

Utah Humanities

Quick Grant Guidelines

*NOTE: Grant guidelines are updated periodically as part of UH's ongoing evaluation of its grant program. Please check UH's website to make sure you have the most up-to-date version. This set of guidelines was updated **12 January 2017***

INTRODUCTION

Utah Humanities offers funding to empower individuals and groups in Utah to improve their communities through active engagement in the humanities.

The humanities are the study of what we are, what we have been, and what we can become. They are concerned with values and choices, and with making intellectual, moral, and spiritual sense of the world. The humanities help us to analyze our complex society, and to make thoughtful, reasoned decisions. The humanities help us to make connections; they connect small questions to large issues, our neighborhoods to the world, and our own experiences to other times and places. Specific humanities disciplines include:

- history
- literature
- philosophy and ethics
- languages and linguistics
- comparative religions
- cultural anthropology
- archaeology
- jurisprudence
- folklore
- history and criticism of the arts
- interdisciplinary fields such as ethnic studies, gender studies, and international studies

Since its establishment in 1975 as an independent nonprofit agency, UH and its programs have reached every corner of the state, involving thousands of people as planners, participants, and audiences, and collaborating with hundreds of nonprofit organizations and other groups.

FUNDING PRIORITIES

UH will give priority to projects that empower Utahns to improve their communities through active engagement in the humanities. Applications should articulate:

- How you define your community (in terms of geography, interest, profession, issue, or other category)
- What issues and/or concerns face your community and what improvement or change you seek
- How the **humanities** will help create the intended improvement or change
- Who your humanities scholars/experts are, and how they are participating in your project
- How you will actively engage participants
- How UH funding is vital to the project's success
- How you will provide a balance of viewpoints (if addressing social or policy issues)

Projects focusing on rural communities, ethnic minorities, and young people have been identified as priorities. Formats that engage both live and online audiences in discussion are encouraged.

HUMANITIES SCHOLARS/EXPERTS

Presenters, planners, or other primary personnel involved in your project must include humanities scholars/experts. There are several ways for a person to qualify as a humanities scholar/expert:

- The person may have academic credentials, such as an advanced degree in one or more of the humanities disciplines listed above. A scholar's role in the proposed project must be linked to his or her credentials. A scholar with credentials in American literature, for instance, would not be a good fit for a project dealing with world politics, nor would a lecture series on business ethics be well served by enlisting the participation of a historian of medieval Europe.
- If the person lacks an advanced degree in the humanities, he/she may still qualify as a scholar if he/she can provide UH with a record of equivalent expertise in the humanities. The grant applicant must be able to demonstrate that the presenter's work is respected by scholars in the field. Personal experience in a given subject is not enough to qualify someone as a humanities scholar/expert.
- UH may also consider non-traditional presenters, such as elders or tradition bearers in ethnic communities, to be humanities scholars. The grant applicant should provide a rationale in the written proposal for why the non-traditional presenter should be considered a humanities scholar/expert. Questions to consider in providing this rationale are: Is the person recognized by his/her community as a spokesperson for the group? What criteria did his/her community use in establishing him/her as a tradition bearer?

Humanities scholars strengthen a project by providing a broad humanistic perspective as well as in-depth knowledge. They play many roles including, but not limited to:

- writing or reviewing exhibit text, script treatments, or copy for catalogs or brochures.
- helping shape the content of program
- engaging with the public and/or participating in discussions.

BALANCED VIEWPOINTS

Projects must give fair consideration and expression to alternative viewpoints in programs that deal with controversial social issues or matters of public policy. UH does not fund one-sided projects. UH is not a good resource for projects that advance a public policy agenda.

PROJECT FORMATS

Acceptable formats vary widely; they might include panel, film, video, exhibit, or book discussions, public institutes, publications, film, video, or audio production, distribution, or broadcast. All projects must include active audience participation, and prefers formats that provide opportunities for discussion. UH will not fund visual or performing arts projects, lectures or readings.

APPLICATION PROCESS

UH staff members are happy to advise you on completing the Quick Grant application. UH strongly encourages potential applicants to call in the early stages of project planning, and to submit a draft application in order to get staff help and gauge UH's interest in the project. Applications are reviewed by UH staff, and may be funded fully, at a reduced amount, or not funded.

TIMELINE

Quick grant applications must be received by UH at least 8 weeks prior to the project start date. The application form can be found on the UH website (<http://www.utahhumanities.org/index.php/Center-for-Local-Initiatives/grants.html>). Incomplete applications will not be considered. Staff will notify applicants after funding decisions have been made.

WHO MAY APPLY

- Nonprofit organizations
- Libraries
- Historical societies
- Museums
- Local arts and humanities organizations
- Civic and service organizations
- Public radio and television stations
- Universities, colleges, and K-12 schools
- Local and state government agencies
- Ad hoc groups
- If you don't fit one of these categories, ask us!

