

Please complete the General Support Grant application below. Be sure to also answer all the questions in the narrative portion of the application to the best of your ability. If you are applying for funding for a project, please see the Project Grant application. Please complete the narrative in a separate document and send both the narrative and the application forms to:

**Program Office
Illinois Humanities Council, Suite 1400
17 North State St.
Chicago, IL 60602.3296**

General Support Grant Application

Illinois Humanities Council



www.prairie.org

Application Cover Sheet

Grant period: From _____ To _____ Population of Communities Served: _____
mm/dd/yy mm/dd/yy

Applicant Organization:

Address: _____

City: _____ State: _____ Zip+ 4: _____ County: _____

Phone: () _____ - _____ Website: _____

Congressional District: _____ State Senatorial District: _____ State Legislative District: _____ Ward: _____

Last 3 dates applicant organization received IHC funding: _____

Organizational Director:

Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____ - _____ Email: _____

Please note: If funded this phone number may be listed on the IHC website for the general public to call for information

***CERTIFICATION:** By signing and submitting this application, the individual applicant or the authorizing official of the applicant institution is providing the applicable certifications regarding debarment and suspension and compliance with the nondiscrimination statutes as laid out by the Federal Government and described on page 12 of this application.*

Signature of Organizational Director
(Typed) _____

IHC Grant request: \$ _____

Applicant Match: \$ _____

Signature of Fiscal Officer
(Typed) _____

Total organizational budget: \$ _____

Return Application To:
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Organization Name:

List organization's key personnel

NAME/ADDRESS/EMAIL/PHONE	ACADEMIC FIELD/ DISCIPLINE	TITLE OR AFFILIATION



1. **Organization Name:** (If a line item does not apply, please leave blank. We may request additional information about the budget if we need clarification.)
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Budget:

	I. IHC GRANT FUNDS	II. LOCAL COST-SHARE (IN-KIND AND OTHER CASH)	TOTAL PROPOSED EXPENSES
1. Salaries			
2. Honoraria			
3. Travel & Per Diem			
4. Promotion			
5. Program Materials			
6. Supplies, postage, telephone, etc.			
7. Equipment			
8. Facilities			
9. Other			
TOTAL			

Instructions for the General Support Grant Narrative

In a **maximum of 12 double spaced, one-sided pages** please provide information in each of the areas discussed below. The proposal narrative should use 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. Please complete the narrative in a separate document and send in the narrative and the application forms to:

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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. Organization's history with the IHC.

B. Program/Project

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

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.

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.