

Utah Humanities Quick Grant Guidelines

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

Applicants are asked to identify how their proposed project will use the humanities to improve their communities and actively involve participants. UH will no longer fund lectures or readings.

Quick Grants Provide Financial Support For:

- honoraria and/or travel expenses for humanities scholars/experts at free public events, including but not limited to panels, and film, video, exhibit, or book discussions. UH will not fund lectures, readings, or presentations of academic papers
- other expenses supporting public humanities projects.
- consultants to assist in planning public humanities projects and/or in preparing a Competitive Grant application to UH (\$500 maximum)—for new applicants only.

Each grant project awarded UH funds must include at least one live program in which the public is invited to discuss or otherwise engage with the humanities topics and themes raised as part of the project.

Eligible Organizations

UH grants are made up of federal funds and as of November 1, 2010, an entity applying for a UH grant must have a DUNS number (Data Universal Numbering System). Eligible applicants include nonprofit organizations such as libraries, historical societies, museums, local arts and humanities councils, civic and service organizations, public radio and television stations, colleges and schools, local and state government agencies, and ad hoc groups. (Official nonprofit status, 501(c)(3), is not required.) Academic institutions that submit applications are strongly encouraged to collaborate with community groups. Quick Grants are not made to individuals.

Applying for a DUNS Number

DUNS numbers (Data Universal Numbering System) are free and easily obtained from 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. The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) 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>

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.

Application Deadlines

Applications must be submitted to UH **at least six weeks** before the proposed program or activity is scheduled to take place. Applicants are usually notified within two weeks after UH receives their Quick Grant application.

Criteria

While meeting the following basic criteria does not guarantee funding, applicants can strengthen their case for funding by making sure their proposed projects:

- are rooted in the humanities
- identify the improvement and/or change sought as a result of this program
- enlist the participation of one or more humanities scholars/experts in planning and execution

- be designed and publicized to engage a public audience.
- provide a balance of viewpoints if addressing social or public policy issue
- demonstrate that UH funding is vital to the project's success

Humanities Disciplines

All programs must have as their focus at least one of the following areas of study—history, literature, philosophy or ethics, languages or linguistics, comparative religions, cultural anthropology, archaeology, jurisprudence, folklore, history and/or criticism of the arts, and such interdisciplinary fields as ethnic studies, gender studies, and international studies.

Humanities Scholars/Experts

Presenters, planners, or other primary personnel involved in your project must be 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.

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. For UH's grant review committee, 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.

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 UH strongly encourages 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

You apply by accessing application on the Utah Humanities website

<http://www.utahhumanities.org/images/centerinitiatives/docs/QuickGrantApplication11.19.14.2.doc>. You may then send the hard copy of the application to UH at 202 W 300 N, Salt Lake City, UT 84103, or send a .pdf of the application to graham@utahhumanities.org.

UH staff members are happy to advise you on completing the Quick Grant application, to suggest appropriate humanities scholars/experts, or to help you troubleshoot any obstacles you may encounter. UH strongly encourages potential applicants to call in the early stages of project planning in order to get staff help and gauge UH's interest in their project. Staff suggestions are based on experience with previous grant review sessions and board discussions regarding UH's granting criteria. Even the most careful attention to addressing these suggestions, however, **cannot guarantee funding**. UH's grant review is always a competitive process, with more funds requested than are available to grant.

Publicity

Grantees are expected to publicize the events or portions of events for which they received UH funding, and credit UH in that publicity. Without this credit, UH 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 UH, the program might not take place. UH's ability to raise funds for future grants hinges on our visibility to the public and policymakers. UH should be credited as a funding source, not a "sponsor," due to federal regulations.

Evaluation

The Utah Humanities staff and board rely on grantees to help us measure the impact of our programs. Without audience feedback, UH'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 willingness to collect evaluations and submit them (or a summary of them) to UH. The project director's written report does not satisfy the requirement of collecting and mailing audience evaluations to UH. Alternative means of evaluation may be acceptable, as long as they are described clearly and compellingly in the grant proposal.

Awardee Responsibilities

The program director's signature on the application form indicates that the program director agrees to:

- notify UH immediately of any change in the schedule or scope of your project.
- credit UH in all publicity and printed materials, and verbally at events.
- include a link to UH (www.utahhumanities.org) on your organization's webpage.
- estimate the dollar value of the applying organization's contributed time and other services.
- return the Quick Grant evaluation form promptly after your program or activities.
- plan publicity to attract at least 25 audience members for public programs.
- contact participants at least one week before the program to confirm details.
- reserve an appropriate meeting place for your event or activity.

If you are awarded a grant, you will have entered onto an agreement with UH, the terms of which state that you must notify UH in writing prior to making any changes to your original proposal. Significant changes to your project must be approved by UH. Changes that, in UH's opinion, significantly alter the project as originally proposed could result in rescission of the grant. Examples of changes that require approval include:

- redirection of UH funds.
- replacement of scholars or change in the role of scholars.
- replacement of project director or fiscal agent.
- change in the scope, purpose, activities, or duration of the project.

Matching Funds

UH will 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 donation or cash to match each UH grant dollar requested. UH strongly encourages applicants to cover as many administrative costs as possible with matching contributions (personnel, space, supplies, etc.) Although cash match is strongly encouraged, it is not required. The required match may be entirely in-kind.

"In-kind matching" 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.

"Cash matching" 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. Salaries for employees working on the project also fall into the category of cash matching.

Limits on Per Diem and Travel Expenses

UH will only cover \$80 per night for lodging, coach rate airfare, and \$.40 per mile if traveling by car. The maximum UH per diem rate for meals is \$30 a day. All maximums are per person.

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.

Financial Accounting

Grant recipients must maintain documentation of the expenditure of UH funds and of both cash and in-kind matching contributions to be included in the final report to UH. Records must be available for federal, state, or UH audit for three years following submission of the final report.

Copyright

Grant recipients have the right to copyright materials under a grant award from UH.