

South Dakota Humanities Council
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GRANT GUIDELINES

FY 2010 (Nov. 1st, 2010 - Oct. 31st, 2011)



What is the South Dakota Humanities Council (SDHC)?

Created in 1972, SDHC gives financial support to public humanities programs. SDHC is a non-profit organization and the state affiliate of the National Endowment for the Humanities (NEH). Grant funds are awarded on a competitive basis. All projects must enhance the citizens of South Dakota appreciation and use of the humanities.

The Humanities Defined

The humanities are fields of study concerned with people, their values and the human experience. The humanities include history, literature, linguistics, philosophy, ethics, jurisprudence, comparative religion, the history, theory and criticism of the arts, and social sciences which have humanities content, including cultural anthropology, political science, international relations, archaeology, women's studies and folklore.

A humanities scholar is a person trained in one of the humanities disciplines, earning a M.A. or Ph.D., or individuals whose career and personal history show commitment to the humanities.

SDHC Grant Programs

Any non-profit organization, institution or community group interested in promoting the humanities may apply. SDHC awards over \$75,000 annually in four competitive grant categories. Deadlines are dependent on the amount an organization is requesting and the grant category. The active participation of a humanities scholar is essential to any application. Programs that are free, open to the public and attract a diverse audience are encouraged.

SDHC is accepting Immigration theme topics for the August 30, 2010 major grant deadline. For a list of possible topic ideas, please visit our website, www.sdhumanities.org. **The new theme for 2011 - 2012 is American Indian. Proposals focusing on this initiative will receive priority for funding and will be accepted starting November 1, 2010 (mini grants) as well as January 30, 2010 and August 30, 2010 (major grant deadlines).**

Individuals who currently have an open grant with South Dakota Humanities Council must close that grant before applying for a new one.

SDHC Grant Categories

SDHC accepts proposals in four categories: Humanities Discussion Programs, Mass Media Programs in the Humanities, Research Programs for Humanities Scholars, and Humanities Institutes for Teachers.

Humanities Discussion Programs engage the general public and scholars in a discussion on the humanities. Program formats include conferences, festivals, lectures and/or presentations. The focus of the program should

examine the topic from the view and perspective of the humanities. Requests over \$1,001 are accepted August 30 and January 30. Most Humanities Discussion Projects are funded around \$2,500.

Mass Media Programs in the Humanities encourage the production and use of mass media to advance the humanities. Potential projects include documentary films, radio and television productions, exhibits, websites, and humanities-related books. Requests can not exceed \$7,000 and most Media projects are funded around \$2,500. When applying for a media program, proof of significant research and the technical skill of the producer must be included. If a media program is approved, a contract covering copyright, distribution, credits and disclaimers signed by the grantee is required. Requests over \$1,001 are accepted August 30, and if funding is available, applicants may also apply for the January 30 deadline.

Research Programs for Humanities Scholars encourages scholarly research in the humanities, especially topics relevant to South Dakota culture and heritage. Applicants must include a plan for a minimum of three public presentations of the research. Requests can not exceed \$2,500. Requests over \$1,001 are accepted January 30.

Humanities Institutes for Teachers improve the quality of education by bringing K-12 teachers and humanities scholars together. With special funding from a NEH Challenge Grant, SDHC will fund one teachers' institute on American Indian culture in our state each year. Applications are accepted from universities and general education agencies. The Council typically funds one institute per year at \$15,000. Requests are accepted August 30.

SDHC Does Not Fund

- Courses, scholarships, cash awards or fellowships
- Meals (outside of per diem), snacks or decorations
- Lobbying efforts or activities that advocate a particular political or social party, agenda or ideology
- Expenses incurred prior to the SDHC grant is awarded
- Endowment or fundraising solicitations
- Performances in the creative or performing arts that do not have a humanities component
- Capital projects (including equipment, land, renovation or staffing costs)
- Programs that are being held to make a profit
- Proposals that do not follow SDHC guidelines

SDHC Initiatives

Proposals should address the humanities first and foremost. Proposals with the following initiatives incorporated into their program are strongly encouraged.

Encouraging Youth: SDHC encourages organizations to apply for programs that reach South Dakota youth, both in and out of traditional classroom settings.

Literacy and Literary Programs: Applicants are encouraged to incorporate a reading component. SDHC offers reading programs in their Program Catalog that can be used. Applicants are encouraged to demonstrate how programs will encourage a love of reading and develop reading skills.

Programs for American Indians: The Lakota, Dakota and Nakota nations make up the largest minority in South Dakota. American Indian groups must participate in humanities programming that advances the understanding and appreciation of culture or deals with South Dakota history. Applicants are encouraged to involve a diverse group of scholars to facilitate cultural exchange.

Application Procedure

Applicants are strongly encouraged to contact SDHC (605-688-6113 or grants@sdhumanities.org) for assistance in preparing grant applications. Applicants who wish to have a draft of their proposal reviewed by SDHC staff prior to final submission must do so at least two weeks before submission.

***Effective in June 2010, SDHC will be switching to an online application process for grants and other programs. Instructions will be available on our website, www.sdhumanities.org.**

****After completing and submitting your proposal online, a notification receipt will be sent to your email address. If you do not receive this email upon submission, please contact the SDHC office at 605-688-6113.**

Online Application Cover Sheet

Refer to the following definitions in completing the first portion of the online grant application:

Sponsoring Organization: The non-profit organization that administers the financial portion of the grant. If an award is made, the sponsoring organization needs to provide SDHC with a W9 as checks will be paid to this organization.

