



Grant Application Instructions

The grant application has seven parts. Please complete all parts, use the fillable PDF forms provided, and submit paper copies. *We do not accept electronic submissions.* Letters of support do not require a separate form but should be included with the application. The seven parts are:

1. Cover Page
2. Certifications
3. Project Description
4. Budget Form
5. Budget Description
6. Project Personnel Form(s)
7. Letter(s) of Support

Please complete the fillable form or text alternative. Hard copies of the proposal must be submitted as follows: One hard copy **MUST** contain original signatures of the project director and fiscal agent, by their hand, and can be single-sided. The remaining hard copies should be double-sided if possible with the budget table inserted in the appropriate order. The WHC cover page should be the first page of your proposal. In addition to the hard copies, if possible please additionally email a final version of the application (scan or filled document) to the grant program director. Grant deadlines and number of copies required are as follows:

<u>Grant Type</u>	<u>Deadlines</u>	<u>Copies Required</u>	<u>Decision</u>
Mini	February 1, May 1 August 1, November 1	Four (4)	One Month
Major	April 15, August 15 December 15	12 (12)	June, October, February

*Applications are **due** in the WHC office (not postmarked) by the day of the deadline.* If the deadline falls on a weekend, applications are due the next official workday. Send grant applications to:

Wisconsin Humanities Council
3801 Regent St.
Madison, WI 53705

If you need help with proposal development, or are developing a media project, please contact WHC staff for additional guidelines and/or information.

We encourage you to discuss your project with WHC staff. We can advise you on project design, help make sure your project meets our guidelines, and offer suggestions for developing a competitive proposal. First-time applicants are strongly encouraged to submit a draft of their application for feedback. Please note that we require draft proposals at least *one month in advance* of a grant deadline for proper review.

Cover Page

Grant Type. Check the appropriate box for the grant for which you are applying.

Project Title. This should be a descriptive title.

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

Website(s). Enter the URL(s) of the sponsoring organization and/or the project, if applicable.

Tax ID Number (This is often the Employer Identification Number or EIN).

If your sponsoring organization has a Tax ID number, please provide it on your application. Sponsoring organizations are *not* required to have a Tax ID number unless they have a SAM.gov registration (see below). If formal tax status is obtained by the sponsoring organization after the receipt of WHC funding and/or at any time during the project period, the WHC would appreciate being informed of the Tax ID number at that time.

DUNS Number. *DUNS Number.* All sponsoring organizations that apply for funding from the WHC *must* obtain a DUNS (Data Universal Numbering System) number, and report that number to the WHC when submitting an application. No WHC grant funds may be awarded to an organization prior to reporting this number. For instructions on acquiring a DUNS number immediately via telephone please see information here

<https://www.neh.gov/grants/manage/duns-number-requirement>. You may also acquire a DUNS number from the [DUNS Request Service](http://fedgov.dnb.com/webform) website (<http://fedgov.dnb.com/webform>).

SAM.gov (System for Award Management). SAM.gov registration for sponsoring organizations that apply for WHC grant funding is not currently mandatory. Registration is strongly encouraged, and organizations that have a current registration with SAM.gov should keep that registration active for the duration of their WHC grant-funded project period.

There is no charge for SAM.gov (or DUNS number) registration. Several third-party vendors, however, offer to register organizations for a fee, which can be relatively substantial. The WHC does not endorse these vendors or the use of their services for SAM.gov registration.

For registration and information, please go to [System for Award Management](http://www.sam.gov) (www.sam.gov). You may also consult [Quick Start Guide for New Grantee Registration](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf) (https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf). Please note that you will need your DUNS number and a Taxpayer Identification Number (TIN) issued by the IRS in order to register with SAM.gov. Requests for new TINs from the IRS may take approximately two weeks before a new TIN is ready for use in SAM.

Allow up to 7-10 business days after SAM.gov registration is completed before the registration is activated.

Project Director. The project director is responsible for directing the proposed program and submitting the final report. The project director and the fiscal agent cannot be the same person.

Fiscal Agent. The fiscal agent is responsible for maintaining financial records of grant expenditures and submitting financial reports to the WHC. The fiscal agent and the project director cannot be the same person.

Brief Project Description. Use the space provided to describe your project, including the subject, planned activities, and audience.

Budget Totals. Copy the totals from the itemized budget form. The total amount of your matching funds must be equal to, or greater than, the total amount you are requesting from the WHC.

Legislative Districts. List the legislative district numbers where the sponsoring organization is located. District information can be obtained from the [Wisconsin State Legislature](http://www.legis.state.wi.us/waml/) (<http://www.legis.state.wi.us/waml/>).

