

Linguistics  
Philosophy  
Literature  
Art History  
Language  
History  
Religion  
Jurisprudence  
Archaeology  
Ethics  
Linguistics  
Philosophy  
Literature  
Art History  
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Archaeology  
Ethics  
Linguistics  
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Language  
History



## Teacher Institute Application

Deadline: September 1  
Maximum Award: \$25,000

### Checklist

- Please send the original grant application.
- 1) the application cover sheet (signed in ink)
- 2) the enclosed budget form
- 3) a budget narrative
- 4) a project narrative

# Instructions for Teacher Institute Application

1. **The Cover Sheet** – Please complete all parts as indicated. The “CEO” of the sponsoring organization must sign the application. The project director may not serve as the fiscal officer. The “Brief Project Description” should include the disciplines of the humanities that the project addresses, a description of your format, and a description of your intended audience (students, adult public, college group, etc.). The “Project Budget” should repeat the totals from the Budget Form. The “Schedule of Project Activities” box should contain dates, times, and locations of specific activities associated with your project.
2. **The Budget Form** – Requests for honoraria cannot exceed \$300 per presentation and \$1,000 for a main or keynote speaker. Maximum salary request for institute director is \$3,000. Travel guidelines include a maximum of \$.47 per mile (or current state government guidelines), \$100 per night lodging, and \$50 per day for meals. Total cost share amounts (cash and in-kind) must at least equal the amount of funds requested from the Council (not necessarily in the same categories). **For major grants (more than \$1,500), cash cost share must total at least 25% of the funds requested from the Council.** Admission or tuition charges may be listed as cash cost share, but free admittance must be provided to those who cannot pay.
3. **Budget Narrative** – Please be sure to explain how you arrived at your cost share amounts, including in-kind. (For instance, room rental at \$100, salary of site coordinator for one month at \$1,500 calculated at his / her regular salary rate of \$18,000, etc.) Also make a list of other sources of funding you are working on or have secured. This section does not apply to Fellowship or TAP applications.
4. **The Project Narrative** – This part of your application should be typewritten (or computer generated) on numbered sheets and 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.

## The Project Narrative Must Include the Following Sections

- A. Explanation of what you want to accomplish and why you are doing the project;
- B. Clear statement about the humanities content of the project;
- C. A list of scholars involved in the project. Include a short bio for each (employment, academic degrees, publications, etc.), address, phone number, and a description of their role in this project (planner, consultant, lecturer, moderator, discussion leader) and some of the major topics they will address;
- D. Information about the sponsoring organization, cooperating groups, and project staff;
- E. A preliminary schedule of showing how each day will be organized and describing the major activities;
- F. Number and cost of graduate credit and continuing education hours to be made available.
- G. A proposed reading list of readings for the institute participants;
- H. Outline of promotional plans and the intended audience;
- I. Plan for evaluation of the project (The Council will provide audience evaluation forms but we would like to know what additional evaluation you will do.)
- J. 1-3 page resume(s) of the seminar director(s); (These pages are not included in project narrative’s total number of pages).

**The West Virginia Humanities Council reserves the right to cancel an Institute that fails to meet the requirement of 20 teacher participants.**

# West Virginia Humanities Council Teacher Institute Grant Application Cover Sheet



Mail application to: WVHC 1310 Kanawha Blvd., East, Charleston, WV 25301

Phone: 304-346-8500

<http://www.wvhumanities.org>

## Institute Title

## College/University

### Name

### Address

### City

WV

### Zip

### Phone

### Email

### President

### Signature

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## Institute Director

### Name

### Address

### City

WV

### Zip

### Phone

### Email

## Fiscal Officer

### Name

### Address

### City

WV

### Zip

### Phone

### Email

### For Council Use Only

Project No.

Type of Grant

TI

Date Received

Decision Date

Date Notified

Amount Funded

\$

Audience #

**Brief Description of Institute**

WV House District  WV Senate District  Congressional District

**Institute Budget**

Request	\$
Cash Cost Share	\$
In-Kind Share	\$
<b>Total</b>	\$

**The dates, times, locations of the seminar**

**Project Period**

Beginning of project	<input type="text"/>
Expected Final Report Date	<input type="text"/>

During the last five years, has the applicant organization been investigated for its financial or management practices?

Yes      No      If yes, please explain.

Has the project director directed a previous WVHC Project?

Yes      No      If yes, please give date:

**Budget Form**

Expenditure Categories	Grant Request	In-Kind Cost Share	Cash Cost Share
Honoraria	\$	\$	\$
Salaries	\$	\$	\$
Travel	\$	\$	\$
Supplies, Books	\$	\$	\$
Promotion & Printing	\$	\$	\$
Postage/Telephone		\$	\$
Equipment/Facilities Rental	\$	\$	\$
Other (specify)			
	\$	\$	\$
<b>Totals</b>	\$	\$	\$

Budget Narrative (attachment if necessary)