



Utah Humanities Competitive Grant Application Instructions and Checklist

IMPORTANT: Please follow the steps below in preparing your application. Drafts are mandatory, and incomplete drafts will not be considered.

1) Register your application with UH at the following link:

http://utahhumanities.org/index.php/component/com_grants/Itemid,302/view,selection/

You will receive an email confirmation with the link to your application. Save this link to return to your application to make changes. If you do not receive an email with the link, please check your spam/junk folder before contacting UH.

Emailed and paper applications will not be accepted.

2) Complete all sections of the application

- **CONTACT DETAILS**

This is contact information for the grant writer. Questions and feedback for the application will be given to this person.

- **SPONSORING ORGANIZATION**

Provide the name, address, telephone number, email address and website of the applying organization. For-profit businesses and individuals are not eligible for UH grant funding.

- **DUNS NUMBER:** All applicants are required to provide a DUNS number. DUNS numbers (Data Universal Numbering System) are free and easily obtained from Dun & Bradstreet (D&B). It's likely your organization already has a DUNS number. Please verify with your administrative or grants office before contacting D&B. You can be assigned a DUNS number immediately by phone or within a day by web. Call D&B using the toll-free number, 1-866-705-5711, and indicate that you are a federal grant applicant. To apply via the web, visit <http://fedgov.dnb.com/webform>. FAQ about DUNS numbers, visit: <http://fedgov.dnb.com/webform/displayFAQPage.do>
- **ORGANIZATION TYPE:** Select the organization's type from the provided list. You may select more than one type.

- **AUTHORIZING AGENT**

This is the director of the sponsoring organization or grants office, and the person who will officially submit the application. The Authorizing Agent is responsible for compliance with federal certifications, revision of project budgets, compliance with terms and conditions of grant awards, and the timely submission of required financial and performance reports. This may be the project director, but major institutions usually designate a separate authorized individual.

- **PROJECT DIRECTOR**

This person is responsible for the management of the project and for submitting final reports to Utah Humanities. The Project Director and Authorizing Agent may be the same person.

- **FISCAL AGENT**

This is the individual who will be responsible for record-keeping, project accounting, and fiscal reporting including matching contributions. The Fiscal Agent may be the same person as the Authorizing Agent, but **the Fiscal Agent and the Project Director may not be the same person.**

- **PROJECT SUMMARY**

- **PROJECT TITLE:** Give a short descriptive project title. Titles like “Saturdays at the Museum of Anthropology” or “The Big Read 2017: To Kill a Mockingbird,” for example, are more descriptive than “Scholar Series.”
- **GRANT REQUEST:** Competitive Grants are awarded for amounts of \$1,501 - \$5,000. (Applications up to \$1,500 should apply for a UH Quick Grant, not a Competitive Grant.) Use whole dollars, and round off where possible. For example, rather than requesting \$4,999.99, you should request \$5,000.
- **BRIEFLY DESCRIBE THE PLANNED PROJECT:** This is an abstract, and should be brief; the text box will only allow 250 characters.
- **PROPOSED START DATE:** This date must be after May 1 of this year.
- **PROPOSED END DATE:** This is the ending date for your project, when your final reports are due to UH, and all grant funds are to be spent or obligated. Allow time for evaluation and completing the final reports. For example, if your project has a series of events that end on September 3rd, don’t list September 3rd as your ending date.
- **HAS THIS PROJECT RECEIVED PREVIOUS FUNDING FROM UH:** Check the appropriate box.
- **ESTIMATED AUDIENCE SIZE:** Enter the estimated number of audience members in the three categories of In Person (live, audiences physically in attendance), Media (TV and radio broadcasts, newspapers, publications, etc.), and Web (online or virtual audiences). The total will automatically calculate.
- **TARGET AUDIENCE:** Check all that apply.
- **HUMANITIES DISCIPLINES:** Check all that apply, but only one is required. Note that if a humanities discipline is listed, it will need to be explained in the narrative.

- **PROJECT NARRATIVE**

This text box allows for 3500 words. The online form will only save text after the “Save and Validate” button is clicked, so you may want to write the narrative in your word processing software and copy/paste it into your application.