Calendar of Events. As much as possible at the time of application, describe the location, date, and time of all planned public programs. Please list only those events that occur within the defined project period. If a grant is awarded, project directors must submit a calendar of events with confirmed specifics for every public program. Public programs will be included in the WHC's calendar of events and the project director is responsible for notifying the WHC of any changes.

Project Termination Date. The project period begins with the award of the grant. The project termination date is the date by which you will have incurred or legally encumbered all project expenses. Enter this date on the form. It should be some time after the date of the last public program. Within 90 days after this date, WHC grantees are required to submit final financial and program reports.

Estimated Audience Size. Estimate the number of people your program(s) will reach.

Certifications

Use the attached form. Original signatures are required on one copy of the form. Award checks are payable only to the sponsoring organization, not to an individual. Checks are mailed to the person designated as the payee. Please note that this signed form also certifies the participation of project personnel identified and described in the project personnel forms.

Project Description

Your project description should demonstrate a firm grasp of the subject matter of your project, an ability to organize and carry out the project, and clearly defined involvement of humanities experts. If your project description intrigues reviewers, they are likely to think that your project will interest your target audience, too. Write your description in a straightforward style, without jargon, and limit your answers to the spaces provided. Use the forms to address seven, interrelated parts:

1. Describe the sponsoring organization: its mission, activities and public programs. Cite any past experience with the WHC.
2. Describe your project. Include research, planning, and public programs. In your descriptions please address the following:
 - Provide a preview the subject matter you will be sharing with participants. Help us understand the ideas your project explores.
 - What are two or three of the questions that your project addresses?
 - What format and venue will you use for your public program(s)?
 - How will this format help your participants engage with the subject matter?
3. Why is your organization developing this project? What need or interest in the community are you intending to address? What goals have you set for the project?
4. Who is your intended audience? Why? How do you intend to publicize the project?
5. Describe the organizations with which you are collaborating on this project and why. What are their roles? Cite established or new organizational partnerships.
6. List the names and affiliations of your humanities expert(s) and briefly summarize the roles they will play in your project. Use the required project personnel forms to provide details for each humanities expert, the Project Director, and other key personnel.
7. How will you evaluate the impacts of your project on your audience, participants and partners? What kinds of feedback will you collect and how will you use it? What outcomes do you anticipate within the community and in your organization as a result of the project?

Project Budget

Your project budget is as important as your project description. Make sure that the activities you describe are accounted for in your budget. Likewise, make certain that every item in your budget relates to an activity described in your project description. Your budget should represent actual *expenses* (not any income) related to your project. Please do not inflate your budget, and remember to check your math.

Matching Funds

WHC grants require matching funds that are equal to or greater than the amount requested from the WHC. Matching funds may be cash or in-kind. They include any known sources of grants or gifts, any in-kind contributions, and any sources of revenue, such as admission fees. All anticipated income from fees must be shown in the expenditure budget as part of the matching funds and must be explained. Examples of in-kind match include the dollar value of facilities, services, talents, and time contributed to the project.

Expenses

All WHC funds and matching funds must be directly attributable to the project. All WHC funds and most matching funds may only cover costs incurred or legally obligated during the

project period, after a funding decision is made until the termination date. Expenses incurred in preparing your proposal—such as the cost of materials, duplication, mailing, and the value of your time—may, however, be counted as matching funds.

Eligible Expenses

The WHC will fund reasonable project related expenses such as:

- Honoraria for humanities experts
- Per diem and travel expenses for project personnel
- Printing and publicity
- Telecommunications
- Facility rental
- Materials necessary for the project

Ineligible Expenses

The WHC will not fund:

- Capital expenditures
- Indirect or overhead costs
- Expenses related to fundraising
- Expenses related to an archival project
- Museum acquisitions
- Staff salaries

As defined by the WHC, capital expenditures are funds used to purchase equipment or material that will have a significant working life subsequent to the end of the WHC project period.

As defined by the WHC, staff salaries are the usual and customary payment to an individual for work performed for the sponsoring organization. If project personnel work for the sponsoring organization, and receive a regular salary regardless of grant funding, they should not use WHC funding to pay for that salary.

If you have questions about the eligibility of a particular item, you are encouraged to consult with WHC staff before submitting your proposal.

The project budget has two parts—the budget form and the budget description. You must complete both. For additional information about fiscal rules and regulations, consult our Guidelines for Fiscal Agents (http://www.wisconsinhumanities.org/wordpress/wp-content/uploads/2016/06/WHC_Guidelines_for_Fiscal_Agents-6-28-16-Latest-for-grants-awarded-after-11-1-15.pdf).

Budget Form

Use the fillable Excel budget form available on our website to complete your budget. Insert the completed form into your application in the specified place. We have provided a sample Major Grant budget as a placeholder, and attached it to these instructions.

