



Humanities Texas Major Grants for Community Projects

Community project grants are available for public humanities projects such as lectures, seminars, and conferences; book and film discussions; interpretive exhibits; site interpretations; chautauquas; town forums and civic discussions; and K-12 teacher training workshops.

Although a typical award may fall in the \$3,500-\$8,000 range, HTx will not discourage proposals for exceptional projects that require a higher rate of funding.

Applicants should submit 1.) a letter of intent, or 2.) a draft of the application one month prior to the deadline. Please consult *Humanities Texas Grant Guidelines 2007–2010* (available online) for complete information on funding guidelines and restrictions.

DEADLINES

	Fall cycle	Spring cycle
Letter of intent/draft application	August 15	February 15
APPLICATION DEADLINE	SEPTEMBER 15	MARCH 15
Decision date	December 1	June 1
Project start date	January 1	July 1

NOTE: Community and media grant proposals must be **POSTMARKED** no later than midnight of the application deadline. If the deadline falls on a Sunday, proposals will be accepted with the next day's postmark.

QUESTIONS?

Please consult *Humanities Texas Grant Guidelines 2007–2010* (available online), call (512) 440-1991, or email grants@humanitiestexas.org. Visit Humanities Texas on the web at www.humanitiestexas.org.

APPLICATION

Submission Procedure

- Complete the community project grant application form.
- Prepare supplementary materials as required.
- Submit the signed, completed form along with all necessary supplementary materials. Please provide FIFTEEN copies of each application (including supplementary materials) in addition to the original. Staple each application in the top left corner; do not include report covers or binders.

Supplementary materials that should accompany the application:

1. Biographical information. Provide **one-paragraph** biographical sketches on key project personnel, each advisory committee member, and each program participant. Be sure to indicate the academic degrees and disciplines of each person (or experience) as well as information on current employment. Please do not include résumés or curriculum vitae.
2. Detailed agenda(s) for programs such as lectures, conferences, workshops, seminars, and other public-forum projects.
3. Exhibits must include information on design, fabrication, and interpretive content.
4. Detailed budget. Refer to the detailed budget guidelines on page C.
5. Letters of support indicating that there is public interest in the project beyond that of the sponsor.

*Proposals should be typed and stapled in the top left-hand corner.
Please do not place in special binders, covers, or folders.*

INSTRUCTIONS FOR COMPLETING THE COMMUNITY PROJECT APPLICATION FORM

Please consult *Humanities Texas Grant Guidelines 2007–2010* before completing the application. Applications must be typed.