The narrative should be separated into the following sections, with headings:

- **PROJECT DESCRIPTION:** State clearly what is being proposed. This section should incorporate all information necessary for a reviewer to understand your project. Describe the who, what, when, where, why, and how. Describe planning that has taken place, the need or demand for this project and the need for UH funds. Provide enough detail that the grant review committee will be able to make an informed funding decision. Additional materials may be submitted as pdf attachments in the “Additional Material” section.
- **HUMANITIES CONTENT:** Provide a clear description of the humanities content of the project including disciplines, scholars, themes, and formats. The humanities disciplines should include all those marked in the previous section.
- **COMMUNITY:** Describe your community and why this project is important for them. Explain how your community will be actively involved in your project. A community can be any group of individuals who share a common interest, as well as those sharing a geographical area. Why does this topic of interest appeal to them? How will you involve

representatives of your community in planning, implementing, and evaluating your project?

- ISSUES AND IMPROVEMENT: Identify the specific issue/concern facing your community, and describe how this project will address this issue to bring change or improvement to your community.
- PROMOTIONAL PLAN: Provide details of how the project will be publicized, and how UH will be credited. Include all types of publicity including print, electronic, radio, etc. Note that we recently changed our name from Utah Humanities Council (UHC) to Utah Humanities (UH).
- EVALUATION: Explain the goals for this project, and how will you measure progress toward those goals. What qualitative outcomes do you expect to see as a result of the proposed project? How will you measure active engagement and community improvement? What evaluation tools will you use to measure those outcomes, and how will you communicate the information collected as part of the evaluation process to UH? Remember that outcomes are the anticipated changes that will take place among individuals, organizations, and/or your community as a result of a proposed project. Outcomes to be measured may include changes in an individual's attitude, awareness, opinions, ideas, or ability to solve problems. Outcomes go beyond statistics, such as the number of people who attended UH-funded events or the number of programs completed, though UH also expects you to provide these figures on the Final Report Form at the conclusion of your project.

- **SCHEDULE OF EVENTS**

At least one public program is required for all Utah Humanities Grants. It is likely that you will not have all event logistics and participants confirmed at the time of your application, so give as much detail as possible. If your grant is funded, you will receive a link to add updated event information for your programs as more details are confirmed. Click on "Add Another Event" to add each one separately.

- EVENT TITLE: This should be something that grabs your audiences' attention.
- EVENT DATES: What is the proposed or planned date or date range for the event?
- ESTIMATED AUDIENCE: Enter the estimated number of audience members in the three categories of In Person (live, audiences physically in attendance), Media (TV and radio broadcasts, newspapers, publications, etc.), and Web (online or virtual audiences). The total will automatically calculate.
- BRIEF DESCRIPTION: This should be short, and written to be interesting to your audience.
- EVENT LOCATION: Include both the location and the venue.

- **SCHOLARS**

Each UH grant must have at least one humanities scholar involved with the project. Scholars provide oversight on topics, facts, information and research. Scholars may have professional-level experience in lieu of academic degrees, or may be cultural tradition bearers such as Native American Elders. You must obtain their commitment before submitting your application. Refer to the guidelines for scholar requirements. Each scholar must be entered separately. Click the "Add Another Scholar" link to enter additional scholars.

- CONTACT INFORMATION: Enter the contact information for the scholar including name, title, department, school affiliation, address, phone, email, and current employment.
- HUMANITIES DISCIPLINES: Select the areas of expertise for this scholar.
- ACADEMIC DEGREES: Include area of study, school, and degree received.

- SCHOLAR'S ROLE IN THE PROJECT: Explain how the scholar will be participating and using their expertise. Are they participating as a project planner, consultant, panelist, participant, researcher, etc.) Be specific in describing how this scholar's humanities background is directly related to his/her role in the project.

- **DETAILED BUDGET**

- Applications must include matching funds (or cost share) equal to or exceeding the total requested grant amount, using in-kind contributions, cash match, or a combination of both. Cost share amounts do not have to be in the same expense category as the requested amount.
- Requested UH funding for scholars, consultants, and other outside professionals may not exceed \$500 per person including honorarium, per diem, and travel.
- Travel guidelines include a maximum of \$80 per night for lodging, coach rate airfare, and \$.40 per mile if traveling for car; the maximum daily per diem rate for meals is \$30. UH funds may not be used to pay for international travel.
- UH funds may not be used for refreshments, alcohol, arts and craft supplies or overhead costs. See guidelines for additional information on eligible and ineligible expenses.
 - **EXPENSE TABLE:** Use only the lines directly related to your project. For example, if you aren't doing transcription as part of your project, you may ignore or delete the transcription line. You may enter additional budget lines by clicking the "Add Budget Line" and selecting the title for the line (it defaults to "Other" and is directly below the link to add.)
 - **GRANT REQUEST COLUMN:** These are the expenses you would like UH to fund. The total of the Grant Request Line should be the same as the total you requested in the Project Summary section. If they are different amounts, the application will indicate an error in both sections.
 - **COST SHARE CASH AND COST SHARE IN-KIND COLUMNS:** A Competitive Grant may provide no more than 50% of a project's total cost. Each applicant must be able to show at least one dollar in in-kind contributions or cash to match each grant dollar requested. We encourage applicants to cover as many administrative costs (personnel, space, etc.) as possible with matching contributions. Although cash match is encouraged, it is not required. The required match may be entirely in-kind. Grantees must provide documentation for all expenditures and for in-kind goods and services with their final reports.

