is involved?
3. How is the program or project public? If there are admission costs to any of the events sponsored with this grant please explain.
4. Is there a target audience for the project? If so, why are you targeting this audience and how will you reach them? Please describe your outreach/promotion plans in detail.
5. Are there members of the target audience involved in the planning?

Questions for General Support Grant Applicants

1. Please describe the communities you regularly serve.
2. How are your programs accessible and affordable for the general public?
3. What is the target audience for your work overall, and how do you reach them?
4. Are there members of your target audience involved in your organization's yearly program planning? How is this audience incorporated into this planning?

D. Evaluation/Impact

Describe your plans for evaluation, including the kind of feedback you hope to gather during the evaluation process. All 3 questions must be answered by all Grant applicant organizations, whether for Project, Media, Technical Assistance or General Support Grants.

1. How will you define success for this program or project or for your organization?
2. How will you determine if your program or project was successful or if your organization was successful in meeting its goals? What evaluation methods will you use? Please be specific.
3. Will you be using an outside evaluator? If so, how?

E. IHC Funds

Describe how this grant, if received, will be used and how IHC funds make a difference to your organization. Please describe the items which the IHC grant would fund.

Definitions

The following are some of the terms used in the Application Forms:

APPLICANT ORGANIZATION: Refers to the nonprofit organization that is submitting the proposal for funding and that will assume responsibility for the administration of the grant. Please remember that all official communications will be sent to this organization and, should the proposal be approved, the funds would be disbursed to this organization.

GRANT PERIOD: The Grant Period begins on the date of the award decision and ends 30 days after the completion of the grant sponsored events. Grant reports should be completed 30 days after the end of the Grant Period.

POPULATION OF COMMUNITIES SERVED BY PROJECT: The size of the community or communities in which the project will take place. (Not applicable to Media Projects.)

PROJECT DIRECTOR: The primary person responsible for organizing and conducting the project. The Project Director is also the primary liaison between the IHC and the applicant organization if a project grant is awarded. In that capacity, it is the Program Director's direct responsibility to assure that all IHC grant requirements are fulfilled and that all reports are completed and submitted punctually to the IHC Office. The Project Director is also responsible for supplying all relevant information, notices, and forms to the Fiscal Officer.

ORGANIZATIONAL DIRECTOR: This is the person who is the most senior manager at the applicant organization. The Organizational Director is also the primary liaison between the IHC and the applicant organization if a general support grant is awarded. In that capacity, it is the Organizational Director's direct responsibility to assure that all IHC grant requirements are fulfilled and that all reports are completed and submitted punctually to the IHC Office. The Organizational Director is also responsible for supplying all relevant information, notices, and forms to the Fiscal Officer.

FISCAL OFFICER: A person, not an institution or department, who is responsible for receiving and disbursing the project's grant funds and keeping its financial records. For Project Grants, *the Project Director may not act as the Fiscal Officer. For General Support Grants, the Organizational Director may not act as the Fiscal Officer*

INSTITUTIONAL OFFICER: A person from the applicant organization's leadership who has the institutional authority to officially authorize the project on behalf of the organization.

IHC GRANT FUNDS: Those funds requested from the IHC as a direct grant.

Budget

The following are some principles and definitions that should guide the preparation of the budget for your Community Grant Application.

A. Budget Principles:

1. The IHC finances specific programming or projects or technical assistance projects. General support is available only for humanities organizations.
2. The IHC primarily supports the humanities content of the project but will help underwrite other activities necessary to the success of the program, such as promotion.
3. The budget should reflect as cash only those obligations incurred during the grant period. “Incurred” refers to the date a service is rendered, not the date a bill is paid. All obligations must be liquidated within 90 days after the ending date of the grant period.
4. The applicant must assume at least 50% of the total cost of the project, which may include substantial “in-kind” support. The applicant organization must contribute at least the same amount of funds to a project as it is requesting.
5. For the purposes of an IHC Community Grant, the applicant organization cannot use any cash or in-kind support that is being used as cost share on any other federally-supported effort in order to match IHC Community Grant funding.

