

Please complete the Project, Media or Technical Assistance Grant application below. Be sure to also answer all the questions in the narrative portion of the application to the best of your ability. 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**



**Project Profile
Form**

Project Title:

Project Description: (100 words or less)

Audience(s) Targeted: (Check the three most appropriate)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> African Americans | <input type="checkbox"/> Elderly | <input type="checkbox"/> Native Americans | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Artists, Collectors, Etc | <input type="checkbox"/> Ethnic Groups | <input type="checkbox"/> Post secondary – College | <input type="checkbox"/> Students/Youth |
| <input type="checkbox"/> Asian Americans | <input type="checkbox"/> General Audience | <input type="checkbox"/> Post secondary – Graduate | <input type="checkbox"/> Teachers: K–12 |
| <input type="checkbox"/> Business/White Collar | <input type="checkbox"/> Government Officials | <input type="checkbox"/> Professional Group | <input type="checkbox"/> Towns & Villages |
| <input type="checkbox"/> Community Leaders | <input type="checkbox"/> Health Care | <input type="checkbox"/> Religious Leaders | <input type="checkbox"/> Women |
| <input type="checkbox"/> Criminal Offenders | <input type="checkbox"/> Labor Group/Blue Collar | <input type="checkbox"/> Rural | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Economically Disadvantaged | <input type="checkbox"/> Latino | <input type="checkbox"/> Scholars | <input type="checkbox"/> Other _____ |

Academic Discipline(s) Employed: (Check the three most appropriate)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> African American Studies | <input type="checkbox"/> Economics | <input type="checkbox"/> History | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Anthropology/Archaeology | <input type="checkbox"/> Ethnic | <input type="checkbox"/> International Studies | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Art History & Criticism Studies | <input type="checkbox"/> Folk Arts & Folklore | <input type="checkbox"/> Jurisprudence | <input type="checkbox"/> Political Science |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Foreign Languages/Literature | <input type="checkbox"/> Latino Studies | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Comp. Religion/Religious Studies | <input type="checkbox"/> History or Cultural Geography | <input type="checkbox"/> Linguistics | <input type="checkbox"/> Women’s Studies |
| <input type="checkbox"/> Cultural Anthropology | <input type="checkbox"/> Other _____ | | |

Project Format(s): (Check the three most appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Chautauqua (Living History Presentations, History Theater, etc.) | <input type="checkbox"/> Collegiate Fellowship/Research Project |
| <input type="checkbox"/> Media Project–Cable/Television | <input type="checkbox"/> Preservation/Access Projects |
| <input type="checkbox"/> Conference, Symposium, Seminar, Workshop | <input type="checkbox"/> Media Project–Film/Video/Slide-Tape/Photography |
| <input type="checkbox"/> Discussion Program | <input type="checkbox"/> Media Project–Radio |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Festivals/Fairs |
| <input type="checkbox"/> K-12 Teacher Project | <input type="checkbox"/> Publication (Brochures, Books, Guides, etc.) |
| <input type="checkbox"/> Literacy Project | <input type="checkbox"/> Student Project |
| <input type="checkbox"/> Local History Projects (Oral History, Cultural Tourism, etc.) | <input type="checkbox"/> Media Project–Technology (Audio, CD, DVD, Web) |
| <input type="checkbox"/> Other _____ | |



Project Title:

List project personnel in the following order, denoting each type by its corresponding letter: A. Project Planner, B. Proposal Writer, C. Project Participant, D. Independent Evaluator. Use additional copies as necessary.

TYPE	NAME/ADDRESS/EMAIL/PHONE	ACADEMIC FIELD/ DISCIPLINE	CURRENT INSTITUTIONAL AFFILIATION



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

Budget:

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

Note: The applicant must assume at least 50% of the total cost of the project, which may include substantial in-kind support. This can include donation of salaried time, facility space, and supplies.

Anticipated Cash (Revenue-This portion is for Project and Media Grants only):

In-House Cash: _____

Sales (books, etc.): _____

Third Party Cash (source, amount, and date of receipt):

Source	Amount	Date Received
_____	_____	_____
_____	_____	_____

Instructions for the Project, Media and Technical 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:

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

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.

C. Community/Audience

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?

D. Evaluation/Impact

Describe your plans for evaluation, including the kind of feedback you hope to gather during the evaluation process. A

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.