Cash match refers to direct project expenses - the applicant organization's cash expenditures for activities of this specific project, such as paying honoraria and travel expenses or printing posters and invitations.

In-kind match refers to contributions for which the applicant does not pay cash, such as services, facilities, publicity, and volunteer time, including services or expenses paid by a third party.

- **ADDITIONAL FUNDING TABLE:** List additional funding you have requested or have secured for this project. Please note whether source is a grant, cash donation, or in-kind contribution, and whether it is approved or pending.
- **BUDGET NARRATIVE:** Itemize and describe clearly all expenses including proposed UH funds, cash match and in-kind match. Explain how UH funds will be spent within the overall project budget.

- **ADDITIONAL MATERIAL**

Additional materials are not required for Competitive Grant applications, but you may include them if you wish. Possible attachments may include a scholar's resume, a publicity example, or a letter of support from a partnering organization. If you choose to upload documents, they must be in PDF Format.

- **EVALUATION AND PUBLICITY**

This section includes a series of check-boxes indicating that you have read and agree with the requirements. Read through each one carefully before checking the box.

- **COMPLIANCE AND SIGNATURE**

The Authorizing Agent must complete this section, acknowledging compliance with the UH guidelines.

Submit the draft by midnight on February 1, and submit the final by midnight on March 15. You will receive confirmation emails for both the draft and the final. Contact UH immediately if you don't receive a confirmation email for either the draft or the final. Please check your spam/junk email folder before contacting UH.

*****NOTE** Remember to print a copy of your application before submitting the final. Once the final has been submitted, it is no longer available to view, edit, or print.***

UH staff is happy to assist you with questions during the application process. Please contact grants@utahhumanities.org or call 801-359-9670 with questions.



Utah Humanities Competitive Grant Application Checklist

IMPORTANT: Use this checklist to be sure your application is complete and in the required format. Failure to complete the application according to Utah Humanities (UH) guidelines may result in your application being denied.

All applications (both draft and final versions) are to be submitted electronically, through the online application system. **Emailed and paper applications will not be accepted.**

Grant Application Form

- Did you validate and save all sections of the application?
- Are the Fiscal Agent and Project Director separate individuals?
- Did you provide a DUNS number?

Narrative Proposal

- Did you limit your Narrative Proposal to 3500 words
- Did you use the required headings?
 - Project Description
 - Humanities Content
 - Community
 - Issues and Improvement
 - Promotional Plan
 - Evaluation

Schedule of Events

- Did you provide detailed information for **ALL** events taking place as part of this project?

Scholars

- Did you provide detailed information for **ALL** scholars involved in this project?

Budget Form

- Have you included a 1:1 ratio for UH funds requested and matching funds?
- Is your request between \$1,501 - \$5,000?
- Have you completed the budget explanation section?
- Are all line items from the expense table accounted for in the written Budget Explanation?
- Have you itemized and described **all** expenses for the project?
- Did you account for **all** proposed UH funds as well as cash and in-kind matching contributions?
- Have you requested \$500 or less for any single participant, including honoraria and travel?
- You have not requested UH funds for food, alcohol, receptions, international travel, or performing arts.

Additional Materials

- If you are seeking funds for a media project (film, radio, audio, web, etc.), have you provided links to samples?
- If you have supplementary materials (resumes, letters of support, and/or printed materials), have you attached them as pdf files to your application?

Evaluation and Publicity

- Did you read and check all appropriate boxes?

Submitting the Final

- Did you print a copy of your application before submitting the final?
- Did you receive an email verifying that your application has been received? (Check your spam/junk folders before contacting UH.)

You will be contacted by May 1 with the selection results. Inquiries before May 1 will not be answered.