



wisconsin | humanities | council  
community through conversation

## WISCONSIN HUMANITIES COUNCIL MAJOR GRANT APPLICATION INSTRUCTIONS

### MAJOR GRANT GENERAL INSTRUCTIONS

### INSTRUCTIONS FOR FILLING OUT THE COVER PAGE (Form Provided)

Please submit **twenty-eight (28) complete copies** of your major grant application, each of which must include:

- **cover page and certification form**
- **proposal narrative**
- **letters of support**
- **project personnel form(s)**
- **budget**
- **budget narrative**

One copy must include the original signatures of the project director and fiscal agent.

Please use a type size of 12 points or larger. Photocopy proposals on both sides. Staple each complete proposal in the upper left corner. Use the forms provided.

**Sponsoring Organization** must be a nonprofit organization or group located in Wisconsin. This is the organization to which checks will be made out if the proposal is funded.

**Brief Project Description:** Describe your project in a couple of sentences.

**Legislative Districts:** You can find your legislative districts on the Web at <http://www.legis.state.wi.us/waml/>

**Project Director and Fiscal Agent** *cannot* be the same person. The project director is responsible for directing the proposed program and submitting the final program report to the WHC. The fiscal agent is responsible for maintaining financial records of grant expenditures and submitting financial reports to the WHC.

**Budget Summary:** Enter totals from your itemized budget.

**Calendar:** List location, date, and time of all planned public programs. Should you receive a grant, we will publicize your public programs in our calendar of events.

**Project Period:** The project ends some time after the date of the last public program. Tell us the date by which you will have incurred or legally encumbered all project expenses. Your final financial and program reports will be due within 90 days of this date.

**Certification Form:** Original signatures are required on one copy of your proposal.

# INSTRUCTIONS FOR WRITING THE MAJOR GRANT PROPOSAL NARRATIVE

Please answer the following questions, noting each section.

## **SECTION 1. The sponsoring organization**

Tell us about your organization's mission and activities. Be sure to note any relevant WHC funded projects. (limit of 300 words)

## **SECTION 2. Detailed project description**

Please answer each of the questions below. (limit of four pages, single spaced, typeface no smaller than 12 point with one inch margins)

- a) Why is your organization planning this project? What impact will it have?
- b) Describe your project activities, including any research and planning as well as public programs. What is the format and venue for your public program(s)? Provide a preview of the subject matter of the program(s). What will you do to encourage participant conversation and reflection?
- c) What roles will your humanities experts play in the planning and implementation of your project?
- d) What members of the public do you expect to attract to your program(s)? How are you creating public awareness of your program(s)?
- e) What organizations are you collaborating with for this project? What is their role?
- f) Tell us how you will assess your project's impact. How will you get feedback from your audience? From your humanities experts? From your organizational partners?

## **SECTION 3. Letters of support**

Provide a one page letter of support from each collaborating organization. Additional letters of support may be included that help us judge community interest in and support for your project, the quality of the humanities content of your project, and your organization's ability to carry the project forward successfully.

## **SECTION 4. Budget narrative**

List your sources of matching funds and what each source is contributing (the amount of cash or the value of in-kind services). Matching funds include any sources of revenue (such as admission fees), any known sources of grants or gifts, and any in-kind contributions. If you are charging admission or registration fees, tell us the amount per person and the total you expect to collect. Please note which matching funds have been secured and which are still pending.

Use the budget narrative to explain any other aspects of your budget that need clarification, such as a request for personnel costs (other than honoraria), particularly high honoraria, or equipment purchases. (Please refer to page 5 of the WHC grant guidelines for information about matching funds and ineligible expenses.)



# INSTRUCTIONS FOR FILLING OUT THE BUDGET FORM

Complete the budget form with attention to the following:

## **WHC funds, matching funds, and total funds:**

In the “WHC funds” column, itemize your request for WHC funds.

In the “matching funds” column please itemize the cash and in-kind expenditures for your project that are not part of your WHC request. Do not include any cash or in-kind costs that have been, or will be, counted as match on any other award of federal funds. *The total amount of your matching funds must be equal to, or greater than, the total amount you are requesting from the WHC.*

In the “total” column enter the total of the first two columns. The final budget total should represent the entire cost of your project.

**Eligible expenses:** All of the expenses listed in your budget (both your WHC request and your matching funds) must be incurred within the project period of the grant. The only exception to this is expenses incurred in preparing your proposal, which may be counted as matching funds (i.e., the cost of materials, duplication, and mailing, or the value of your time). All WHC funds and matching funds must be directly attributable to the project. If you have questions about the eligibility of a particular item, you are encouraged to consult with WHC staff before submitting your proposal.

**Personnel:** List expenses individually for each participant.

**Administration:** List the amount of time each person will spend on the project and calculate the value of that time, using his or her basic salary or wage as a measure (for example, 5% time for 3 months @ \$35,000 per year = \$437.50, or 15 hours @ \$20/hour = \$300).

**Program personnel:** The following suggested payment scale reflects the variety of roles commonly played by project scholars. These figures are not fixed rates. However, justification for payments of more than \$500 per day must be provided in your proposal’s budget narrative.

- moderator — (two to three hours) \$50 to \$100
- panelist — (two to three hours) \$100 to \$300
- lecturer — \$200 to \$1,000
- humanities expert/scholar—(full-day/program) \$200 to \$1,000  
*(A limit of \$150 per day is recommended for scholars participating in programs on their own campuses.)*
- expert/scholar/evaluator — \$100 to \$200 per evaluation
- nationally-known experts/scholars — negotiable

**Travel, food, and lodging:** List expenses individually for each participant. With some exceptions for out-of-state food and lodging in major cities, the maximum rates allowed by the State of Wisconsin are:

\$0.485/mile for auto mileage

\$70/night for hotel lodging

\$34/day for meals (\$8/breakfast, \$9/lunch, \$17/dinner)



**INSTRUCTIONS  
FOR FILLING OUT  
THE BUDGET FORM**  
(continued from pg. 3)

**INSTRUCTIONS  
FOR FILLING OUT  
THE PROJECT  
PERSONNEL FORM**

**APPLICATION  
SUBMISSION**

**Hospitality:** The WHC will only pay for food when it directly contributes to the success of the humanities program. In other words, the WHC will not pay for a reception celebrating the opening of an exhibition. We will consider modest requests for food (for example, pizza at a discussion program for teenagers) if it can be argued that serving a meal will encourage the participation of a particular audience or otherwise contribute to the program in some substantial way. The WHC will not pay for the purchase of alcoholic beverages.

**Supplies and services:** Itemize all supplies (for example 1,000 brochures @ \$0.10 each = \$100).

**Equipment rental:** The WHC will not ordinarily fund equipment purchases of items costing over \$300. We may, however, pay for the rental of such equipment if doing so makes economic sense.

**Facility rental:** The value of donated space should be included under matching funds. WHC funds should not be requested for facility rental except when the applicant is paying a fee for the use of a program venue.

**Other:** Institutions that have a federally established rate may include indirect costs as matching funds. No indirect or overhead costs will be paid with WHC funds.

Complete one form for each of the major participants in the project, such as the project director, each humanities expert, and any other individual who is playing a key role in planning or implementing the project, or contributing to its humanities content. Be sure to fill out a form for every individual for whom WHC funding is requested.

Applications should be mailed to:

**Wisconsin Humanities Council  
222 S. Bedford St., Suite F  
Madison, WI 53703**

**All deadlines are for arrival of proposals  
at the WHC office, NOT postmark date.**