1. **Project Title.** The title should be brief, informative, and suited to publicity efforts.
2. **Project Format.** Check as requested.
3. **Sponsoring Organization** Complete as requested.
4. **Co-Sponsoring Organization.** List as appropriate. HTx encourages collaborations and partnerships.
5. **Project Director Name/Fiscal Agent Name.** Complete as requested. The project director and fiscal agent should NOT be the same person.
6. **Humanities Advisor Name.** If the project director is not a humanities scholar, a humanities scholar is required to assist the project director in defining the focus of the project and securing necessary resources. This scholar typically holds an M.A. or PhD in a humanities field. This scholar must review the proposal (including the draft) before it is submitted to HTx and should play a major role over the course of the project. A member of the HTx Board of Directors may not serve as a project's primary humanities advisor.
7. **Advisory Committee Members.** The Advisory Committee should include humanities scholars as well as community members who represent project stakeholders and the various audiences the project hopes to reach. The Advisory Committee should review the application prior to submission and assist in planning and implementing the project.
8. **Participating Humanities Teachers/Scholars and Other Resource Persons.** Complete as requested. Include members of the Advisory Committee where appropriate. Participating scholars should hold an advanced degree in a humanities discipline or have demonstrated expertise in a humanities discipline related to the project.
9. **Project Goals.** Describe the program in specific, measurable objectives. If the proposed project is part of a larger project, please describe the goals of that larger project as well.
10. **Audience.** Describe the audiences or groups who will benefit from your project. See **Grant Guidelines 2007–2010** for additional discussion of the audiences HTx-funded programs generally reach.
11. **Project Summary.** Please provide a one-page, concise essay addressing significance of this project and why it is appropriate for HTx funding. The first paragraph should offer a brief overview of the project, not to exceed 100 words. Subsequent paragraphs should answer the following questions: 1) Why is this project needed? 2) What topics/themes/issues will be addressed? 3) What roles will scholars and teachers play in this project? 4) What long-term benefits might accrue to your institution and to the public through this project?
12. **Grant Period.** The beginning and ending dates of a grant period should cover all phases of a project, from early publicity to final expenditures and evaluations. The beginning date should be the first of the month; the ending date, the last day. A grant period may not exceed 18 months. All project expenditures must take place within the grant period; cost-share or HTx/NEH funds cannot be obligated prior to the grant period.
13. **Program Activities and Attendance Fees:** List the format, dates, city, site (building or other facility where the event will be held), and estimated attendance for each separate event on the program schedule. An exhibit appearing at only one site or a conference that lasts for more than one day should be treated as one event. **Note:** *Events should be held at a time when the working public may attend, such as weekends, weekday evenings, or holidays. Certain exceptions may be made for projects aimed at specific target audiences, such as K-12 teacher workshops.*
14. **Project Sites.** Comment on the suitability of the sites selected. **Note:** *HTx prefers that events be held at non-college/university sites, unless an academic site has a proven record of attracting general-public audiences. An event held on a campus or during a weekday requires a plausible plan for encouraging and accommodating the general public.*
15. **Publicity.** Summarize your plans for publicizing and promoting your project. See the "note" in #14 for public projects held on academic campuses.
16. **Evaluation.** At the project's close, project directors are required to submit to HTx an evaluation of the project's strengths and weaknesses. Indicate evaluation procedures, including the work of any outside evaluator. Describe any opportunity that the target audience will have to comment upon the project.
17. **Sources of Contributions.** List all sources of cash contribution to the project, including federal funds. "Obligated" funds have been committed to the project. "Anticipated" funds include pending grant requests.
18. **Budget Summary.** Information should be drawn from the detailed budget that is submitted with the application.
19. **Agreement.** Please have appropriate officials sign and date the application.

The final proposal must be postmarked no later than midnight of the deadline. If the deadline falls on a Sunday, the proposal can be postmarked the following day.

APPLICANTS MUST SUBMIT THE ORIGINAL, SIGNED GRANT PROPOSAL PLUS 15 COPIES OF THE COMPLETED PROPOSAL AND ACCOMPANYING MATERIALS.

DETAILED BUDGET GUIDELINES: Community Projects

Cost-Sharing

Project sponsors must provide at least half of the total cost of any project. The sponsoring organization may contribute either cash or in-kind services and goods, such as the time of volunteers, the time of employees assigned to the project, and use of meeting space to meet this cost-share requirement.

Projects for which the sponsor has raised (or expects to raise) third-party, non-federal cash contributions (i.e., cash donations made to the project by an individual, a foundation, or a corporation not otherwise linked to the sponsoring organization) may be considered stronger candidates for funding. Such projects may receive HTx grant awards at either a 1-to-1 or a 2-to-1 matching rate, funded through the Gifts and Matching Funds Program of the National Endowment for the Humanities. In such cases, all additional cost-share (including cash from institutional and third-party gifts) that exceeds the amount being used to obtain the NEH matching funds should be documented in the project budget.

Indirect costs (overhead) may not be paid out of HTx funds and may not exceed 10% of the total budget.