B. Budget Categories:

1. **Administrative Salaries:** The rate of pay is calculated according to what the person usually earns or is the fair market value of services offered if these services vary from the person's usual occupation.
2. **Honoraria:** Speakers, panelists, moderators, discussion group leaders, consultants, writers, evaluators, or other project participants are usually paid some kind of honoraria. A reasonable payment for a major presentation or essay requiring research or other careful preparation may vary from \$200 to \$300. A stipend for a discussion leader or panelist may vary from \$50 to \$100. These figures represent guidelines and not fixed rates. Nationally-ranked scholars may have higher or negotiable rates. The IHC encourages the use of local speakers but does provide support for other speakers if their participation substantially improves a project.
3. **Travel and Per Diem:** Travel for participating scholars, consultants, and staff for project activities is reimbursable at \$0.45 a mile for privately owned vehicles and at tourist or economy rate for other means of transportation. *Per diem* (food and lodging) should follow federal guidelines (www.gsa.gov), be based on actual costs, and should not be considered a flat-rate payment.
4. **Promotion:** This category includes the cost of producing such promotional materials as flyers, programs, press releases, posters, the printing and mailing of invitations, etc. Obtain estimates from two or three printers for any large run. Also include the value of such in-kind contributions as Public Service Announcements, interviews, etc.
5. **Program Materials:** This category should include the cost of materials for exhibits, the design and printing costs for booklets, catalogues, and other publications. Include the cost of 1 copy of all publications for the IHC.
6. **Supplies, Postage, Telephone, Etc:** The costs of expendable items and office supplies used during the project should be estimated and included in this category.
7. **Equipment:** Include rental costs in this category. IHC funds cannot be used for equipment purchase unless rental costs exceed purchase costs. *If you are planning on applying for funding towards the purchase of equipment, please request further instructions from a program officer.*
8. **Facilities:** In most cases, the sponsoring organization or a cooperating organization has access to facilities at no charge, and thus these items are an important source for the applicant's cost-share obligation.

9. Other: This category is used for expenses that do not fit into the above categories. If a figure for indirect costs is included, it can be entered in this category. Many not-for-profit institutions have a rate negotiated with the Office of Management and Budget and may use that figure for costs that are not otherwise itemized. IHC Grant Funds cannot support indirect cost.

C. Budget Definitions

Local Cost Share reflects the applicant's budgetary match to a potential IHC grant. It can consist of In-Kind contributions and Other Cash (both from the applicant's In-House funds and/or Third Party Cash).

In-Kind refers to the non-cash contributions of goods, services, and facilities the co-sponsoring organization(s) and any other parties will contribute to the project.

In-House Cash refers to actual monies committed to the project by the sponsoring organization(s). For example, if a salaried staff member is assigned to the project for a four-month period, his or her salary for that four months is considered an in-house cash contribution from the sponsor to the project.

Third Party Cash refers to cash donations to the project from an individual or group not related to the project personnel or sponsoring organization. These might include contributions from foundations and corporations.

Certifications

The presentation of your proposal to the IHC is subject to the following certifications:

A. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES:

The applicant (other than an individual who submits an application to the Illinois Humanities Council) certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
3. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance: and
4. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except those actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (45 CFR 1169):

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

C. AMERICANS WITH DISABILITIES ACT:

The Illinois Humanities Council strongly encourages all grantees to take reasonable action to ensure that individuals with disabilities as defined by the Americans with Disabilities Act have access to benefits and services resulting from the grant project. The Grantee should include the following or a comparable statement in all publicity for grant-funded activities: "If you have special needs because of a disability, please contact (name) at (phone number) to discuss arrangements."

Special arrangements might include providing assistance in entering a non-handicapped accessible building, offering audio assistance or sign language interpretation for the hearing-impaired, or furnishing an audio or video cassette of a presentation to an individual prevented by a disability from attending in person.