Authorizing Official: The person with authority to sign the application on behalf of the organization.

Project Director: The person responsible for overall management of the project and serves as the contact person with SDHC and submits final evaluation reports.

Fiscal Agent: The person responsible for the grant funds and for preparing and submitting the final financial report. This person CAN NOT be the project director.

Grant Narrative

Refer to the following definitions in completing the grant narrative:

1. Describe the sponsoring organization. (One page maximum) Describe your organization, including its history and mission. Detail the capability of the organization to conduct the proposed project effectively. If the organization has not received a grant from SDHC in the past, include verification of non-profit status.

2. What is the proposed project? (Three page maximum)

For Discussion Programs include the location of the event(s) and a time schedule that includes speakers and topics they will address.

For Media Programs information about the development of the program should be presented. Describe how the project will be completed and plans for public use and/or presentation of the final product.

For Research Programs include an outline of proposed activities, noting where the research will be conducted (archives, library, etc.), the subject of the research and a projected end date for the project. Plans for public use and/or presentations must be included.

For Teachers' Institutes include a general schedule of events, noting presenters and the topic they will address. Describe how teachers will benefit by attending. Include information regarding the possibility of teachers earning graduate or continuing education credit at the proposed institute.

3. Who are the humanities scholars involved, what are their credentials and what will they contribute to the proposed activities? (Three page maximum)

4. Who is your intended audience? (Two page maximum) Estimate the number of people that will attend the event. Also include a promotion plan, stating how the program(s) will be publicized and how SDHC and NEH will be credited for their contribution should a grant be awarded.

5. Will other organizations be involved in this project? (Two page maximum) List other organizations involved in the project, including cash and/or in-kind contributors, partners and/or cosponsors.

6. What specific goals relating to humanities programming do you propose to achieve? How will success be measured? (One page maximum) Explain the benefits of the project. Include the means that will be used to evaluate the project (participation numbers, follow-up, etc). For requests over \$1,000, an independent evaluator should be named. They should be knowledgeable on the topic, but not involved in the planning or presentation of the project.

Application Budget Summary and Narrative

The budget summary must be accompanied by a narrative that shows how expenses were calculated. When preparing a budget, please note the following:

- SDHC will only cover half of the total cost of the project. Applicants total cost share -- including cash from the organization or third parties and in-kind donations -- must at least equal the amount requested.

- Cash cost share is all the contributions made by the sponsoring organization, including cash gifts received from third parties. Anything the sponsoring organization contributes (portions of salary, purchase and use of office supplies, other grant or funding assistance received by third parties, etc.) should be noted.
- In-kind is the dollar value of donated services, including volunteer labor, meeting space, etc. that is contributed or discounted for the project. The dollar value of donations is reflected as in-kind contributions. Please use fair values for office space and volunteer time.
- Travel and per diem allowances are based on current South Dakota state rates. For 2009-10, the state rates are: breakfast, \$5; lunch, \$9; dinner, \$12; lodging, \$46.50 + tax/night; mileage, \$0.37/mile. Rate changes will be posted on the SDHC Web site.
- Project administration costs are figured as a percentage of the total request. The funding allowed for the project director and fiscal agent should not exceed 15% of the subtotal for requests of \$3,000 or less. Project administration should not exceed 12% for projects over \$3,000. The administrative costs may not exceed \$750.

Mini Grants

Mini Grants, requests of \$1,000 or less, are available from SDHC throughout the year. If a project is funded, the money allowed for the programs is disbursed on a first-come, first-serve basis. Typically, funding is available November through March.

How to Apply For a Mini Grant

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****After completing and submitting your proposal online, a notification receipt will be sent to your email address. If you do not receive this email upon submission, please contact the SDHC office at 605-688-6113.**

Applications must be received a minimum of six weeks prior to the event. Mini grants are available for Humanities Discussion, Media and Research programs. They are not available for teachers' institutes.

Additional Resources

For assistance with a humanities-related project, contact SDHC at 605-688-6113 or email info@sdhumanities.org. Below, please find a sampling of additional granting organizations and their Web site:

RFP Bulletin - View requests for proposals (RFPs)

<http://fdncenter.org/pnd/rfp/index.jhtml>

Grants.gov - Federal grant programs

<http://www.grants.gov>

GuideStar - Access to IRS 990 forms for nearly all U.S. private and corporate foundations

<http://www.guidestar.org>

School Grants - K-12 school grant resources

<http://www.schoolgrants.org>

South Dakota Arts Council - Visual, creative and performance art programs for South Dakotans

<http://www.artscouncil.sd.gov>

South Dakota Community Foundation - Projects that build community in South Dakota

<http://www.sdcommunityfoundation.org>

Archibald Bush Foundation - Cultural and community projects in South Dakota, Minnesota and North Dakota

<http://www.bushfoundation.org>

National Endowment for the Humanities - Large humanities projects

www.neh.gov

National Endowment for the Arts - Large arts projects

www.nea.gov

Grant Amounts and Application Deadlines

<i>Grant Category</i>	<i>Requested Amount</i>	<i>Proposal Postmark Due</i>	<i>Programs After</i>
Discussion	\$1,001 and Up	August 30, 2010	November 1, 2010
	\$1,001 and Up	January 30, 2011	April 1, 2011
Media	\$1,001 and Up	August 30, 2010	November 1, 2010
Research	\$1,001-and Up	January 30, 2011	April 1, 2011
Teachers' Institute	\$15,000	August 30, 2010	November 1, 2010