The following are not eligible for funding:

- For-profit organizations or businesses
- Individuals
- Organizations not in compliance with terms and conditions of previous UH grants or with federal debarment and discrimination statutes.

EDUCATIONAL INSTITUTION ELIGIBILITY

Universities, colleges, and educational institutions are eligible to apply when:

- All events and services, for which grant funding is sought, are open to the general public and easily accessible. The public (meaning those outside the institution) must comprise a significant percentage of those involved in or served by the proposed programming.
- Events and services are supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget (payroll costs such as taxes, benefits, retirement, and insurance are not eligible expenses).
- Academic awards, fellowships, or tuition fees for student work are not allowed.

An organization may receive one Quick Grant and one other UH grant (either a Competitive Grant or an Oral History Grant) per UH fiscal year (November 1 – October 31). For colleges and universities, the restriction is by department i.e. the Department of English may receive one Quick Grant and one Competitive/Oral History grant per fiscal year.

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>

ELIGIBLE EXPENSES

- Honoraria and travel for scholars, consultants, and other outside professionals (**maximum of \$500** per person including honorarium, per diem, and travel)
- Travel and expenses directly related to the project (**maximum** per person of \$80 per night for lodging, coach rate airfare, and \$.40 per mile if traveling by car; maximum daily per diem for meals is \$30)
- Discussion programs
- Publicity / advertising
- Publications
- Equipment rental
- Venue rental
- Office supplies
- Salaries and wages directly related to the project
- Production/recording/broadcast expenses
- Consultants to assist in planning public humanities projects and/or in preparing a Competitive Grant application to UH (\$500 maximum)—for new applicants only.

FUNDING EXCLUSIONS

UH grants do not support the following projects and expenses

- Lectures
- Creative or performing arts
- Projects completed prior to application
- Political action or advocacy
- Receptions, food, alcohol, or entertainment
- Indirect costs/overhead
- Building construction, maintenance, renovation, or preservation
- Property, building, or equipment purchase
- International travel
- Regular school activities
- Scholarships or tuition for college or training courses
- Deficits
- Major acquisitions
- Fund-raising events/products
- Projects with a start date less than 8 weeks from the date of application

ACADEMIC CONFERENCES

To qualify for UH funding, programs must be designed for and open to a general public audience, rather than a private or scholarly audience. Applicants should incorporate a strong public programming component into each proposed project, and provide a written plan for how they will attract a non-academic, community audience. Projects that benefit only a small group tend to be less competitive than projects that have a broader impact and attract a larger and more diverse audience.

CHARGING ADMISSION

UH expects that most programs it funds will be free and open to the public. In the event that a fee must be charged, any revenue must be shown as direct costs of the proposed program, and must be justified in the written Budget Explanation. Events for which large admission fees are charged are less competitive under UH funding guidelines than events that are free or charge only a nominal admission fee.

MAXIMUM AWARD AMOUNTS

\$1,500 maximum, smaller requests are encouraged. UH will only award \$500 per scholar/expert (to cover travel, lodging, honorarium, and per diem costs) regardless of the number of appearances he/she makes at an event.

MATCHING REQUIREMENTS

UH grants must be matched dollar for dollar. UH will provide no more than 50% of a project's total cost. Matching funds may consist of in-kind contributions, cash, or a combination of both. Other federal funds contributed to the project may not be used as match for UH funds.

In-Kind = contributions for which the applicant does not pay cash, such as:

- Donated services, including volunteer time
- Facilities
- Publicity
- Donated equipment, materials, and supplies
- Loans of equipment and rental space
- Services or expenses paid by a third party

Cash = the sponsoring organization's cash expenditures for this specific project, such as:

- Honoraria
- Travel expenses
- Printing
- Employee salaries
- Equipment and space rental fees
- Contracted services

REQUIREMENTS OF FUNDED PROJECTS

If your application is approved, you will be required to:

- Credit UH in all publicity and printed materials including websites, and verbally at all events funder or supporter, **NOT** as a sponsor
- Notify UH immediately of any change in the key personnel, schedule or scope of your project
- Include a link to UH on your organization's website (www.utahhumanities.org)
- Comply with governmental non-discrimination and debarment statutes
- Submit a written final report, as well as evaluation materials, at the project's conclusion
- Submit a financial report, including auditable records of UH grant funds and matching contributions
- Retain financial records for expenditure of UH funds and matching contributions. Records must be available for federal, state, or UH audit for seven years following submission of the final report

FEDERAL STATUTES THAT APPLY TO ORGANIZATIONAL GRANT APPLICANTS

All grant applicants to Utah Humanities must comply with federal statutes. Applicants must not be presently debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, and no persons shall be excluded from participation in the proposed project on grounds of race, color, creed, sex, national origin, disability, or age.

Applicants must agree to remain in compliance with these statutes for the duration of the grant period and to provide immediate written notice to UH if the certification is in error or if changing circumstances make it no longer accurate.

Contact grants@utahhumanities.org or call 801-359-9670 with questions.