



Utah Humanities Council / Utah State History

# Community and Local History Grant Application Form

## FOR OFFICE USE ONLY

GRANT NUMBER:

Grant Period:

### PART A: BASIC INFORMATION

Project title:

Application date:

Name, address, telephone/fax, email address, and website of APPLYING ORGANIZATION (please include county in address):

Type of organization:

Name, address, telephone/fax, and email address of Applying Organization's AUTHORIZING AGENT:

Name, address, telephone/fax, and email address of PROJECT DIRECTOR:

Name and type of COLLABORATING ORGANIZATION (optional):

Name, address, telephone/fax, and email address of FISCAL AGENT:

Purpose of grant request

- Training for local residents in historical research methods
- Stipend and/or travel expenses associated with local history research
- Costs associated with writing (stipend, materials, etc.)
- Costs associated with formatting and/or publication
- Other (Please explain)

Title, year, and grant number of most recent UHC grant:

Funds requested:

BUDGET SUMMARY	Application	Award (office use only)
UHC/USH Grant Funds	1)	
In-Kind Matching	2)	
Cash Matching	3)	
(Add lines 2 + 3)		
Total Project Budget	4)	

Requested grant period:

From \_\_\_\_\_ to \_\_\_\_\_  
mo/day/yr mo/day/yr

### PART B: SIGNATURES

We, the undersigned, have read this application and the attached narrative proposal, and certify that all information is correct to the best of our knowledge. By signing and submitting this application, we also certify that the above institution is in compliance with all federal statutes listed in UHC/USH's Basic Guidelines for Community Grants.

\_\_\_\_\_  
Authorizing Agent

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Fiscal Agent

**PART C: MAIN GOALS**

In one or two sentences below, please state the main goals of your project. DO NOT LEAVE BLANK OR LABEL "SEE ATTACHED SHEET."

**PART D: NARRATIVE PROPOSAL**

On a separate sheet(s) of paper, please write a narrative proposal. Pages must be numbered. The narrative proposal must include the following headings and information:

- Other Grants Supporting This Project  
List all other grants that support your proposed project
- Goals and Expected Results  
Please state clearly what is being proposed, why it is to be undertaken, and what the expected results and public benefit of the proposed project will be.
- Stage or Project  
Explain the stage of your community history project—training, research, writing, or publication—that the UHC/USH grant would fund.
- Staff and Volunteers  
Briefly summarize, in one or two paragraphs, each person's qualifications for the assigned role, including name, position or title, academic or professional affiliations, educational background, and experience directly related to the project's topic. *Don't forget to include the history scholar who will be overseeing the project. Personnel from the UHC and/or USH may fill this role, but they must be listed in this section along with their qualifications. You must obtain their commitment before submitting your application.*
- Plan of Work  
Please outline your plan of work, including what steps are planned with specific dates and activities for each step. Include beginning and completion dates as well as benchmark dates when significant parts of the project will be completed.
- Budget Explanation  
Itemize and describe clearly all expenses (including proposed UHC/USH funds as well as matching in-kind and cash contributions) for the figures shown on the form below. Applicants must explain how UHC/USH funds will be spent within the overall project budget. (Mileage reimbursed @ .40 mile).

**PART E: BUDGET FORM AND ADDITIONAL INFORMATION**

EXPENSE ITEMS	UHC GRANT REQUEST	IN-KIND MATCHING	CASH MATCHING	TOTAL EXPENSES
Personnel				
Materials/Supplies				
Transcription/Printing				
Travel/Mileage				
Other				
TOTAL COST	1)	2)	3)	4)

**LEGISLATIVE INFORMATION**

U. S. Congressional District \_\_\_\_\_ State Senate District \_\_\_\_\_ State House of Representatives District \_\_\_\_\_

**GRANT WRITER CONTACT INFORMATION**

Name \_\_\_\_\_ Telephone and email address \_\_\_\_\_

**EVALUATION**

Utah Humanities Council and Utah State History staff and board rely on grantees to help us measure the impact of our programs. Without audience feedback, UHC/USH's ability to make a case for the importance of our programs to government and private funders is hampered. In addition, your future funding may depend on your compliance with the evaluation requirements outlined in the Community History Grant Guidelines. The project director's written report *does not* satisfy the requirement of collecting and mailing audience evaluations to UHC.

Please check the following statements that apply and sign below:

- I agree to make a good faith effort toward distributing the UHC/USH audience evaluation form or a similar form that measures outcomes at each event or program that receives UHC/USH funding.
- I agree to make a good faith effort toward collecting the completed audience evaluations.
- I agree to mail the collected audience evaluations (or a summary of those evaluations) to UHC with my final report paperwork (Utah Humanities Council, 202 West 300 North, Salt Lake City, UT 84103).
- I agree to write a candid narrative report that describes the project's strengths and weaknesses and that focuses on the portions of the project funded by UHC/USH. I agree to include this narrative report with the rest of the required final report paperwork due within 90 days of the closing date listed in my grant agreement.

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**Signature of Project Director**

**PUBLICITY**

Grantees are expected, as part of their grant agreement with UHC/USH, to publicize the events or portions of events for which they received UHC/USH funding, and credit UHC/USH in that publicity, as well as in the final published product of the community book. Without this credit, UHC/USH is invisible to the people of Utah, to potential donors, to state and federal legislators who decide on our appropriations each year, and to the audiences we provide with thousands of dollars worth of public programming. Because our programs occur all over the state, in venues such as college auditoriums, museums, and libraries, it is natural for audiences to assume that the host institution is wholly responsible for the program they are enjoying. While the host always contributes its share, without UHC/USH funding, the program might not take place. UHC/USH's ability to raise funds for future grants hinges on our visibility to the public and policymakers.

Please check all that apply and sign below:

- My organization has not already released publicity for the program for which it is currently seeking UHC/USH funds.
- I agree to include the following language on the title page of any published community history funded by UHC/USH: *"Publication of this book was made possible by a joint grant from the Utah Humanities Council and Utah State History."*
- I agree to credit UHC/USH and display the UHC and USH logos in publicity, printed materials, websites, publications, films, television and radio tapes, exhibits, displays, and advertisements created in the course of a project funded by UHC/USH or used to promote a program for which UHC/USH has provided funding.
- I agree to credit UHC/USH orally at each public program for which a UHC/USH grant is awarded, using the following statement: *"This program has received funding from the Utah Humanities Council and Utah State History. The Utah Humanities Council and Utah State History together promote the preservation and public sharing of Utah's history and heritage."*
- I agree to display the official UHC/USH placard (sent to applicants upon approval of a grant) at each public program for which UHC/USH funds were awarded.

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**Signature of Project Director**