HTx cannot provide financial support for:

- institutional staffing (e.g., salary payment for full-time employees of one of the sponsoring organizations)
- food (except as travel expenses) or entertainment
- purchase of permanent equipment or property (although necessary equipment may be leased)
- international airfare outside of North America (although HTx can pay for the North American portions of the journey)
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Budget Categories

The Detailed Budget must provide a full breakdown of costs within each general category. It must follow the same columnar format as the Budget Summary, itemizing all cash and in-kind cost-sharing, HTx grant funds, and the total sum of each line. Calculations justifying all entries should be shown (e.g. 10 hours secretarial services @ \$6/hour = \$60, rounding off to the nearest dollar).

1. **Personnel.** Expenditures for salaried personnel (e.g., project director, support staff, and others involved in the administration and management of the project). The bulk of HTx funds should go to project activities, keeping administrative costs to a minimum. With the exception of FICA (Social Security tax), personnel benefits such as pension and medical coverage cannot be paid from HTx funds.
2. **Honoraria.** Honoraria for speakers, panelists, evaluators, consultants, and others, including in-kind contributions by members of the Advisory Committee. Although participants in lectures, conferences, seminars, and related activities may receive higher honoraria, no more than \$500 per speaker per presentation may be paid with HTx funds.
3. **Travel and Lodging.** Travel in connection with project activities is reimbursable at a current rate of 50 cents/mile for privately owned vehicles and at tourist/economy class for airfare. Actual food and lodging expenses are reimbursable, although no more than \$135/day may be paid from HTx funds. Except for Canada and Mexico, only the U.S. portion of international airfare may be paid from HTx funds. In the case of Canada and Mexico, participants should use U.S. carriers where possible and feasible.
4. **Supplies.** Cost of office or other supplies necessary for the project.
5. **Office Space and Rental.** Rental of office, studio space, meeting rooms, equipment, and films/videotapes. Equipment purchases are not allowable. Office space normally should be part of cost-sharing rather than charged to the HTx grant.
6. **Telephone.** Telephone costs are often used as cost-sharing contributions, but HTx funds may be requested.
7. **Promotion** Printing, postage, freight, and advertising.
8. **Evaluation.** An outside evaluator is not required, but an honorarium for an evaluator (typically in the \$50-\$150 range) and costs for evaluation materials may be requested.
9. **Indirect Costs.** As much as 10% of the total budget and included as part of the sponsoring organization's cost-share. Indirect costs (overhead) may not be paid out of HTx funds, and may not exceed 10% of the total budget.
10. **Other.** This category may include costs related to publications, exhibit fabrication, and exhibit transportation. Include any sponsoring organization administrative/fiscal agent fees in this section, if applicable.

MATERIALS THAT MUST ACCOMPANY THE APPLICATION

1. **Biographical information.** Provide **one-paragraph** biographical sketches on key project personnel, each advisory committee member, and each program participant. Be sure to indicate the academic degrees and disciplines of each person (or experience) as well as information on current employment. Please do not include résumés or curriculum vitae.
2. **Detailed agenda(s)** for programs such as lectures, conferences, workshops, seminars, and other public-forum projects.
3. Exhibits must include **information on design, fabrication, and interpretive content.**
4. **Detailed budget.**
5. **Letters of support** indicating that there is public interest in the project beyond that of the sponsor.

Proposals should be stapled in the top left-hand corner. Please do not place in special binders or folders.

Humanities Texas

1410 Rio Grande Street • Austin, TX 78701
P: 512.440.1991 F: 512.440.0115

Office Use Only
HTx Number: _____
Date Rec'd: _____

Community Project Application Form

1. PROJECT TITLE:

2. PROJECT FORMAT (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Book Discussion | <input type="checkbox"/> Film Discussion | <input type="checkbox"/> Teacher Workshops/Institutes |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Historical Dramatization | <input type="checkbox"/> Print Media/Publication |
| <input type="checkbox"/> Exhibit | <input type="checkbox"/> Lecture/Discussion | <input type="checkbox"/> Site Interpretation |
| | <input type="checkbox"/> Other Program: _____ | |

