



HumanitiesTexas

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Applicant Resources

Glossary

AMENDMENT

A change or addition to your approved project plan and budget. Amendments can be requested if there is a substantial change to any of the following: scope of work, program personnel, grant personnel, grant period, or budget (if cumulative changes exceed 10 percent of the total project budget). To request an amendment, contact our grants staff for an amendment form.

ANTICIPATED FUNDS

Third-party contributions (funds) that you expect to receive (or have applied for) outside of grant funds requested from Humanities Texas. Major grant applicants may include anticipated funds in the third-party contributions section of the application.

AUTHORIZED OFFICIAL (AO)

The individual authorized by the governing body of an organization to 1) apply for, accept, reject, alter, or terminate the grant, and 2) certify changes made to applications or awarded grants. The authorized official (AO) is typically the executive director or board chair of the applicant organization.

AWARD LETTER

Issued after a grant has been awarded, the award letter lists the grant amount and outlines the next steps in the grant process.

BUDGET SUMMARY

A basic, three-component summary of the budget that includes your requested award from Humanities Texas, your cash cost-share, and your in-kind cost-share.

CONSULTANT COSTS (AKA HONORARIA)

The stipends or fees paid to external professionals who offer services or participation in a program. See “personnel costs” for full- or part-time program personnel.

COST-SHARE

The value of cash and/or in-kind contributions made to the project by the applicant and project co-sponsors (other than Humanities Texas).

DETAILED BUDGET

All grant proposals require a detailed budget that itemizes all program expenses. The grant request, along with cash and in-kind contributions, is broken down into categories such as personnel, supplies, travel, and promotion. Applicants must use the detailed budget template provided in the application.

FINANCIAL OFFICER (FO)

The individual authorized by the governing body of the applicant organization to receive payments, maintain financial records, account for grant expenditures and funds, and complete financial reporting. The financial officer (FO) is typically the organization's chief financial officer, auditor, or board treasurer.

FINAL EXPENDITURES FORM (FEF)

Part of the final report, this form outlines the program's final expenditures and is certified by the organization's authorized official (AO) and financial officer (FO). Grantees must use the template provided in the final report.

FINAL REPORT

Due at the end of the grant period, the final report can be completed on the online grants portal. Grantees have ninety days after the grant period end date to submit the report. The final report includes narrative questions, audience questions, and the final expenditures form (FEF).

GRANT AGREEMENT

Issued after the pre-award form is complete, the grant agreement specifies the terms of the grant award, program details, the approved budget, and federal grant regulations. The agreement requires signature(s) from the grantee before funds can be disbursed. The grant agreement is binding and may be called a contract.

GRANT PERIOD

The period of time in which all aspects of the grant-funded program take place, from initial planning and promotion to final wrap-up. Grant applicants determine the length of the grant period; however, it cannot be less than two months and usually does not exceed twelve months. **No grant funds may be spent or obligated before the start of the grant period or after the grant period has ended.**

GRANTS REVIEW COMMITTEE

The committee of Humanities Texas board members that oversees the grants program, reviews proposals, and makes funding recommendations to the full board.

HUMANITIES

According to the legislation that created the National Endowment for the Humanities (NEH), "the term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

INDIRECT COSTS

Expenses that are not allocated to a specific program or directly itemized. Indirect costs support overall administration, facilities, and general costs. Humanities Texas allows an indirect cost rate of 15 percent of the modified total direct costs requested. A higher rate can be used only if the applicant has a federally-negotiated rate.

IN-KIND CONTRIBUTIONS

Services, facilities, publicity, volunteer hours, or other non-cash contributions in support of a grant-funded program. Estimate the dollar value of in-kind contributions based on what these services would normally cost.

INTERIM REPORT

A report that is required for funded projects with grant periods that extend beyond the initial twelve-month period. Grant periods longer than twelve months must be approved by Humanities Texas staff.

LETTER OF INTENT (LOI)

A pre-application requirement for major grants. The letter of intent (LOI) provides preliminary details about your program and applicant organization. It consists of a web form with short narrative responses. Applicants will be invited to submit a full application if the LOI is approved.

NEH MATCHING FUNDS

NEH matching funds are occasionally supplied by the National Endowment for the Humanities (NEH) to Humanities Texas. Humanities Texas distributes these funds via our grants program to support projects that have secured third-party, nonfederal cash gifts that meet NEH guidelines.

OBLIGATED FUNDS

Third-party contributions (funds) that you have received (or been promised) from external donors or grantors for the proposed project. Securing third-party contributions for your proposed project increases the likelihood of receiving NEH matching funds, if Humanities Texas has such funds available.

ONE-TO-ONE COST-SHARE

A requirement for mini-, exhibition, and major grant proposals. One-to-one (1:1) cost-share signifies cash and/or in-kind contributions on behalf of your organization that are equal to (or greater than) the amount you are requesting from Humanities Texas. For example, if you request a \$5,000 grant from Humanities Texas, your finances and detailed budget must demonstrate \$5,000 or more in cash and/or in-kind costs.

PERSONNEL COSTS

The salaries and/or costs paid to full- or part-time program personnel of the applicant organization.

PRE-AWARD FORM

Issued after the grant is approved, this form can be completed on the online grants portal. The form requests confirmation of organizational information previously submitted during the registration and application stages.

PROJECT DIRECTOR (PD)

The individual responsible for managing all aspects of the program, including its planning, promotion, completion, and evaluation.

SAM-UEI

Organizations seeking Humanities Texas funds are required to provide a SAM-UEI (System for Award Management-Unique Entity Identifier). Organizations can obtain a free SAM-UEI on the SAM.gov website.

SCHOLAR/EXPERT

An individual with training or experience in one or more of the humanities disciplines relevant to the project. Experts should hold an advanced degree or have lived experience and notable accomplishments in a given humanities field.

THIRD-PARTY CONTRIBUTIONS

Funds that are anticipated or obligated to your project from nonfederal third parties, such as donors or grantors. Securing third-party contributions for your project and listing them in your major grant proposal make you eligible for NEH matching funds should Humanities Texas have such funds available.