

W E S T V I R G I N I A



H U M A N I T I E S C O U N C I L

## GRANT GUIDELINES

The West Virginia Humanities Council serves West Virginia through grants and direct programs in the humanities. The Council seeks proposals from nonprofit organizations that present public humanities programming for West Virginia audiences.

May we help you?

### ***What are the Humanities —***

- The humanities include the study of language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; art history; and some aspects of the social sciences.

### ***Eligible projects must —***

- Be rooted in one or more of the humanities disciplines
- Have qualified humanities scholars directly and substantially involved in the project
- Be free and open to the public
- Be sponsored by a nonprofit organization
- Have accurate budget requests, reflecting the actual costs of the project
- Have a comprehensive and adequate plan for publicity and dissemination of information
- Comply with federal nondiscrimination statutes
- Have dollar-per-dollar matching funds (excluding Fellowship and TAP applications)
- Have a 25% cash match (for grant requests of more than \$1, 500)

### ***What We Fund —*** Allowable expenses for projects include the following:

Honoraria for scholars; salaries; travel costs including per diems, mileage and lodging; supplies and materials; publicity and printing costs; postage; telephone; and equipment and facilities rental.

***Projects include, but are not limited to –***

- Planning grants to bring in experts for project consultation
- Conferences, lectures, and symposia
- Educational school programs
- Brochures and booklets including printing and promotional costs
- Exhibit development and implementation
- Archival projects
- Archaeological projects
- Conference travel (TAP grants)
- Media projects, the planning, scripting, and production of audio or video materials, websites, or a newspaper series
- Publications (Publication grants)
- Individual research (Fellowship grants)

**\*If your proposed project is not listed above, contact the Council regarding eligibility.**

***We cannot fund —***

- Projects with little or no humanities content
- Creative and performing arts (associated discussion sessions and educational programs may be eligible)
- Fund-raising events or for-profit projects
- Expenses incurred or paid out before a grant is made
- Projects that have already taken place
- Projects with high admission fees (reasonable admission fees may be allowed and should be discussed with the grants administrator)
- Projects not open or accessible to the public
- Purchase of equipment land, building renovation, or permanent staffing
- Receptions, food, alcohol or entertainment
- Academic courses for credit
- History Alive! presentations

***Grant Categories and Deadlines –***

***One copy of the grant application must be submitted and postmarked by the grant deadline***

**Minigrants - \$1,500 or less - Application Deadlines: February 1, April 1, June 1, August 1, October 1, and December 1.** Most proposals in this category are for smaller projects, single events, lectures, small museum exhibits, brochures, consultation needs, and planning for more complex projects.

**Applicants should allow six weeks between the deadline and the start of the project.**

**Major Grants - \$20,000 or less - Application Deadlines: February 1 and September 1.** This category supports public humanities programs including, but not limited to, lectures, school projects, symposia, panel discussions, reading and discussion series, exhibits, reenactments, and conferences.

**Applicants should allow twelve weeks between the deadline and the start of the project.**

**Fellowships - \$2,500 - Application Deadline: February 1.** Fellowships support research and writing projects in the humanities for teachers, college faculty, and independent scholars. Fellowships do not support work leading toward a degree or fund routine preparations for teaching. No cost share is required; allow twelve weeks between the deadline and the start of the project.

**Media Grants - \$20,000 or less - Application Deadline: September 1.** This category supports the planning, scripting, and production of audio or video materials, websites or a newspaper series. **Applicants should allow twelve weeks between the deadline and the start of the project.**

**Publication Grants - \$20,000 or less - Application Deadline: September 1.** This category is available only to nonprofit presses and recognized academic presses and supports the production phase of a completed nonfiction manuscript based on a West Virginia topic. **Applicants should allow twelve weeks between the deadline and the start of the project.**

**Teacher Institute Grants - \$25,000 or less - Application Deadline: September 1.** This category is available to college and university faculty to develop summer seminars on humanities topics suited to the teaching needs of elementary or secondary teachers. **Applicants should allow twelve weeks between the deadline and the start of the project.**

**Travel Assistance Program Grants - \$500 or less - Application Deadline:** Applications must be postmarked 60 days prior to the date of travel. TAP grants support travel expenses to professional meetings and similar conferences for individuals associated with museums, historical societies, institutions of higher and secondary education, and other nonprofit groups. There is no cost share required.

***Grant Applications must include —***

**1. The Cover Sheet –**

- The CEO of the sponsoring organization must sign the application.
- The Project Director may not serve as the Fiscal Officer.
- The Estimated Audience box should be completed.
- The Brief Project Description should identify the project goals and humanities content, and include a description of the intended audience (students, adult public, college group, etc.).
- The WV House District, WV Senate District, and Congressional District boxes should include the district numbers of the sponsoring organization.
- The Project Budget figures should match the totals from the Budget Form.
- The Schedule of Project Activities should contain dates, times, and locations of specific activities associated with the project.

**2. The Budget Form** should list the total amount of money in each expenditure category for the grant request and the cost share amounts (including in-kind and cash).

- The Budget Form is not used for Fellowship or TAP applications.

**3. The Budget Narrative** explains how the applicant arrived at the expenditure category amounts for the Grant Amount Requested and the Cost Share Amounts (including in-kind and cash). The Budget Narrative should list each expenditure category as a separate line item and include a short description of each item, and how it is calculated. It should also list other sources of funds pending or secured.

- Indirect Costs may be included as an in-kind cost share only. Applicants having a negotiated indirect cost rate may claim indirect costs at that rate, not to exceed 26%, and applicants not having a negotiated rate may claim indirect costs not to exceed 10%.

**Sample Budget Narrative**

Expenditure Categories	Explanation Grant	Request	In-Kind Cost Share	Cash Cost Share	Total Matching Funds	Total
<b>Honoraria</b>	John Doe gives four lectures on the history of West Virginia Bluegrass Music. \$150 per lecture x 4 = \$600	\$600	\$0.00	\$0.00	\$0.00	\$600
<b>Travel</b>	John Doe Elkins to Beckley: 298 miles @ .405 per mile = \$120.69. Meals for 2 days: \$50 x 2 days = \$100. Lodging for 2 days: \$100 x 2 nights = \$200.	\$0.00	\$200	\$220.69	\$420.69	\$420.69
<b>Promotion &amp; Printing</b>	John Doe will design postcards to promote the lecture: \$20 per hour x 4 hours = \$80. Print 400 postcards: 400 x .25 per postcard = \$100	\$0.00	\$80	\$100	\$180	\$180
<b>Total</b>		\$600	\$280	\$320.69	\$600.69	\$1,200.69

4. **The Project Narrative** should explain, in detail, the project outlined on the cover sheet. The narrative for a minigrant is limited to three pages. All other narratives are limited to six pages. Please include page numbers. Project Narrative Guidelines vary for each type of application. Please review the appropriate instructions for the application being completed.

**Grant Review Process –**

- The grants administrator reviews the applications for completeness before distribution to the Program Committee.
- The Program Committee makes funding decisions for minigrants.
- The Program Committee makes recommendations to the Board of Directors for major grants, fellowships, media grants, publication grants, and teacher institute grants.

**Notification –**

- The Council contacts the *CEO* of the sponsoring organization regarding approval or refusal of a grant award.
- Grantees are responsible for submitting Progress and Final Reports to receive grant payments (minigrants do not require Progress Reports).

**How to Apply –**

- Contact Grants Administrator Amy Saunders at (304) 346-8500 or email [saunders@wvhumanities.org](mailto:saunders@wvhumanities.org).
- Grant guidelines and applications are also available at [www.wvhumanities.org](http://www.wvhumanities.org).