Completing the Columns

- In the “WHC Request” column, itemize your request for WHC funds.
- In the “Matching Funds” column, 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. Remember that 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.
- Copy the totals for the three columns—WHC request, Matching Funds, and Total—onto the cover page.

Personnel

List expenses individually for each participant. List the amount of time each participant 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:

Project Director: 5% time for 3 months @ \$35,000 per year = \$437.50; or 15 hours @ \$20/hour = \$300

The following suggested payment scale reflects a variety of roles commonly played by project scholars. These figures are not fixed rates. Justification for payments of more than \$500 per day must be provided in your budget description.

Moderator: \$50 to \$100 (two to three hours)

Panelist: \$100 to \$300 (two to three hours)

Lecturer: \$200 to \$1,000

Humanities Expert/Scholar: \$200 to \$1,000 (full-day/program)

(A limit of \$150 per day is recommended for scholars participating in programs on their own campuses.)

Nationally-known Experts/Scholars: negotiable

Travel, Food, and Lodging

List expenses individually for each participant. The WHC will not pay for the purchase of alcoholic beverages.

We recommend that applicants use the State of Wisconsin travel regulations in determining your budget. As of October 5, 2015, State of Wisconsin rates for travel, food, and lodging are based upon federal rates published on the federal U.S. General Services Administration website: <http://www.gsa.gov/portal/category/21283>.

Personal Auto mileage: \$0.54/mile

Hotel Lodging for all Wisconsin locations without a specified rate: \$89.00/night

Per Diem for all Wisconsin locations without a specified rate: \$51.00/day

Counties in Wisconsin with specified rates: Columbia, Dane, Door, Milwaukee, Outagamie, Racine, Sheboygan and Waukesha. Please see the GSA website at <http://www.gsa.gov/portal/category/100120> for information on rates for these counties.

These rates are subject to change; please consult WHC staff as necessary.

Hospitality

The WHC will only pay for food when it directly contributes to the success of the program. 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 example, for a reception celebrating the opening of an exhibition. We will not pay for the purchase of alcoholic beverages.

Supplies and Services

These must be directly related to the proposed project. 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.

Indirect Costs

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

Budget Description

The budget description is your opportunity to explain the details of your budget.

Limiting your answers to the provide space, please use the form to:

- Describe the cash or in-kind sources of all matching funds. List your sources of matching funds and what each source is contributing as either an amount of cash or the value of in-kind services. Note which matching funds have been secured and which are still pending.
- Describe the rates and formulas used for figuring donations of personnel time and indirect costs.
- Describe, if you are charging admission or registration fees, the amount per person, the total you expect to collect, and what you plan to do with any surplus. The WHC strongly encourages the use of scholarships, free admission days, and other flexible admission policies that make WHC-funded projects accessible to participants for whom a fee could present an obstacle.
- Explain any other aspects of your budget that need clarification, such as a request for personnel costs (other than honoraria), particularly high honoraria, equipment purchases, and specific supplies.

Project Personnel Form(s)

Project personnel forms are required for both Mini Grants and Major Grants. Complete forms for the Project Director, each humanities expert, and other key personnel, regardless of whether WHC funds are being requested for their services. You *must* include a project personnel form for every person for whom WHC funds are requested. Please note that by signing the certifications form, the Project Director certifies that information about project personnel is accurate and that individuals for whom project personnel forms have been submitted have agreed

to participate in the project in the ways described. Additional blank project personnel forms can be downloaded from the WHC website as needed.

Letter(s) of Support

Attach a *one-page* letter from each collaborating organization. Additional letters of support may be included to provide evidence of community interest in and support for your project, the quality of the humanities content of your project, and your organization's ability to carry out the project successfully. Provide only those supporting materials that are directly relevant to your project.

Special Considerations for Digital Humanities Projects

Projects that can be described as "digital humanities" can prompt special considerations for applicants as they develop their project and budget descriptions. First, while the WHC considers requests for computer hardware and software, their intended use should be clearly described for the project period and beyond. The proposed technology should be demonstrably vital to delivering humanities content. Second, digital humanities projects can often involve multiple team members with diverse and complementary skill sets. A linguist, for example, might collaborate with a geographic information systems specialist to map historic language use in a Wisconsin county. Applicants should clearly describe the project personnel--their roles and qualifications--and submit Project Personnel Forms for key team members, including everyone for whom WHC funds are requested. Finally, digital humanities projects, such as online exhibits, can expand traditional definitions of "audience," "public," and "community engagement." Applicants should thoughtfully consider and clearly describe the audiences for their projects and the nature and duration of the proposed public engagement. If, for example, a project proposes a website, applicants should describe plans to maintain the website.