3. SPONSORING ORGANIZATION:

Name:	Non-profit Status: <input type="checkbox"/> Public <input type="checkbox"/> Private		
Authorizing Official:	U.S. House District # _____		
Address:	Texas House District # _____		
	Texas Senate District # _____		
City:	State:	Zip:	County _____
Phone:	Fax:		
E-mail:	Institutional Website:		

4. CO-SPONSORING ORGANIZATION (if applicable):

Name:
Contact Person:
Address:
City: State: Zip:
Phone: Fax:
E-mail:
Institutional Website:

CO-SPONSORING ORGANIZATION (if applicable)

Name:
Contact Person:
Address:
City: State: Zip:
Phone: Fax:
E-mail:
Institutional Website:

5. PROJECT DIRECTOR NAME:

Title:
Academic Field/Discipline:
Department/Division:
Organization:
Address:
City: State: Zip:
Phone: Fax:
E-mail:

FISCAL AGENT NAME:

Title:
Department/Division:
Organization:
Address:
City: State: Zip:
Phone: Fax:
E-mail:

6. HUMANITIES ADVISOR NAME:

School/College/Institution:
Department/Division:
Address:
City: State: Zip:
Phone: Fax:
E-mail:

Title:
Academic Field/Discipline:
Zip:
Has the Advisor reviewed this application? No Yes

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7. **ADVISORY COMMITTEE MEMBERS:** List name, title, institution, academic field, and highest degree for scholars, or profession and experience for others.

Name Title Institution Academic Field & Degree or Profession
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Has the Advisory Committee reviewed this grant application? No Yes Date: _____

8. **PARTICIPATING HUMANITIES TEACHERS/SCHOLARS** and **OTHER RESOURCE PERSONS:** List name, title, institution, academic field, highest degree (or profession/experience for non-academics), and project role of each. Indicate with an asterisk those who have agreed to take part in the program.

Name Title Institution Academic Field & Degree Project Role
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9. **PROJECT GOALS:** These should be specific enough so that the success of the project can be measured by whether or not these goals were achieved.

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10. **AUDIENCE:** Who will benefit from this program? **Note:** *Projects targeted primarily at college or university student and faculty audiences will not be funded.*

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11. PROJECT SUMMARY: Please see Page B of the Application Instructions prior to completing this section.

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12 GRANT PERIOD: Beginning and ending dates of project, including pre-program publicity and final expenses and evaluations.
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13. PROGRAM ACTIVITIES: List each activity. Note: Events should be scheduled for times when the working public may attend, such as weekends, weekday evenings, or holidays. Certain exceptions may be made for projects aimed at specific target audiences, such as K–12 teacher workshops.

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Format Date(s) City Site Est. Attendance
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Do you plan to charge fees for any project products or activities? No Yes If so, how much and for what purpose?

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14. PROJECT SITE(S) FOR WORKSHOPS, CONFERENCES, SCREENINGS, AND OTHER EVENTS: Is the site appropriate to the audience? Easily reachable? Accessible to the handicapped? Is there adequate parking? **Note:** *HTx prefers that events be held at non-college/university sites unless there is a proven record of attracting general-public audiences to such sites.*
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15. PUBLICITY: How will the program be publicized?
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16. EVALUATION: Describe plans for evaluation. If there will be opportunities for audience feedback, please describe.
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17. SOURCES OF CASH CONTRIBUTIONS: Please list sources of the cash contributions listed in the cost-sharing portion of the budget. Indicate whether the contributions are obligated or anticipated, and obligation/decision dates. **Note:** *Although 3rd-party cash contributions (cash donated to the project from sources other than the sponsor, co-sponsor, or the federal government) are not required, they may enhance funding prospects for this project.*
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Individual/Organization Obligated Amount Date Obligated
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Individual/Organization Anticipated Amount Date of Decision
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Amount of third-party gifts and grants that may qualify for NEH matching funds: \$ _____
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